

**SCIENCE & ARTS
ANNUAL SECURITY
REPORT
2022**

Contents

INTRODUCTION.....	5
NOTICE OF AVAILABILTY OF ANNUAL SECURITY REPORT	5
IMPORTANT CONTACT INFORMATION	6
COVID-19 INFORMATION.....	6
CLERY ACT REPORTING REQUIREMENTS.....	7
REPORTING.....	7
Security Services	7
Working Relationships with other Law Enforcement Agencies	8
Crime Reporting	8
Crimes in Progress	8
Types of Crimes Reported to Police	9
Confidential Crime Reporting	9
Crimes Disclosed to a Licensed Counselor	9
Crime Disclosure	10
Reporting Suspicious Activity	10
Campus Security Authorities	11
Designated Campus Security Authorities	12
Concerning Behaviors and Other Incidents	12
Timely Warnings	13
Notification To University Community About an Immediate Threat	13
Emergency Notification System	14
Missing Person Notification	15
Obtaining Reports	15
Sex / Violent Offender Registration	16
Off Campus Crime	16
SECURITY OF FACILITIES AND ACCESS TO RESIDENTIAL/OTHER AREAS	17
Maintenance of Campus Facilities	17
Access Control and Surveillance Cameras	17
SAFETY	18
Firearms on Campus	18
Emergency Response and Evacuation Procedures	19
Medical Incidents	20

Medical Emergencies	20
Non-Emergency Medical Situations	20
Health Services	20
Harassing Phone Calls, Texts and Emails	20
Campus Wide Emergency Response	21
Crime Prevention	21
CARE Team and TAT	21
Personal Safety	22
General Safety Tips	22
When Walking or Jogging Alone	22
Safety in the Residence Halls	22
Vehicle Security	22
In the Car	23
Property Security	23
Security Escorts	23
Weather Safety	23
Tornado Safety	23
Lightning Safety	24
Facilities Access	24
Maintenance of Campus Facilities	25
Lost and Found	25
Transportation	26
Pedestrian Right of Way	26
Seatbelt Safety	26
Bikes on Campus	26
Roller Skates, Roller Blades, and Skateboards	26
PREVENTION	27
Alcohol and Drug Awareness	27
Alcohol and Drug Abuse Education Programs	27
Crime Prevention	28
Suicide Prevention	28
SEXUAL MISCONDUCT, DISCRIMINATION, AND HARASSMENT REPORTING	29
Definitions	30

Reporting	35
Confidential Reporting Options	37
Non-Confidential Reporting Options	38
Requests for Confidentiality from a Non-Confidential Reporter	38
Reporting to the Police	39
Report to Student Conduct	40
What to Do if You Are a Victim of Sexual Violence	40
On and Off Campus Resources	41
Counseling Resources- Confidential Reporting Options	41
Medical Services	41
Supportive Measures and Accommodations	42
RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF THE POLICY ON EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION	43
Notice/Complaint	43
Initial Assessment	43
Counterclaims	44
Right to an Advisor	45
Resolution Processes	45
Grievance Process Pool	47
Formal Grievance Process: Notice of Investigation and Allegations	47
Steps in the Investigation Process	49
Role and Participation of Witnesses in the Investigation	51
Referral for Hearing	51
Notice of Hearing	53
Pre-Hearing Preparation	54
Hearing Procedures	55
Deliberation, Decision-making, and Standard of Proof	56
Notice of Outcome	56
Sanctions	56
Appeals	58
Resources	61
Education	62
Statement of the Rights of the Parties	62

Definitions under Oklahoma Law	64
Preventive Measures	67
Awareness Education	67
Bystander Intervention	68
Sex Offender Registry	68
STATISTICS	69
Definition of Criminal Offenses	69
Definition of Terms for Statistical Charts	71
Chickasha Campuses Annual Security Report: Information and Known Offenses	72
Crime Statistics 2019-2021	73
ANNUAL FIRE SAFETY REPORT	75
If You See a Fire	75
If You Are Caught in A Fire	75
Fire Prevention	76
Fire Reporting	76
Fire Safety Education and Training Programs	76
Housing and Residential Life Fire Safety Policies	76
Housing and Residential Life Prohibited Items and Equipment	77
Fire Safety	78
Fire Drills	78
Fire Alarm Instructions	79
Smoke Detector & Sprinkler System	79
Fire Statistics	79
Appendix A.....	80

INTRODUCTION

The University of Science and Arts of Oklahoma (Science & Arts) is dedicated to providing a safe and secure university community. The safety and security of our students, employees, and visitors are of utmost importance. Our primary focus is education and that includes ensuring that students and employees educate themselves about personal safety and the safety of those around them. It is the responsibility of every member of the university community to adhere to the published policies and procedures of the university. For students, the student handbook is located on the University Webpage [here](#). A printed copy of the Student Handbook may be requested at the office of student services.

One of the most important safety tools is communications. Our Drover Alert system is available to all students and employees and is our primary method of communicating in a weather event or other emergency. Students can click [here](#) to sign up for the Drover Alerts while faculty and staff should contact Human Resources at hr@usao.edu. While Science & Arts works hard to provide a high level of safety, the best defense against crimes and accidents is to be informed and educated on personal safety, be aware of your surroundings, and report suspicious activity to proper authorities.

NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT

The Federal Student Right-to-Know, Crime Awareness and Campus Security Act, now cited as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” and herein identified as the “Clery Report,” requires institutions of higher education to annually prepare and publish a report concerning campus crime statistics and security policies. The report is distributed through appropriate publications, mailings, or computer networks to all current students and employees, as well as to all prospective students and employees upon request. The report contains annual specific campus crime and arrest statistics and campus policies and practices intended to promote crime awareness, campus safety and security. This report is prepared by Russell Pool, Emergency Preparedness & Senior Security Officer, Nancy Hughes, Associate Vice President for Student Services and Human Resources/Dean of Students and Monica Trevino, Vice President for Student Success and Human Resources.

The Science & Arts Annual Security Report provides an in depth look into the University’s efforts and resources provided to ensure and maintain a safe university community. The Annual Security Report is posted online [here](#) or can be obtained in printed form from the office of Student Services located on the third floor of the Student Center. Please review the report and direct any questions to the office of the Associate Vice President for Student Services and Human Resources/Dean of Students:

Nancy Hughes, Associate Vice President for Student Services and Human Resources/Dean of Students
1727 W. Alabama
Chickasha, OK 73018
405-574-1330
nhughes@usao.edu

IMPORTANT CONTACT INFORMATION

405 Area Code – Be advised that as of April 24, 2021, ten-digit dialing within the 405-area code is mandatory as it will overlay with the new 572 area code. No area code is needed when dialing 9-1-1 from any cellular or land-line telephone.

Science & Arts Security	405-222-8066
Emergency	911
Chickasha Police Non-Emergency (24/7/365)	405-222-6050
Student Wellness and Accommodations	405-574-1326
Office of Student Conduct	405-574-1278
Title IX Coordinator	405-574-1226
Intervention & Crisis Advocacy Network (ICAN) Crisis Line	405-222-1818
Human Resources	405-574-1225
Grady Memorial Hospital	405-224-2300
COVID-19 Response	405-574-1330

COVID-19 INFORMATION

Science & Arts follows guidance from the Oklahoma State Department of Health and the U.S. Centers for Disease Control in regard to how to manage the virus within our community. Our goal is not to replicate efforts of state or county offices, but rather ensure that our students and employees are as safe as possible. COVID-19 first appeared in late 2019 and by March 2020, Science & Arts was responding, assembling information and publishing a list of frequently asked questions that would evolve with the pandemic. During this time, the university assembled a pandemic response team with members from Student Affairs, Academic Affairs, Facilities Management, Communications & Marketing, Human Resources, and more.

An alert banner was posted at the top of the main page of the university website for easy access to the growing resources including FAQs, an announcement archive and other pertinent information for students, faculty and staff. Classes moved online for the rest of the spring 2020 semester. The fall 2020 semester was a mix of hybrid and in-person classes that allowed for social distancing. A mask was provided for every student, faculty and staff member in 2020 and 2021. Vaccines were available with emergency use authorization by January 2021, and COVID-19 numbers began to decline. Numbers rose again as more infectious delta variants of COVID-19, Delta and Omicron, emerged in 2021 and 2022.

There are many steps individuals can take to protect themselves from COVID-19. Guidance for actions sometimes differs between the vaccinated and unvaccinated. Check with the CDC for current guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

IN GENERAL:

- Get vaccinated as soon as possible.
- Wear a mask when appropriate.
- Avoid close contact with people who are sick.
- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not available, use a hand sanitizer that contains at least 60 percent alcohol.

- Avoid touching your eyes, nose and mouth with unwashed hands.
- If you've had close contact with someone who has COVID-19, get tested three to five days after exposure even if you don't have symptoms. Isolate for 5 days if your test is positive.
- Anyone who has tested positive with the virus should isolate, even if they don't have symptoms.

CLERY ACT REPORTING REQUIREMENTS

Each institution of higher education receiving federal financial assistance under the programs authorized under Title IV of the Higher Education Act of 1965 is required to disclose annual information about campus crime and security policies as well as timely warnings in certain situations. The Clery Act (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 1990, as amended) specifically requires that colleges and universities have in place and disclose policies, practices and procedures including those listed below:

- Policies regarding procedures and facilities for students and others to report crimes or other emergencies on campus and the university's response to such reports.
- Policy concerning security of and access to campus facilities, including residences, and security considerations used in the maintenance of campus facilities.
- Campus law enforcement policies, including enforcement authority, and policies encouraging accurate and prompt reporting of crimes.
- Description of the type and frequency of programs designed to inform students and employees about campus security procedures and crime prevention procedures and practices to encourage students and employees to be responsible for their own security and security of others.
- Annual reporting of statistics concerning the reported occurrence on campus, in or on non-campus buildings or property, and on public property, the following criminal offenses: murder, forcible or non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, arrests of persons referred for campus disciplinary action for liquor law violations, drug related violations and weapons possession, and crimes in which the victim is intentionally selected because of ethnicity, disability, national origin, or gender identity. Additionally, the report must report known crimes of domestic violence, dating violence and stalking.
- Description of drug and alcohol abuse education programs
- Campus sexual assault programs and procedures to prevent sex offenses
- Where information concerning registered sex offenders may be obtained
- Information regarding emergency response and evacuation procedures
- Policies, procedures, statistics, and programs associated with sexual misconduct
- Fire safety information and statistics/equipment for campus residential facilities
- Policy regarding missing student notification procedures

REPORTING

Security Services

Science & Arts employs full-time and part-time security officers to provide a safe and secure environment for our campus community. To provide the best services possible to the Science &

Arts community, the Security office has a mutual aid agreement with the Chickasha Police Department, allowing for cooperation in enforcement activities.

Science & Arts Security provides a positive image to visitors and members of the campus community, whether it is providing directions, parking information, or just a friendly welcome. Our officers represent Science & Arts as a group of caring and professional people, intent upon enhancing a friendly community atmosphere. Security is provided at athletic and special events to ensure the safety and security of all participants Science & Arts Security seek proactive means to avoid problems and situations such as suggesting additional security measures or providing insight on planned activities.

For the Science & Arts Security Department, service is a way of life. Services such as motorist assists, money transports and emergency message notifications are handled routinely.

Working Relationships with other Law Enforcement Agencies

Science & Arts Security maintains an excellent professional working relationship with city, county, state, and federal law enforcement agencies. Our partnership with the City of Chickasha Police Department is critical to our daily operations. The agencies coordinate investigation efforts, patrol activities, emergency response, special event security operations, community policing initiatives and training on a routine basis. Science & Arts and the Chickasha Police Department have a Memorandum of Understanding. We work frequently with deputies and reserve deputies of the Grady County Sherriff's Department who provide assistance at special events on campus.

Crime Reporting

Crime victims and witnesses to a crime, regardless of the crime, are encouraged to promptly report incidents to the Science & Arts Security Department or the Chickasha Police Department. To report a crime, the victim, if they elect to, or witness needs only to call campus security and an officer will meet them to gather information. An official report will be made with copies available to the victim after a completed investigation. All incident reports, excluding names, can be made available to the public, key Science & Arts staff, other law enforcement agencies and the media if requested.

To report a crime in progress, dial 405-222-8066 or 911.

Crimes in Progress

To report a crime in progress, a person, victim, or witness can dial 405-222-8066 for campus security or 911 for Chickasha Police Department. Any reporting method will stimulate the response of police, fire, ambulance, or other first responders. In addition, the victim of a serious crime can request support personnel, such as ministers and rape crisis or domestic violence counselors, during or after reporting the incident.

Additionally, crime victims may be eligible for funds through victims' compensation laws administered by the local district attorney's office.

Prompt reporting of criminal activity to the police enables a quick response, a timely warning, and a safer campus for everyone.

If you are the victim of a crime or a witness to one, you should do the following:

1. Call immediately: Dial 911 for emergencies or call 405-222-8066 for campus security.

2. Obtain a description: Attempt to obtain a description of the offender(s), including gender, age, race, hair, clothing, and distinguishing features. Also attempt to obtain a description and license number of any vehicle(s) involved. Note the direction of travel of any offender(s) or vehicle(s) and report these to the police.
3. Preserve the crime scene: Do not touch any items involved in the incident. Close off the area of the incident, and do not allow anyone in the crime area until police arrive.

Types of Crimes Reported to Police

Sexual Assault: If you are a sexual assault victim, report it to the police immediately. Preserve the physical evidence. Do not bathe, douche, use the toilet, or change clothing. If you have been raped, you should seek medical treatment immediately, regardless of whether you report the matter to the police.

Phone Harassment: Obscene or threatening telephone calls should be reported to the police immediately. Other harassing phone calls should be reported if they persist. If you receive such a call, remain calm and hang up. Always record the exact time and date you received the call. This information will assist police investigators.

Bomb Threats: If you know of a bomb threat, contact Chickasha Police at 911. Notify your supervisor, department head, or residential advisor and wait for further instructions. Record as much information about the call as you can remember.

Burglary and Larceny: To aid police in locating property, we recommend you always record the serial numbers of any items of value (such as computers, cell phones, televisions, etc.). If you feel you have been a victim of a property crime, report the incident immediately to the Science & Arts Security or call 911.

Assault and Battery: The best thing to do when confronted in an assault and battery situation is to try and escape and immediately notify the police by dialing 911 or campus security at 405-222-8066.

Other Crimes: There are many other crimes which occur on campus. Generally, you should protect yourself and others and report information to police as soon as practical.

Confidential Crime Reporting

Confidential reporting of crimes is allowed at Science & Arts. If, for a personal reason, a person does not wish to report an on-campus crime or suspected crime to the police, that person may anonymously report it by contacting University Security, the Counseling Office, the Dean of Students Office, or the Chickasha Crime Stoppers Program.

- Security: 405-222-8066 Located on the first floor of Sparks Hall.
- Case Management/Wellness Services: 405-574-1326, Located on the third floor of the Student Center in Student Services.
- Dean of Students: 405-574-1330, Located on the third floor of the Student Center in Student Services.
- Chickasha Crime Stoppers: 405-224-TIPS

Crimes Disclosed to a Licensed Counselor

To be exempt from disclosing reported offenses to appropriate Science & Arts officials, a licensed mental health counselor must be acting in their role as a professional counselor. This exemption

does not relieve counselors of the duty to exercise reasonable care to protect a foreseeable victim from danger posed by the person being counseled. When speaking to a victim or witness to a crime, counselors are encouraged to inform the individual to report the crime to the police.

A mental health counselor is a person whose official responsibility includes providing mental health counseling to members of the institution's community and who is functioning within the scope of their license or certification. This definition also applies to professional counselors who are not employees of the institution but are under contract to provide counseling to the institution.

Crime Disclosure

Science & Arts policies and procedures require the publication of annual crime statistics. Included in this report are crimes reported to the Science & Arts Security Department and other campus officials, including University Counseling Services, Athletics, Residential Life, Student Conduct Services, and local law enforcement. Community members may report crimes anonymously through the Chickasha Crime Stoppers. The Senior Security Officer sends written notice to local law enforcement for annual crime report for crimes reported in/on campus property. The Senior Security Officer maintains, updates, and compiles all reported incidents to security, residential life, and student conduct services annually.

Reporting Suspicious Activity

If you see any suspicious activity or person on or near the University campus, it is your responsibility to call the University Security at 405-222-8066 or 911 for emergencies.

Do not assume what you see is an innocent activity or that another individual has already called the police. Do not worry about being embarrassed; rather, think about what could happen if you do not act.

Suspicious persons may include:

- Person loitering about at unusual hours and locations.
- Person running, especially if the person is carrying something of value.
- Person exhibiting unusual mental or physical symptoms. Person could be under the influence of drugs or needing medical or psychiatric assistance.
- Person carrying property that might be suspicious, depending on the circumstances.
- Person going from room to room trying doorknobs.
- Person going from door to door trying to gain access into a building.

Other unusual situations:

- Open or broken doors or windows.
- Unusual noises — anything suggestive of foul play, danger, or illegal activity.
- Threatening statements, disturbing images or video posted on digital platforms that may appear to be a threat to the safety of an individual, group or the campus community.
- Person sitting in parked vehicle for an extended period of time.
- Vehicles driving slowly in a parking lot at night.
- Any person not affiliated with the University community.
- Do not assume the person may be a visitor or University staff that you have not seen before. Call Security immediately.

Steps to follow to ensure the safety of your bicycle:

- Register your bicycle with Student Services.
- Lock your bicycle at a bike rack.
- Use a high quality “U” bolt lock and/or a quality chain or cable and lock. Place the chain, cable, or lock through both wheels, the frame, and around the bicycle rack. Take the front wheel and/or seat with you, if removable.
- Always lock your bicycle when not in your physical control.
- If your bicycle is stolen, contact Security or Chickasha police immediately.

Campus Security Authorities

The U.S. Department of Education defines campus security authorities (CSA) as:

- A campus police department or a campus security department of the University.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., parking enforcement staff, campus safety escort staff, special event venue security)
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- Any individual of the University who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings and athletic directors/coaches.

A CSA is responsible for reporting Clery Act crimes they discovered themselves or which they received in good faith from others. These crimes (including weapons, drug, alcohol offenses, dating violence, stalking, etc.) are reported to the Associate Vice President for Student Services and Human Resources/Dean of Students and/or Security who will investigate the incident or refer it to the appropriate office or agency for investigation.

Incidents reported by CSAs will be included in the Annual Security and Fire Safety report when it is appropriate. CSAs are required to report Clery reportable incidents that occur off campus including incidents related to student travel (international and domestic) activities.

A CSA is NOT responsible for determining whether or not a crime took place – that is the responsibility of Science & Arts Security or the law enforcement agency having jurisdiction.

A CSA should never attempt to apprehend an alleged perpetrator of a crime. This too is the responsibility of law enforcement. It is also not the responsibility of a CSA to try and convince a victim of a crime to contact law enforcement if the victim chooses not to do so. However, if the crime is a sex crime, including sexual harassment, Science & Arts policy requires that it be reported to the appropriate law enforcement agency for investigation except as prohibited by law (see Confidential Crime Reporting).

The function of a Campus Security Authority is to document and report allegations of crimes that they conclude were made in good faith to Security and/or the Associate Vice President for Student Services and Human Resources/Dean of Students.

The criminal offenses that CSAs are required to disclose are

- 1) Murder and non-negligent manslaughter
- 2) Negligent manslaughter
- 3) Non-consensual sex offenses
- 4) Robbery
- 5) Aggravated assault
- 6) Burglary
- 7) Motor vehicle theft
- 8) Arson
- 9) All hate crimes involving bodily injury
- 10) All liquor, drug or weapons law violations resulting in an arrest
- 11) Domestic violence
- 12) Dating violence
- 13) Stalking

We are required to disclose offenses that occur on campus, in residence facilities, in non-campus property and on public property.

Designated Campus Security Authorities

The following individuals are designated campus security authorities:

- Campus Security Officers
- Emergency Preparedness and Senior Security Officer
- Associate Vice President for Student Services and Human Resources/Dean of Students
- Vice President for Student Success and Human Resources
- Vice President for Business and Finance
- Athletic Director
- All Head Coaches for Athletic Teams
- All Assistant/Associate Coaches for Athletic Teams
- Athletic Trainer
- Vice President for Academic Affairs
- Deans of Schools
- Academic Advisors
- Advisors for Student Groups (affiliated with the University)
- Student Services Staff
- Residence Assistants/Community Outreach Facilitators
- Neill-Wint Center Staff
- Associate Vice President for Entering Student Services and First Year Retention
- Coordinator of Campus Events and First Year Retention
- Title IX Coordinators
- Student Success Center staff

Concerning Behaviors and Other Incidents

Science & Arts has an online reporting system that can be used by CSA's or any person, including the victim of an incident, to report incidents such as concerning behaviors of others. This system delivers reported details to selected members of Science & Arts response staff via email and therefore should not be used when time is critical. Therefore, this reporting

mechanism should not be used to report incidents that require an immediate response by police, fire or ambulance personnel. It is intended as an accessible means to report on incidents that have happened or are concerning, but not yet an immediate crisis. If you have concerns or are otherwise aware that a person(s) may be planning to harm themselves or others, call 9-1-1 immediately. You can submit non-emergency reports via this [link](#).

Timely Warnings

To help prevent crimes or serious incidents, the Emergency Preparedness & Senior Security Officer and/or the Associate Vice President for Student Services and Human Resources/Dean of Students, in conjunction with other departments on campus, issues timely warnings to notify Science & Arts community members about crimes or other serious incidents in and around the community. If a situation arises that, in the judgment of the Associate Vice President for Student Services and Human Resources/Dean of Students and/or Vice President for Student Success and Human Resources, Vice President for Business and Finance, and/or the President, constitutes an ongoing or continuing threat, a campus-wide warning will be issued. Depending on the nature and level of the threat, the warnings may be issued by email, phone call, text message, posted flyers, publication on university website, and/or public announcement speakers on campus. Timely warnings will be made as soon as is safely practical.

The purpose of timely warnings is to provide the Science & Arts community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to:

Associate Vice President for Student Services and Human Resources/Dean of Students
1727 W. Alabama Ave.
Chickasha, OK 73018
405-574-1330

Campus Security
1727 W. Alabama Ave
Chickasha, OK 73018
405-222-8066

Notification To University Community About an Immediate Threat

When Campus Security confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Science & Arts community, the Senior Security Officer, the Associate Vice President for Student Services and Human Resources/Dean of Students and/or the President, any Vice President, or their designee will utilize some or all of the systems described under the section below of this report to communicate the threat to the campus community or appropriate segment of the community if the threat is limited to a particular building or segment of the population. The Associate Vice President for Student Services and Human Resources/Dean of Students in conjunction with the Senior Security Officer and the Vice President for Student Success and Human Resources immediately, and considering the safety of the community, determines the content of the notification and initiates the notification system unless issuing a notification will, in the judgment of the responsible authorities including the President, any Vice President, Associate Vice President for Student

Services and Human Resources/Dean of Students or their designee compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The Science & Arts emergency notification system is called Drover Alert. Science & Arts Faculty, Staff, and Students are encouraged regularly to sign up and/or update information. The Drover Alert information may be found [here](#).

Systems are tested annually by the Senior Security Officer in cooperation with the University's Communication and Marketing Department. The University has developed an emergency management committee which meets quarterly and reviews, develops, and updates notification system policies and procedures.

Emergency Notification System

In the event of a campus emergency, Science & Arts may use a variety of tools to communicate to the campus and the public. Depending on the nature of the emergency, Science & Arts may use all or some of the following:

- Text and Voice Alerts — The “Drover Alert” system is available to all campus faculty, staff, and students. Students can register your cell phone to receive a text message and/ or voicemail at <https://usao.bbcportal.com/>. Faculty and staff may contact Human Resources at hr@usao.edu.
- Chickasha Tornado Siren System — Sirens are tested on a regular basis. They can deliver a siren warning in the event of severe weather.
- PA System — Various campus buildings have PA systems that can alert those in the building of an emergency situation and provide response details.
- University Group Email — The University may send “urgent” e-mails to the entire campus providing notification and directions during an emergency.
- Social Media — Science & Arts will use Facebook, Twitter, and other social media tools to provide updates on campus closures or emergency situations.
- Campus TV Monitors — Science & Arts has the ability to provide emergency notification via the campus TV system in many University buildings.
- Local Media — The Science & Arts Communication & Marketing office works with local media — radio, television, and newspapers to help announce and update campus closures or emergency situations.
- Weather Radios — various offices across campus have weather radios that provide the latest in severe weather information.
- Calling Trees — Many University departments and organizations have call trees in place to notify their employees and students of an emergency situation.

Science & Arts could be subjected to a situation requiring evacuation at any time. Because of this, the emergency management committee has developed an evacuation plan in collaboration with a number of University and community partners. The plan was developed to outline an evacuation procedure that protects the health, safety and welfare of all students, faculty, staff, and visitors. Authority to issue a campus evacuation order rests with the President of the University or designee and is based on the situational observations by Security. Once an evacuation has been ordered, the University Emergency Operations Center will be activated and will lead and manage the process. In addition to notifying the campus community, the University will also inform the local community as soon as reasonably practical. Science & Arts Communications and Marketing department will coordinate all messaging to both on and off campus communities as well as media outlets.

Missing Person Notification

In accordance with Section 485 of the Higher Education Act, 20 U.S.C. § 1092(j), Science & Arts has developed this investigation and notification policy regarding students who reside in campus housing and have been reported as missing. The purpose of this policy is to define the procedures for the response of Science & Arts to reports of missing students. The policy applies to students who reside in University Housing. This includes the residence halls and university-owned apartments.

For purposes of this policy, a student may be considered a “missing person” when they are absent from the university for more than 24 hours without any known reason. The Director of Student Life and Housing and/or Security are notified and begins the procedures for locating student.

If the initial investigation determines that the student is missing, the following persons shall be notified:

- A confidential contact person designated by the student:
 - Students have the option of identifying a person of their choice to be contacted in the specific case they are determined missing. Students can choose to identify the same person as their general emergency contact or identify a different person who is more likely to know their whereabouts if determined missing (for example a roommate, close friend, or in-town relative might be more familiar with your daily movements than out-of-town family or friends). Their choice can be updated with Student Services. The person you designate, and their contact information shall be considered confidential and is only to be accessed by University officials after the student has been reported missing.
- The student’s custodial parent(s) or legal guardian(s), if the student is under 18 and not an emancipated minor.
- Local law enforcement authorities: Security will work with other law enforcement agencies, if necessary, once a student is determined to be missing.

University officials may elect to notify additional persons determined to be appropriate and consistent with the Family Education Rights and Privacy Act, 20 § 1232(g).

IMPORTANT: Students are encouraged to share pertinent information with family and friends when leaving campus or taking trips. Sharing this information will enable University staff, as well as family and friends, to contact you if the need arises. In addition, students are encouraged to periodically update their emergency contact information with Student Services.

Obtaining Reports

To request a copy of a report or ask other related questions, contact the Science & Arts Associate Vice President for Student Services and Human Resources/Dean of Students at 405-574-1330.

Requests for incident reports by persons involved generally will be processed when the investigation is completed. Science & Arts faculty, staff, and students are not charged for obtaining report copies when involved in the reported incident.

The Associate Vice President for Student Services and Human Resources/Dean of Students is committed to complying with its obligations under the Freedom of Information Act (F.O.I.A.) without undue delay but realizes that under certain circumstances the release of records may have an impact on victims, witnesses and the integrity of investigations. If an investigation is ongoing and still open, a request for any related Science & Arts Incident Report may be denied

and information of a personal nature will be withheld or redacted where the public disclosure of such information would constitute an invasion of privacy.

Sex / Violent Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

In addition to federal law, Oklahoma law (Title 57, Sections 583-584) requires anyone required to register as a sex offender to do so with both their local law enforcement agency (where they live) and the police or security department of any institution of higher education at which they are enrolled as a student (full or part-time), are an employee (full or part-time), or reside on any property owned or controlled by the institution of higher education.

Science & Arts maintain a registration process for persons who have been convicted of sexual or violent offenses that require registration pursuant to federal or state law.

Science & Arts works with the City of Chickasha Police Department and the Oklahoma Department of Corrections in exchanging information regarding persons who must register with Science & Arts pursuant to legal requirements.

Any individual who works at, lives at and/or is a current student at Science & Arts that has been convicted of specific sex or violent offenses must register with Science & Arts Security. Pertinent data will be collected and be available for public inspection pursuant to law. Persons who fail to register will be subject to prosecution. Registration with

Science & Arts is required in addition to registration with the local police department where they reside. It is the convicted person's responsibility to know whether or not to register with campus security and to ensure that registration is completed pursuant to law.

Off Campus Crime

If the Chickasha Police Department is contacted about criminal activity occurring off-campus involving a member of the Science & Arts community, the Chickasha Police Department may notify the Science & Arts Security Department. However, there is no official policy requiring such notification. Individuals in these cases may be subject to arrest by Chickasha Police Department and subject to Science & Arts judicial proceedings through the Associate Vice President for Student Services and Human Resources/Dean of Students Office.

- If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of the Student Code of Conduct, disciplinary action may be taken, and sanctions imposed for misconduct which demonstrates disregard for the University community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or "nolo contendere").

- University disciplinary proceedings may be instituted against a student charged with violation of a law, which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the tendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- When a student is charged by federal, state, or local authorities with a violation of law, the University shall not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the University may advise off-campus authorities of the existence of the Student Code and of how such matters shall be handled internally. The University shall cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

SECURITY OF FACILITIES AND ACCESS TO RESIDENTIAL/OTHER AREAS

The Science & Arts campus is open to the public. There are scheduled times for all campus-building lockups/unlocks. These duties are performed by Science & Arts Security and others responsible for facility security. Science & Arts Security conduct building security checks seven days a week year-round. Students may be authorized to be in a building after lockup if they are under the direct supervision (physically present) of a faculty or staff employee or have preauthorized written permission.

An informational publication (Housing Guidebook) is provided by Housing and Residence Life Services as a guide for living in residence halls. Each residence hall is staffed twenty-four hours a day by department personnel. All resident rooms and windows are equipped with locking devices. Educational programs are presented periodically to residents to increase awareness of safety and security issues. University housing facilities are patrolled by Science & Arts Security on a regular basis. Residents are encouraged to keep doors and windows locked. Residents should report any suspicious activity to Science & Arts Security immediately.

Maintenance of Campus Facilities

Security is provided in the maintenance of the university's facilities through a number of mechanisms. University departments coordinate maintenance efforts to ensure that safety and security components of university facilities are continuously working properly. Mechanical or electrical failures in locks or other security components are repaired promptly. A frequent survey of exterior campus lighting is completed by Science & Arts Security as well as members of the Physical Plant team to ensure they are working properly. Prompt repairs are made in all cases.

Access Control and Surveillance Cameras

The Maintenance Office is responsible for all matters related to key issuance and lock management for Science & Arts facilities. They also provide maintenance of locking hardware, doors, and other lock/door related assets. Key issuance within residential facilities is managed by staff from Student Services.

Faculty and staff needing key(s) for a particular location on campus must initiate a request with their supervisor who submits it to the Vice President for Student Success and Human Resources for approval. Once it is approved, the maintenance office will process the request. Faculty and staff who are leaving employment with Science & Arts must turn in all issued keys through their supervisor pursuant to the employment exit process overseen by Human Resources.

Keys for academic or administrative structures will not be issued to students except in special circumstances.

Problems with lock cores, broken or damaged keys, or other problems that prevent access or closure should be reported to Maintenance and/or Security immediately. If a problem exists that prevents a facility from being secured as is necessary, it should be reported to Security immediately so that alternative security actions can be implemented. Reported repairs will be handled in a prompt manner.

Science & Arts has installed electronic access control equipment linked to a community member's institutional identification card in a number of facilities including two of the residence halls and the 24/7 computer lab located in Nash library.

Science & Arts has installed surveillance cameras in several facilities as of the time of this report with plans to expand in coming years. Camera recordings can be reviewed at any time by Science & Arts Security at their facility and they can also be viewed live. Any person in a Science & Arts parking lot or in a Science & Arts building should be aware that their presence and movements may be recorded by cameras depending on their location.

No cameras are or will be installed in restrooms, dressing rooms or individual offices pursuant to Science & Arts policy.

SAFETY

Firearms on Campus

Oklahoma law, Title 21, section 1272 dealing with Unlawful Carry of firearms changed November 1, 2019. The change in law removes the requirement for persons to obtain a permit to carry a firearm concealed or not concealed assuming the person meets certain requirements.

This does NOT CHANGE Title 21, section 1277, which prohibits carrying a firearm onto any college or university property unless it meets one of four exceptions:

- 1) A weapon (firearms and other weapons) may be locked and otherwise properly stored in a vehicle parked in a designated parking area of campus.
- 2) Any property authorized for use of firearms and other weapons – Science & Arts only allows firearms for specific academic/program purposes preapproved by the President.
- 3) Any campus property authorized for a specific individual by written consent of the President.
- 4) Law enforcement officers, on-duty or off-duty, may carry a firearm without specific permission from the President.

Any person found to be in possession of a firearm on campus property who does not meet a lawful exception is subject to judicial proceedings.

Emergency Response and Evacuation Procedures

The ultimate goal of emergency preparedness is to promote community safety, assure continuity of emergency response operations and restore normal University operations and services as quickly as possible following an emergency. Emergency planning and response is an evolutionary process adapting to the nature of the emergency at hand. The intent of the Campus Emergency Preparedness Guide is to define basic procedures as a guideline for response personnel. The University seeks to minimize the impacts of emergencies and to maximize the effectiveness of the campus community through increased coordination and preparedness.

Science & Arts is in compliance with the National Incident Management (NIMS) training as evidenced by certification from the Oklahoma Office of Homeland Security. The certificate recognizes Science & Arts' successful completion of the NIMS Compliance Objectives as outlined by FEMA's National Incident Management Integration Division. Fire drills are conducted annually in the student housing facilities.

The time to become familiar with emergency procedures is before an emergency. If a building evacuation occurs, every department should have a specific pre-determined emergency assembly area where employees, students, and visitors should meet to check in with their supervisor or designee. Science & Arts Security or local emergency response personnel should be notified of any missing persons. Some emergencies may require evacuation of the building. In this event: Take all alarms seriously. When the fire alarm sounds, activate the building evacuation plan, and leave the building IMMEDIATELY.

- Fire alarms or verbal notice will USUALLY be used to sound the evacuation.
- Safely stop your work. Remain calm and orderly.
- Gather your personal belongings quickly since it may be hours before you are allowed back into the building.
- Seek out and give assistance to disabled or injured people in the area. The Emergency Preparedness Plan for campus contains instructions for assisting persons with limited mobility/special needs.
- If safe to do so, close doors and windows, but do not lock them.
- Never block stairwell doors open.
- If time permits, turn off the power to all electrical equipment.
- Walk quickly, but do not run to the nearest safe exit via the stairway. NEVER USE ELEVATORS.
- Follow emergency evacuation plan or instructions from Science & Arts Security or other properly identified emergency personnel.
- Go to an area a safe distance away from the affected building(s).
- Keep all roadways and walkways clear for emergency vehicles.
- NEVER RE-ENTER ANY BUILDING until instructed to do so by Chickasha Fire Department, Science & Arts Security, or other properly identified emergency personnel.

Emergency response and evacuations procedures are listed on the University Security webpage [here](#).

A copy of these policies and procedures may also be requested from Student Services.

Medical Incidents

All faculty and staff are subject to be placed in a position where they may have to respond to a medical incident involving a student and/or faculty-staff member. Therefore, it is important for faculty and staff to be aware of the proper procedures to follow should a medical situation develop. Medical incidents can occur in the form of a medical emergency (life-threatening) as well as non-life threatening.

Medical Emergencies

Determining whether the situation is a medical emergency is the responsibility of the first faculty or staff member on the scene. The important thing to remember is that if there is any doubt as to whether the situation is a medical emergency (life-threatening) contact EMS by dialing 911.

Proper steps to take:

- 1) Call 911
- 2) Have a bystander notify campus security 405-222-8066, 911 has been called.
- 3) Send a bystander to the nearest exit to watch for security and ambulance
- 4) Once EMS arrives relay any pertinent information to EMS
- 5) Document what happened by submitting a detailed account of the incident by submitting an incident report form [here](#).

Non-Emergency Medical Situations

Determining whether the situation is a medical emergency is the responsibility of the first faculty or staff member on the scene. The important thing to remember is that if there is any doubt as to whether the situation is a medical emergency (life-threatening) contact EMS by dialing 911.

Proper steps to take:

- 1) Call campus security 405-222-8066.
- 2) Send a bystander to the nearest exit to watch for security.
- 3) Stay with the victim until security has arrived and is assessing the situation.
- 4) Security will determine next course of action. (call 911, etc.)
- 5) Document what happened by writing a detailed account of the incident. A copy should be emailed to the Associate Vice President for Student Services and Human Resources/Dean of Students.

Health Services

Science & Arts offers Health Services that provides over the counter medications and referrals to local medical facilities to take care of the students in the event of an injury or illness. All information regarding a student's condition is strictly confidential. These services are available to all students, staff and faculty and are always free of charge.

Harassing Phone Calls, Texts and Emails

Harassment by telephone, text message, email or other means is both a nuisance and a crime. It will not be tolerated on the Science & Arts campus.

If you are a victim of telephone harassment, please follow these steps:

- 1) As soon as you realize the nature of the call, HANG UP. Remain calm.
- 2) Do not talk or try to discover the caller's identity.

- 3) If while on campus and the calling persists, or if any call is obscene or threatening, call Security at 405-222-8066 or Chickasha Police at 405-222-6050. If off-campus, call the agency within the jurisdiction you are located and report the activity.
- 4) If calling persists, keep a time log of calls received, what was said by all parties and a description of the voice.

If you are a victim of harassment via text messaging or email, follow these steps:

- 1) Do not attempt to respond or otherwise interact with the suspect once an initial notification to cease messaging has been made.
- 2) Do not delete the messages; they will be important as evidence during an investigation.
- 3) Contact Security and/or Chickasha Police to file a report or contact your local law enforcement agency if you are off-campus.
- 4) Keep a log of the message dates and times to aid in retrieving messages as evidence when filing a report.

Campus Wide Emergency Response

The purpose of this policy is to establish emergency response procedures for Science & Arts, as required by the Higher Education Opportunity Act of 2008. This policy applies to all students and employees of Science & Arts.

The university updates and maintains a comprehensive Continuity of Operations Plan (COOP) for all university employees.

All students, faculty and staff are provided with a Campus Emergency Preparedness Guide and copies of these documents are located on the security webpage under emergency resources.

Crime Prevention

In an effort to prevent crime within the University Community, Science & Arts is continually expanding and implementing procedures and programs. Science & Arts is dedicated to providing a safe campus for all employees, students, and guest. To prevent crime Science & Arts has taken the following steps:

- Security officers on campus 24 hours a day 7days a week.
- Campus Video Surveillance
- Working relationship with Chickasha Police and MOU
- Published Safety Tips and Escort Services

CARE Team and TAT

The Crisis Assessment Referral and Evaluation (CARE) Team is a multidisciplinary team that meets on a regular basis to review and respond to reports of behavior by a university student, employee or visitor that may pose a threat of self-harm or a threat to the campus community and intervene at the earliest possible point.

Team members coordinate resources and implement a coordinated response with the goal of providing assistance to the individual while mitigating risk in an effort to keep Science & Arts healthy and safe.

Participants in CARE team may include representatives from Student Services, Counseling, Housing, Student Success Center, Security, Athletics, Human Resources, and Academic Affairs.

The Threat Assessment Team (TAT) is made up of a smaller number of CARE members and meets on an as-needed basis in the occurrence of what they deem is an imminent danger of threatening behavior to the Science & Arts community.

Personal Safety

General Safety Tips

- Program Science & Arts' security phone number (405-222-8066) into your cell phone.
- Be aware of your surroundings.
- Avoid isolated areas.
- Avoid walking alone at night; walk with friends or call Security (405-222-8066) for an escort.
- Use the lighted pathways.
- Tell a friend where you are going and when you will return.
- Notify Security (405-222-8066) immediately of suspicious or criminal activity.
- Never leave your drinking cup unattended while at gatherings/parties.
- Never leave valuables unattended, even when in a space you think is safe. Property crime is a crime of opportunity.
- Do not struggle if someone attempts to take your property.

When Walking or Jogging Alone

- Stay alert; keep your mind on your surroundings.
- Trust your instincts; if you feel uncomfortable in a situation, leave.
- Know the Grounds; find out what buildings are open late where you can summon help if needed.
- Vary your route and schedule.
- Wear reflective clothing at night.
- Consider not wearing headphones as they limit what you can hear.

Safety in the Residence Halls

- Never allow strangers to follow you into the building (Tailgating). If observed, notify Security (405-222-8066) immediately.
- Always lock your room's door, whether the room is occupied or not, and while you are sleeping. Many victims of burglaries have been out of their rooms for only minutes or were down the hall a short distance from their rooms when the burglaries occurred.
- Secure all doors and windows prior to leaving, especially during long breaks.
- Call Security (405-222-8066) if you see someone who does not belong in the building or surrounding area.
- Report doors that are propped open—they increase vulnerability to crime. If you find an interior or exterior residence hall door propped open, call a resident assistant, and close the door.
- Lock cash, credit cards, jewelry, and other valuables in a drawer or trunk. Take these valuables with you during school breaks. Be careful not to leave clothing and other property unattended in lounges or laundry rooms.

Vehicle Security

- Keep your vehicle locked when it's parked and when you drive.
- Do not leave valuables in plain view. Lock them in the trunk, glove box or place under seat.

- Park your vehicle in a well-lit and populated area. If this is impossible, scan the area before getting into or out of your vehicle. Know your surroundings!
- Get into your vehicle briskly, quickly, and confidently.
- Avoid becoming too absorbed with the task at hand, such as keeping your head down at the key lock or occupying yourself with bags, books, or keys. Stay alert to avoid becoming a target for crime.
- Keep keys in hand to avoid unnecessary delay upon reaching your car.
- Always plan ahead.
- Report suspicious activity immediately.

In the Car

- Keep your car in good running condition to avoid breakdown.
- Plan your route in advance, particularly on long or unfamiliar trips.
- Have enough gas money to get you to your destination and back.
- Drive with all car doors locked.
- Keep windows rolled up in unfamiliar areas.
- Never pick up hitchhikers.

Property Security

- Never leave textbooks, purses, or book bags unattended.
- Secure cash, checkbooks, and credit cards in a safe place. Carry only small amounts of cash.
- Call Security (405-222-8066) immediately to report lost or stolen property.
- Notify Student Services (405-574-1278) to report lost or stolen student I.D. cards.
- Register your bicycle with Student Services. Invest in a good lock, such as a U-shaped hardened steel padlock. Lock the bike frame and wheels to a bike rack.
- Do not leave laptops/tablets/cell phones unattended. Record the serial number of the computer, equipment, etc. Enable GPS tracking software if your device has the option. Information Services may be able to assist you with any questions.

Security Escorts

Science & Arts Security offers Escort Services on campus 24 hours a day 7 days a week. Individuals may call security at 405-222-8066 and request an escort from any location on campus.

Weather Safety

The following information are guidelines to aid you in determining what action should be taken during severe weather.

Tornado Watch: Conditions are such that storms capable of producing a tornado may develop. Stay weather aware by monitoring local news media for updates.

Tornado Warning: Either a tornado has been sighted or it is highly probable that one will develop. A warning will be signaled by the city storm sirens and Drover Alert system.

Tornado Safety

- 1) At the Science & Arts campus, the severe weather warning will be made via the sirens from the City of Chickasha. Campus-wide notification may also be sent out via the campus mass notification system.
- 2) If severe weather is imminent and you are outdoors, move indoors as quickly as possible.
- 3) Consider obtaining a flashlight and a weather radio for your department.
- 4) Shut off any equipment that might be affected by a temporary loss of electricity.
- 5) Close hallway doors as you leave to shield the corridors from flying debris.

- 6) Move to any of the designated weather refuge area locations across campus:
 - a. Basement of the Student Center
 - b. Basement of Nash Library
 - c. First Floor of Troutt Hall (between 8 a.m. and 5 p.m., Monday through Friday when the campus is open.)
- 7) If time does not permit movement to a designated weather refuge area or when you are off- campus, seek shelter and move to a small room on lower levels, an interior hallway, a basement, or a tunnel. Avoid upper floors, large glassed areas, and windows.
- 8) Stay out of parking garages, underpasses, auditoriums, and exterior walkways. Stay away from electrical appliances.
- 9) Use the telephone for emergency calls only.
- 10) Stay calm and alert.
- 11) Call 911 off-campus or 405-574-1233 on-campus to report any damage or trapped people.
- 12) There will not be an “all-clear” signal from the alert siren system in Chickasha. Additional sirens indicate a new or renewed alert.
- 13) You are encouraged to listen/watch the local media broadcasts for weather updates.

Lightning Safety

- 1) Postpone activities promptly if you hear thunder and go to a safe shelter immediately. If swimming, get out of the water. Don't stand in puddles of water, even if you are wearing rubber boots.
- 2) Sturdy buildings are the safest place to be. Avoid sheds, picnic shelters, baseball dugouts, and bleachers. If no sturdy building is nearby, get in a hardtop vehicle with windows closed. The steel frame of the vehicle provides some protection if you are not touching metal.
- 3) If you can't get to a shelter, avoid trees. Crouch in the open, keeping twice as far away from a tree as it is tall.
- 4) Coaches and leaders should monitor the weather during practice sessions or games.
- 5) Avoid metal. Drop metal backpacks, stay away from clotheslines, fences, exposed sheds, and electrically conductive elevated objects. Don't hold on to metal items such as golf clubs, fishing rods, tennis rackets or tools.
- 6) Stay several yards away from other people. Don't share a bleacher bench or huddle in a group.

What to do if someone is struck by lightning:

- 1) Call 911 immediately. Get medical attention as quickly as possible.
- 2) Give first aid. If the victim has stopped breathing, begin rescue breathing. If the heart has stopped beating, a trained person should give CPR. Use an AED if available. If the person has a pulse and is breathing, address any other injuries.
- 3) People struck by lightning carry no electrical charge that can shock other people. You can attend to them without risk of shock.

Facilities Access

Science & Arts is comprised of buildings that serve varied functions and satisfy the diverse needs of its students, faculty, and staff. These facilities are readily accessible to students, faculty, and staff during normal working hours. Custodial Services begins unlocking doors at 5:30 a.m., Monday - Friday. They complete unlocking buildings by 6:30 a.m. Security is responsible for locking the buildings and the schedule varies from building to building and from trimester to trimester.

It is Science & Arts policy to lock the doors of buildings that are not in use. Many buildings, including residence halls, have key or electronic door locks for after-hours security. However, when working or studying in buildings after normal working hours, it is suggested that individual offices be locked, based upon the assumption that unrestricted access to the building is possible.

Any person seeking admittance to a locked location must have prior permission or be a member of the Science & Arts faculty/staff. If security is not notified in advance the person granting permission to the individual will be called if possible. Until written or verbal permission is given to security the location will not be unlocked.

Access to Robertson Hall and Sparks Hall is by card access only, although instances of propped doors have occurred. The Lawson Clubhouse is open each day from 7am-Midnight. Residents are encouraged to take security precautions in the halls and rooms. Individual rooms should be locked at all times for your safety.

Persons with Disabilities:

If a classroom, office, or meeting space is physically inaccessible, contact the Coordinator for Student Wellness and Accommodations for information and assistance at 405-574-1326.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Science & Arts security officers regularly patrol and report malfunctioning lights and other unsafe physical conditions to Physical Plant for correction. Other members of the Science & Arts community are helpful when they report equipment problems to the Science & Arts Security Department or Physical Plant at 405-574-1233.

Everyone is encouraged to be especially vigilant about unexplained or suspicious packages in their areas. At special events or large gatherings, purses, packages, and briefcases may be subject to search. Everyone should be prepared for emergencies and interruptions and review emergency and evacuation plans for their areas.

Lost and Found

It is a simple fact of life that people lose things. While frustrating at the best of times, the “loss” can be costly if the item lost was a set of keys or swipe card for a “secure” environment. This loss could be significant if the security breach leads to theft, vandalism, or sabotage. Any loss of keys or swipe cards should be reported to Science & Arts Security or Student Services immediately.

Science & Arts’ Lost and Found is located in Student Services. Additionally, there are lost and found areas located in other campus buildings. After a certain period of time, all buildings and offices are encouraged to forward any found items to Student Services to maintain a central location for persons seeking lost property. Student Services will maintain a list of items reported missing and cross-check them with items submitted to lost and found. The identified owners will be notified immediately, and arrangements will be made to return the property. Any unidentifiable or unclaimed property will be held for six months. Bicycles are held for nine months and then disposed of at the discretion of the university. Inquiries about Lost and Found property can be made at 405-574-1278.

Transportation

Safety Tips for Vehicle Operators

- Always stop for pedestrians in crosswalks.
- Watch your “blind spot” for other traffic, such as bicycles and pedestrians, overtaking you when making right turns.
- Always behave in a predictable manner and use turn signals. Other traffic may not always see you or recognize your intentions.
- Oversized vehicles must watch for bicycles, pedestrians, and other traffic when turning.
- Always be mindful of the speed limit. The posted speed limits on campus are much slower than regular city streets due to the close quarters of campus and the high volume of pedestrians.
- The State of Oklahoma currently has a “Distracted Driving” law. This law prohibits a driver from using anything which would distract the driver from devoting their full time and attention to the operation of the automobile.

Pedestrian Right of Way

Walking is a primary mode of transportation around Science & Arts, so it is important for pedestrians to remember that they are also subject to traffic control signals. While vehicles must yield to pedestrians in a clearly marked crosswalk or intersection, pedestrians must yield to vehicles when crossing anywhere else. Even though vehicles are required to yield, always remember to make eye contact with the driver before proceeding into the path of an oncoming vehicle.

Seatbelt Safety

The state law in Oklahoma requires both the driver and the front seat passenger to have a properly fastened safety belt when the vehicle is in motion. Since this is a State University owned by the State of Oklahoma, all traffic ways are considered public thus requiring seat belts at all times a vehicle is in motion. All passengers under the age of 13 are required to wear seatbelts or be placed in a child passenger restraint system and the safest place for them is the back seat.

Bikes on Campus

In Oklahoma, a bicycle is considered a vehicle when operated on the roadway. As a result, bicycles are subject to the same responsibilities and regulations as motorists. The same fines apply to motorists and bicyclists for traffic violations, such as failing to yield to pedestrians, running a stop sign or red light, going the wrong way on a one-way street, or riding on the wrong side of the road. Additionally, there are laws specific to bicycle operators, such as a mandatory white front light and red rear light if the bicycle is being ridden between sunset and sunrise and an allowance for only one person per permanently affixed seat.

Roller Skates, Roller Blades, and Skateboards

With the increased recreational use of roller skates, roller blades, and skateboards, guidelines should be followed. Roller skates, roller blades and skateboards are permitted on campus except in the following locations:

- On or in any University building, structures, stairways, elevated sidewalks, access ramps, steps, retaining walls, handrails, or other architectural elements.
- On or in any planting area, grass area, or seeded area.
- On streets open for vehicular traffic.

- Where prohibited by sign or by security.

Roller skates, roller blades, and skateboards are to be used on campus as a mode of transportation only. No tricks or extracurricular activities are to be done while using these items.

PREVENTION

Alcohol and Drug Awareness

Science & Arts seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety, and welfare of its students, faculty, staff, and visitors. These participants are expected to know and follow the applicable laws and all University rules and regulations. Each person is responsible for his/her own behavior. The university enforces compliance with state law and alcoholic beverage laws on campus and at university-sponsored activities.

Science & Arts complies with the Drug-Free Schools and Communities Act Amendments of 1989. This act requires that Science & Arts certify it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance. As set forth in local, state, and federal laws, and the rules and regulations of the University, Science & Arts prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the University or as part of university activities. With limited exceptions, beer and alcohol are not allowed on campus. Since July 1, 2000, students who are convicted of an offense involving the sale or possession of a controlled substance may become ineligible for federal student aid.

In accordance with the Student Handbook and Code of Conduct, the use, possession, manufacturing, distribution, and/or being under the influence of alcoholic beverages and/or low point beer, as defined by Oklahoma Law, on the campus or at any on-campus activity sponsored by or for a student organization or any other university sponsored activity for students is not permitted. The use, possession, manufacturing, distribution and/or being under the influence of controlled dangerous substances, or controlled substances as defined by Oklahoma law, except as expressly permitted by law and/or University policy is not permitted.

Any student or employee of the University who has violated this prohibition shall be subject to disciplinary action including, but not limited to, suspension, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of the University.

Other resources:

University Counseling Services: 405-574-1326
Reach-Out Hotline: 1-800-522-9054

Alcohol and Drug Abuse Education Programs

The University of Science and Arts of Oklahoma recognizes its responsibility as an educational and public service institution to promote a healthy and productive environment. This responsibility

demands implementation of programs and services which facilitate that effort. The University is committed to a program to prevent the abuse of alcohol and the illegal use of drugs by its students. The University program includes this policy which prohibits illegal use of drugs and alcohol in the workplace, on University property, or as part of any University sponsored activities. Science & Arts offers counseling services for counseling and training programs which inform students about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential. All new students are required to complete Alcohol Edu program as a prerequisite to continued enrollment.

Crime Prevention

Crime prevention is defined as the anticipation, recognition, and appraisal of a crime risk, and the initiation of some action to remove or reduce that risk. Science & Arts has experienced success at reducing and preventing crime. Some of the notable efforts are:

- 24-hour preventive patrols
- Custodial staff occupies academic buildings after hours and provides information to security about suspicious activity or persons in or around the buildings
- Dating violence, domestic violence, sexual assault and stalking presentations and seminars conducted upon request on a continual basis
- Most parking lots and areas monitored by surveillance cameras
- Lighting surveys each semester
- Beginning with the fall 2015 semester all students are required to complete an online, interactive training that addresses the prevention of sexual misconduct and effective bystander intervention techniques to help combat sexual misconduct in the Science & Arts community. Failure to complete the training will result in students being unable to enroll in classes in subsequent semesters. Faculty and staff are required to complete a similar training as well.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Information is disseminated to students and employees through emails, security alert posters and displays.

In addition to preventing crime, considerable effort is devoted to crime intervention. All reported crimes are investigated immediately. Follow-up investigations occur to identify the offenders. When caught, offenders are dealt with through the Grady County court system and Science & Arts Student Conduct, when appropriate. Science & Arts encourages the accurate and prompt reporting of criminal incidents, no matter how insignificant or small. Victims are encouraged to assist in police investigation and subsequent filing of charges. Through these measures, Science & Arts will become a safer community.

Suicide Prevention

Science & Arts has dedicated programs and services that strive to protect emotional health and prevent suicide for our community members. These programs include strengthening mental health, providing support for substance abuse, and creating suicide prevention programs and systems. They also equip university community members with the skills and knowledge to help themselves and each other in the face of a mental health crisis. We encourage community awareness, understanding and action for young adult mental health.

In 2014, the JED Foundation identified Science & Arts as a designated JED Campus with an overall goal of identifying best practice methods for preventing and bringing awareness to the topics of mental health promotion, substance abuse, and suicide prevention programming on campus.

Below are programs specifically geared targeted toward community awareness and education of suicidal ideation and improved mental health. These programs are available throughout the academic year.

- **Mental Health First Aid:** Mental Health First Aid is a national program dedicated to teaching skills in response to the signs of mental illness and substance use. The University has invested resources into making this available across the campus community. The Mental Health First Aid course is an eight-hour course that teaches how to identify, understand, and respond to signs of mental illnesses and substance use disorders. The training provides participants with helpful tools and support for interacting with someone who may be developing a mental health or substance use problem or experiencing a crisis.
- **Kognito:** Kognito role-play simulations enable organizations to rapidly build the capacity of faculty, staff, and students to lead real-life conversations that improve student well-being, including mental health, suicide prevention, and supporting veterans and LGBTQ students.

SEXUAL MISCONDUCT, DISCRIMINATION, AND HARASSMENT REPORTING

The University of Science and Arts of Oklahoma is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, the University of Science and Arts of Oklahoma has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. The University of Science and Arts of Oklahoma values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

The core purpose of this policy is the prohibition of all forms of discrimination. Sometimes, discrimination involves exclusion from activities, such as admission, athletics, or employment. Other times, discrimination takes the form of harassment or, in the case of sex-based discrimination, can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged violation of this anti-discrimination policy is reported, the allegations are subject to resolution using the University of Science and Arts of Oklahoma's "Process A" or "Process B," as determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of the University of Science and Arts of Oklahoma community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the University of Science and Arts of Oklahoma community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers. The procedures

below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this policy.

Science & Arts takes acts of sexual harassment, which include sexual violence, extremely seriously. The following information, consistent with U.S. Department of Education Title IX guidance, provides details on the university response, resources and remedies to sexual violence. The university hopes that you will help us in our efforts to maintain a safe and productive environment for all members of our community to live, learn and be successful by uniting as a community committed to ending sexual violence and sexual harassment.

Sexual harassment and sexual violence are forms of gender discrimination not tolerated at Science & Arts. We strongly encourage victims to report all acts of gender discrimination. Additionally, students have the option of filing a formal complaint with the University as well as with the police. Please be aware that even if an individual chooses not to file a formal complaint, the university may take interim measures, such as changing academic schedules and housing arrangements. These measures may be taken to provide safety for the victim in the educational setting.

Science & Arts does not discriminate on the basis of race, color, national origin, sex, qualified disability, religion, sexual orientation, gender identity, veterans' status, genetic information or age in its programs and activities. Therefore, the university will address all complaints of sexual harassment, including sexual violence, the same, regardless of whether the complainant (person filing the complaint) or respondent (person the complaint is filed against) is of a protected class or sex. Where it is determined that sexual misconduct is more likely than not to have occurred, university sanctions can include suspension or expulsion. Even if law enforcement and criminal justice authorities choose not to prosecute a particular incident, the university may still pursue the incident through the student conduct process. All student conduct processes are separate from law enforcement investigations. In instances where gender discrimination is not addressed through the student conduct system, the university still has the obligation under Title IX to take immediate action to eliminate the harassment, prevent its recurrence and address its effects, irrespective of formal legal processes.

More information and resources can be found [here](#).

Definitions

The following are definitions used by Science & Arts and include examples to assist in explaining the behavior.

Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Oklahoma regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

The University of Science and Arts of Oklahoma has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community, which consists not only of employer and employees, but of students as well.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

- 1) Quid Pro Quo:
 - a. an employee of the University of Science and Arts of Oklahoma,
 - b. conditions the provision of an aid, benefit, or service of the University of Science and Arts of Oklahoma,
 - c. on an individual's participation in unwelcome sexual conduct; and/or

- 2) Sexual Harassment:
 - a. unwelcome conduct,
 - b. determined by a reasonable person,
 - c. to be so severe, and
 - d. pervasive, and,
 - e. objectively offensive,
 - f. that it effectively denies a person equal access to the University of Science and Arts of Oklahoma's education program or activity.

Examples of behavior that could be sexual harassment:

- Unwelcomed sexual flirtation, advances, or propositions of sexual activities.
- Asking about someone else's personal, social, or sexual life or about their sexual fantasies, preferences, or history.
- Discussing your own personal sexual fantasies, preferences, or history.
- Repeatedly asking for a date from a person who is not interested.
- Whistles, catcalls, or insulting sounds.
- Sexually suggestive jokes, innuendoes or turning discussions into sexual topics.
- Sexually offensive or degrading language used to describe an individual or remarks of a sexual nature to describe a person's body or clothing.
- Calling a person, a "hunk," "doll," "babe," "sugar," "honey," or similar descriptive terms.
- Displaying sexually demeaning or offensive objects and pictures.
- Making sexual gestures with hands or body movements.
- Rating a person's sexuality.
- Unwelcomed touching of a person's body including massaging a person.

Sexual Violence

Sexual violence is physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including sexual misconduct, stalking, dating violence and domestic violence.

Sexual Misconduct

Sexual misconduct is a broad term encompassing any non-consensual contact of a sexual nature. Sexual misconduct may vary in severity and consists of a range of behavior or attempted behavior including, but not limited to, the following examples of prohibited conduct:

Sexual assault, defined as:

- a) Sex Offenses, Forcible:
 - i) Any sexual act directed against another person,
 - ii) without the consent of the Complainant,
 - iii) including instances in which the Complainant is incapable of giving consent.
- b) Forcible Rape:
 - i) Penetration,
 - ii) no matter how slight,
 - iii) of the vagina or anus with any body part or object, or
 - iv) oral penetration by a sex organ of another person,
 - v) without the consent of the Complainant.
- c) Forcible Sodomy:
 - i) Oral or anal sexual intercourse with another person,
 - ii) forcibly,
 - iii) and/or against that person's will (non-consensually), or
 - iv) not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- d) Sexual Assault with an Object:
 - i) The use of an object or instrument to penetrate,
 - ii) however slightly,
 - iii) the genital or anal opening of the body of another person,
 - iv) forcibly,
 - v) and/or against that person's will (non-consensually),
 - vi) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- e) Forcible Fondling:
 - i) The touching of the private body parts of another person (buttocks, groin, breasts),
 - ii) for the purpose of sexual gratification,
 - iii) forcibly,
 - iv) and/or against that person's will (non-consensually),
 - v) or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- f) Sex Offenses, Non-forcible:
 - i) Incest:
 - 1) Non-forcible sexual intercourse,
 - 2) between persons who are related to each other,
 - 3) within the degrees wherein marriage is prohibited by Oklahoma law.
 - ii) Statutory Rape:
 - 1) Non-forcible sexual intercourse,
 - 2) with a person who is under the statutory age of consent of sixteen.

Effective consent is a voluntary, mutually understandable agreement that clearly indicates a willingness to engage in each instance of sexual activity. Consent to one act does not imply

consent to another. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. Consent can be withdrawn at any time. Any expression of an unwillingness to engage in any instance of sexual activity establishes a presumptive lack of consent. Consent is not effective if it results from the use of physical force, a threat of physical force, intimidation, coercion, incapacitation, or any other factor that would eliminate an individual's ability to exercise their own free will to choose whether or not to engage in sexual activity. Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the University of Science and Arts of Oklahoma to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying "no" may be part of the kink and thus consensual, so the University of Science and Arts of Oklahoma's evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

This definition of consent is the exclusive definition used in the Student Code of Conduct. It is also used for Title IX purposes throughout the university. Individuals who commit acts of sexual misconduct assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce accountability for their actions.

Examples of sexual misconduct violations include, but are not limited to:

- Ignoring an individual's protest and engaging in sexual activity.
- Convincing somebody to have sex likely constitutes intimidation or coercion. If someone is coerced, the consent is not effective consent.
- Alcohol and/or drug use may render an individual incapable of giving consent for sexual activity. For example, someone who is incapacitated may agree to have sex at the time but have no memory of the consent. This person may have been functioning in a "blackout" and could not give effective consent.
- Holding a person down or preventing a person from leaving the room and forcing him or her to engage in sexual activity against the person's will.

Stalking

Stalking, defined as:

- a. engaging in a course of conduct,
- b. on the basis of sex,
- c. directed at a specific person, that
 - i. would cause a reasonable person to fear for the person's safety, or
 - ii. the safety of others; or
 - iii. Suffer substantial emotional distress.

For the purposes of this definition—

- 1) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- 2) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
 - a. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

Actions that a stalker takes to contact, harass, track, or frighten another could include repeatedly:

- following
- unsolicited visits or communication
- using online social media inappropriately
- damaging property
- showing up at places an intended victim frequents
- sending unsolicited mail, e-mail, texts, and pictures
- creating a website about a target of stalking
- sending unsolicited gifts
- stealing things that belong to intended victim
- calling repeatedly
- Stalking can occur by someone that is known casually, a current boyfriend or girlfriend, someone dated in the past or a stranger.

Dating Violence

Dating Violence, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a person,
- d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
 - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - iii. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence

Domestic Violence, defined as:

- a. violence,
- b. on the basis of sex,
- c. committed by a current or former spouse or intimate partner of the Complainant,
- d. by a person with whom the Complainant shares a child in common, or

- e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
- f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Oklahoma, or
- g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Oklahoma.

*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

The definition is consistent with Violence Against Women Act.

Retaliation

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. The University of Science and Arts of Oklahoma is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for the University of Science and Arts of Oklahoma or any member of the University of Science and Arts of Oklahoma's community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or 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 and procedure.

Charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

Reporting

Anyone can report any instances of sexual harassment and sexual violence, as well as other crimes or violations of the Student Code of Conduct, to Student Services on the third floor of the Student Center or at 405-574-1278. In order to best preserve evidence, campus security should be contacted as soon as possible after an assault has occurred. Preserving evidence may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order.

Complainants may report alleged sexual misconduct to any Science & Arts administrator, supervisor, faculty member, coach, or athletic trainer. Reports may also be made directly to the Title IX Coordinator or designee. University employees who receive a report of sexual misconduct are obligated to further report such complaint to the Title IX Coordinator or designee. If either the victim or the accused are students, the incident will be addressed through the Student Conduct process once a complaint is filed. No employee is authorized to resolve or investigate complaints without the involvement of the Title IX Coordinator.

All forms of sexual violence should be reported, no matter the severity. Science & Arts' primary concern is safety; therefore, individuals should not be deterred in reporting even if the use of alcohol or other drugs was involved.

Science & Arts encourages victims of sexual violence to talk to someone about what happened so they can receive support and so that the institution can respond appropriately. Science & Arts offers both confidential reporting and non-confidential reporting options. It is important to be aware that different individuals who victims can contact for assistance following an incident may have different responsibilities regarding confidentiality, depending on their position. Under state law, some individuals can assure a victim of confidentiality, including counselors and certified victims' advocates. In general, however, any other institution employee cannot guarantee complete confidentiality, unless specifically provided by law. As is the case with all colleges and universities, the institution must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

Information regarding sexual misconduct will be treated with the confidentiality afforded any victim. All University employees are obligated to report sexual misconduct of which they become aware. The offices listed below are trained to work with individuals who report sexual misconduct and have knowledge about on- and off-campus resources, services, and options-including possible interim actions and accommodations that may be instituted in cases of sexual misconduct.

- 1) Vice President for Student Success and Human Resources: Located 2nd floor of Troutt Hall, 405-574-1225
- 2) Associate Vice President for Student Services and Human Resources/Dean of Students: Located within Student Services, 3rd floor of Student Center. 405-574-1330
- 3) Vice President for Business and Finance: Located 2nd floor of Troutt Hall, 405-574-1333.
- 4) Counseling Services: Located within Student Services on the 3rd floor of Student Center. 405-574-1326
- 5) Campus Security: Located in Sparks Hall. 405-222-8066.

Institutional personnel can assist a victim in notifying law enforcement authorities, including on-campus & local police, if the victim so chooses. The victim may also decline to notify authorities.

The criminal investigation, should the individual choose to pursue criminal prosecution, will be conducted by local law enforcement. The University has an obligation to investigate any allegations that would be a violation of the student conduct code. The student conduct and the criminal investigations may occur concurrently. Proceeding with a University administrative investigation and resolution of a complaint of sexual misconduct under this policy is independent of any criminal investigation or proceeding. Reporting to law enforcement does not preclude a

person from proceeding with a complaint of sexual misconduct under this policy. The University does not normally wait until a criminal investigation or proceeding is concluded before conducting its own investigation, implementing interim measures, and taking appropriate action. Because the standards for a violation of criminal law are different from the standards for a violation of this policy, criminal investigations and proceedings are not determinative of whether a violation of this policy has occurred. In other words, conduct may violate this policy even if law enforcement agencies or local prosecutors decline to prosecute.

Complaints of sexual misconduct and related internal University processes may occur prior to, concurrent with, or following civil or criminal proceedings off campus.

All reports of sexual misconduct will be filed with the Associate Vice President for Student Services and Human Resources/Dean of Students. Victims will receive a notification of existing on-campus & off-campus counseling, mental health, or other services. The Clery Act mandates that the University report any incident of dating violence, domestic violence, and stalking to the District Attorney's office.

Different employees on campus have different abilities to maintain a victim's request for confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication."
- Other employees may talk to a victim in confidence, and generally report only that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger an institution investigation into an incident against the victim's wishes. This report is done through a Clery Report and does not include the victim's name or other identifying information.
- Thirdly, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator.

Confidential Reporting Options

Confidential reporting options provide students with the ability to confidentially report and discuss an instance of sexual violence without their information being shared with others. Please note confidential reporting limits the institution's ability to respond to incidents.

Professional Counselors

Professional and licensed counselors who provide mental health counseling (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim's permission. These individuals are also not required by the Clery Act to report.

This would include counselors who work in Student Services on campus.

While these professional counselors, non-professional counselors (those who act under the supervision of a licensed counselor), advocate, and health providers may maintain a victim's confidentiality, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in the case of minors, imminent harm to self or others, or requirement to testify if subpoenaed in a criminal case.

If Science & Arts determines that the alleged individual(s) pose a serious and immediate threat to the campus, Science & Arts may issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

Non-Confidential Reporting Options

The Oklahoma State Board of Regents for Higher Education and the Clery Act require all other employees (excluding counselors and Victim Advocate) who become aware of an instance of sexual violence to report the instance to Science & Arts Security. The victim's name should not be reported to the police without the victim's permission. The report should include the nature, date, time, and general location of an incident. This is a limited report which includes no information that would directly or indirectly identify the victim. This allows for the institution to track patterns, evaluate the program, and develop appropriate campus-wide responses.

Note that the Clery Act requires other crimes to be reported. Visit the [Campus Safety and Security website](#) to learn more.

When an instance of sexual violence is reported to a "responsible employee" the reporter can expect the incident will be reported to the Title IX Coordinator or Student Conduct Office. A responsible employee must report to the Title IX Coordinator or Student Conduct Office all relevant details about the alleged sexual harassment or sexual violence shared by the victim including names, date, time, and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the institution's response to the report. A responsible employee should not share information about the victim to law enforcement.

A "responsible employee" is an employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. Examples include but are not limited to faculty members, advisors, employees in student services offices and anyone in a supervisory role.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the institution will investigate the alleged sexual violence, end any sexual violence, prevent the sexual violence from reoccurring, and educate on sexual violence.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations and if the victim wants to maintain confidentiality, then the student should be directed to a confidential resource. Employees can learn more about interacting with a victim of sexual violence by contacting Science & Arts Wellness Services at 405-574-1326.

Requests for Confidentiality from a Non-Confidential Reporter

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or conduct action taken, Science & Arts must weigh that request against the obligation to provide a safe environment for all students, including the victim.

If the institution honors the request for confidentiality, a victim must understand that the institution's ability to meaningfully investigate and respond to the incident may be limited.

Although rare, there are times when the University may not be able to honor a victim's request in order to provide a safe environment for all students.

When weighing a victim's request for confidentiality or that no investigation or conduct process be pursued, the following will be considered.

- The increased risk that the alleged respondent will commit additional acts of sexual or other violence, such as:
 - whether there have been other sexual violence complaints about the same alleged respondent;
 - whether the alleged respondent has a history of arrests or records from a prior school indicating a history of violence;
 - whether the alleged respondent threatened further sexual violence or other violence against the victim or others;
 - whether the sexual violence was committed by multiple respondents;
 - whether the sexual violence was perpetrated with a weapon;
 - whether the victim is a minor;
 - whether the institution possesses other means to obtain relevant information of the sexual violence (e.g., security cameras or personnel, physical evidence);
 - whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the institution to investigate and, if appropriate, pursue conduct action. If none of these factors is present, the institution will likely respect the victim's request for confidentiality.

If it is determined that the institution cannot maintain a victim's confidentiality, the institution will inform the victim prior to starting an investigation. Science & Arts will remain ever mindful of the victim's well-being and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. The institution may not require a victim to participate in any investigation or conduct process. Retaliation against the victim, whether by students or institution employees, will not be tolerated.

Reporting to the Police

Science & Arts strongly encourages individuals to report sexual violence and any other criminal offenses to the police. This does not commit you to prosecute but will allow the gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, institution conduct actions and/or civil actions against the perpetrator.

If the incident happened on campus, it can be reported to the Science & Arts Security in Sparks Hall or by calling 405-222-8066. If the incident occurred elsewhere in Chickasha, it can be reported to the Chickasha Police Department at 2001 W. Iowa, Chickasha, OK 73018, or at 405-222-6050. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where it occurred.

Please know that the information you report can be helpful in supporting other reports and preventing further incidents.

Report to Student Conduct

Anyone can report any instances of sexual violence to Student Conduct by visiting the Associate Vice President for Student Services and Human Resources/Dean of Students offices located within Student Services on the third floor of the Student Center or by calling 405-574-1330. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident.

If either the victim or the accused is a student, the incident will be addressed through the Student Conduct process once a complaint is filed.

Additionally, as stated above, Science & Arts strongly encourages individuals to report any instance of sexual violence to the police.

Difference between privacy and confidentiality:

PRIVACY: Privacy relates to people. To the extent possible, the University will protect the privacy of all parties to a complaint or other report of sexual misconduct.

CONFIDENTIALITY: Confidentiality relates to information/data about an individual. While the University has an obligation to investigate every complaint or other report, if a student wishes the details of an incident to be kept strictly confidential, they may speak privately with the University counselor, health providers or official rape crisis resources.

Science & Arts will protect the confidentiality of victims of sexual assault, including the protection of any identifiable information of victims in records that may be accessed by the public, to the extent permissible by federal and state laws. To the extent possible, the University will make every effort to maintain the privacy of all parties involved in alleged sexual offenses, relationship violence, harassment, and stalking incidences. Privacy, however, cannot be guaranteed in some incidences due to the responsibility to the overall campus safety.

While steps will be taken to protect the privacy of such persons, the University may need to investigate an incident and take action once the allegation is known. The University adheres to all federal, state, and local requirements for intervention, crime reporting, and privacy provisions relating to sexual misconduct. Anonymous reports may be filed. Where potential complainants wish to remain anonymous, the report may be made in a John/Jane Doe format. Additionally, attorneys, clergy members, licensed counselors or physicians who are engaged in such capacity may keep such reports confidential. For on-campus adjudication, however, the complainant must be identified.

What to Do if You Are a Victim of Sexual Violence

- If you are not safe and need immediate help, call the police. If the incident happened on campus, call Science & Arts Security at 405-222-8066. If the incident occurred elsewhere in Chickasha, call the Chickasha Police Department at 405-222-6050. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where it occurred.
- Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. You can call the Intervention & Crisis Advocacy Network Crisis Line which is available 24 hours at 405-222-1818 to get advice and discuss options for how to proceed.
- Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke, chew gum, take any medications or straighten the room or place of the incident. Preserving evidence is critical for criminal prosecution. Although you may not want to prosecute immediately after the

incident, that choice will not be available without credible evidence. The evidence collected can also be useful in the campus conduct process.

- Go to Grady Memorial Hospital to receive care for any physical injuries that may have occurred. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy. Grady Memorial Hospital maintains a SANE nurse on staff for sexual related crimes and emergencies.

On and Off Campus Resources

Sexual violence can be very emotionally disruptive, and it takes time to come to terms with such a major stress. In addition to support that may be found in family and friends, the following agencies and departments can serve as resources for you.

It is important to be aware that different individuals who you may contact for assistance following an incident may have different responsibilities regarding confidentiality, depending on their position. Under state law, some individuals can assure the victim of confidentiality, including counselors and certified victims’ advocates. In general, however, any other institution employee cannot guarantee complete confidentiality, unless specifically provided by law. As is the case with all colleges and universities, Science & Arts must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

Counseling Resources- Confidential Reporting Options

Science & Arts Counseling
 Located within Student Services on the 3rd floor of Student Center405-574-1326

Other Local Services Available to Victims

Chickasha Police 911 (Available 24 hours)
 Chickasha Police Department Non-Emergency.....405-222-6050
 Grady County Sheriff Department.....405-224-0984
 Science & Arts Campus Security 405-222-8066 (Available 24 hours)
 Intervention & Crisis Advocacy Network - CRISIS LINE.....405-222-1818
 (Available 24 hours)
 Director of Counseling at Science & Arts..... 405-574-1326 (M-F, 8-5)
 Grady Memorial Hospital - 2220 Iowa Ave..... 405-224-2300 (Available 24 hours)
 Grady County District Attorney’s Office 405-224-4770 (M-F, 8-4:30)
 Options.....405-222-3018
 Byte and Associates.....405-222-4786
 Southwest Youth and Family Services.....405-222-5437
 Red Rock Behavioral Health Services.....405-222-0622

Medical Services

It is important to have a thorough medical examination after a sexual assault even if you do not have any apparent physical injuries. Medical providers can treat any injuries and provide tests for sexually transmitted diseases.

Grady Memorial Hospital (off-campus)
 2220 Iowa Ave Chickasha, OK 73018
 405-224-2300

Additional information on resources as well as educational information on sexual violence prevention can be found at Science & Arts Counseling Services located on the third floor of the Student Center, 405-574-1326.

Also, refer to <http://notalone.gov> for more information and resources.

Supportive Measures and Accommodations

The University of Science and Arts of Oklahoma will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the University of Science and Arts of Oklahoma's education program or activity, including measures designed to protect the safety of all parties or the University of Science and Arts of Oklahoma's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the University of Science and Arts of Oklahoma will inform the Complainant, in writing, that they may file a formal complaint with the University of Science and Arts of Oklahoma either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

The University of Science and Arts of Oklahoma will maintain the privacy of the supportive measures, provided that privacy does not impair the University of Science and Arts of Oklahoma's ability to provide the supportive measures. The University will act to ensure as minimal an academic impact on the parties as possible. The University will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- No Trespass orders,
- Timely warnings

- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF THE POLICY ON EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION

The University of Science and Arts of Oklahoma will act on any formal or informal notice/complaint of violation of the policy on Equal Opportunity, Harassment, and Nondiscrimination (“the Policy”) that is received by the Title IX Coordinator or any other Official with Authority by applying these procedures.

The procedures below apply **only** to qualifying allegations of sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) involving students, staff, administrator, or faculty members.

The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in conjunction with reported misconduct (e.g., vandalism, physical abuse of another). All other allegations of misconduct unrelated to incidents covered by the Policy will be addressed through procedures elaborated in the student, faculty and employee handbooks.

Notice/Complaint

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, the University of Science and Arts of Oklahoma initiates a prompt initial assessment to determine the next steps the University needs to take.

The University of Science and Arts of Oklahoma will initiate at least one of three responses:

- 1) Offering supportive measures because the Complainant does not want to proceed formally; and/or
- 2) An informal resolution; and/or
- 3) A Formal Grievance Process including an investigation and a hearing.

The investigation and grievance process will determine whether or not the Policy has been violated. If so, the University of Science and Arts of Oklahoma will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

Initial Assessment

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator engages in an initial assessment, which is typically one to five business days in duration. The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
 - If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
 - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes and then seeks to facilitate implementation. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
 - If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution, which informal mechanism may serve the situation best or is available and may seek to determine if the Respondent is also willing to engage in informal resolution.
 - If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
 - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
 - an incident, and/or
 - a pattern of alleged misconduct, and/or
 - a culture/climate issue, based on the nature of the complaint.
 - If it does not, the Title IX Coordinator determines that Title IX does not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply and refers the matter for resolution under Process B. Please note that dismissing a complaint under Title IX is just procedural and does not limit the University of Science and Arts of Oklahoma’s authority to address a complaint with an appropriate process and remedies.

Counterclaims

The University of Science and Arts of Oklahoma is obligated to ensure that the grievance process is not abused for retaliatory purposes. The University of Science and Arts of Oklahoma permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by the Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

Right to an Advisor

The parties may each have an Advisor of their choice present with them for all meetings and interviews within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

The University of Science and Arts of Oklahoma may permit parties to have more than one Advisor upon special request to the Title IX Coordinator. The decision to grant this request is at the sole discretion of the Title IX Coordinator and will be granted equitably to all parties.

Resolution Processes

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with University of Science and Arts of Oklahoma policy. While there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose. The University of Science and Arts of Oklahoma encourages parties to discuss this with their Advisors before doing so.

a. Informal Resolution

Informal Resolution can include three different approaches:

- When the parties agree to resolve the matter through an alternate resolution mechanism including mediation, restorative practices, etc.;
- When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process; or
- When the Title IX Coordinator can resolve the matter informally by providing supportive measures to remedy the situation.

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. If a Respondent wishes to initiate Informal Resolution, they should contact the Title IX Coordinator to so indicate.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, the University of Science and Arts of Oklahoma will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by the University of Science and Arts of Oklahoma.

The University of Science and Arts of Oklahoma will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

b. Alternate Resolution

Alternate Resolution is an informal process, including mediation or restorative practices,

etc. by which a mutually agreed upon resolution of an allegation is reached. All parties must consent to the use of Alternate Resolution.

The Title IX Coordinator may look to the following factors to assess whether Alternate Resolution is appropriate, or which form of Alternate Resolution may be most successful for the parties:

- The parties' amenability to Alternate Resolution;
- Likelihood of potential resolution, taking into account any power dynamics between the parties;
- The parties' motivation to participate;
- Civility of the parties;
- Cleared violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternate Resolution facilitator with this type of complaint;
- Complaint complexity;
- Emotional investment/intelligence of the parties;
- Rationality of the parties;
- Goals of the parties;
- Adequate resources to invest in Alternate Resolution (time, staff, etc.)

The ultimate determination of whether Alternate Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

c. Respondent Accepts Responsibility for Alleged Violations

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria in that section above.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and the University of Science and Arts of Oklahoma are able to agree on responsibility, sanctions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of University of Science and Arts of Oklahoma policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

d. Negotiated Resolution

The Title IX Coordinator, with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and the University of Science and Arts of Oklahoma. Negotiated Resolutions are not appealable.

Grievance Process Pool

The Formal Grievance Process relies on a pool of administrators (“the Pool”) to carry out the process. Members of the Pool are announced in an annual distribution of this policy to all students, parents/guardians of students, employees, prospective students, and prospective employees.

a. Pool Member Roles

Members of the Pool are trained annually, and can serve in the following roles, at the direction of the Title IX Coordinator:

- To provide appropriate intake of and initial guidance pertaining to complaints
- To act as an Advisor to the parties
- To serve in a facilitation role in informal resolution or Alternate Resolution if appropriately trained in appropriate resolution modalities (e.g., mediation, restorative practices]
- To perform or assist with initial assessment
- To investigate complaints
- To serve as a hearing facilitator (process administrator, no decision-making role)
- To serve as a Decision-maker regarding the complaint
- To serve as an Appeal Decision-maker

Formal Grievance Process: Notice of Investigation and Allegations

The Title IX Coordinator will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that the University of Science and Arts of Oklahoma presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about the University of Science and Arts of Oklahoma’s policy on

- retaliation,
- Information about the privacy of the process,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that the University of Science and Arts of Oklahoma's Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- A link to the University of Science and Arts of Oklahoma's VAWA Brochure,
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official University of Science and Arts of Oklahoma records, or emailed to the parties' University of Science and Arts of Oklahoma-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

Resolution Timeline

The University of Science and Arts of Oklahoma will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) business daytime period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

Appointment of Investigators

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints an investigator(s) to conduct the investigation within a reasonable timeframe.

Ensuring Impartiality

Any individual materially involved in the administration of the resolution process including the Title IX Coordinator, Investigator(s), and Decision-maker(s) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the SCIENCE & ARTS President.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence which supports that the Respondent engaged in a policy violation and

evidence which supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

The University of Science and Arts of Oklahoma operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

Investigation Timeline

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

The University of Science and Arts of Oklahoma will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

Delays in the Investigation Process and Interactions with Law Enforcement

The University of Science and Arts of Oklahoma may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

The University of Science and Arts of Oklahoma will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. The University of Science and Arts of Oklahoma will promptly resume its investigation and resolution process as soon as feasible. During such a delay, the University of Science and Arts of Oklahoma will implement supportive measures as deemed appropriate.

The University of Science and Arts of Oklahoma action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

Steps in the Investigation Process

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated

- Assist the Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations
 - Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool, or an Advisor of their choosing present for all meetings attended by the party
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions.
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation.
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical, or documentary evidence will be included
- The Investigator(s) gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report
- Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the University of Science and Arts of Oklahoma does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).

- The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses
- The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period
- The Investigator(s) shares the report with the Title IX Coordinator and/or legal counsel for their review and feedback
- The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report

Role and Participation of Witnesses in the Investigation

Witnesses (as distinguished from the parties) who are employees of the University of Science and Arts of Oklahoma are expected to cooperate with and participate in the University's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline.

While in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determine that timeliness or efficiency dictate a need for remote interviewing. The University of Science and Arts of Oklahoma will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred. If a witness submits a written statement but does not intend to be and is not present for cross examination at a hearing, their written statement may not be used as evidence.

Evidentiary Considerations in the Investigation

The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Referral for Hearing

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation –when the final investigation report is transmitted to the parties and the Decision-maker–unless

all parties and the Decision-maker agree to an expedited timeline.

The Title IX Coordinator will select an appropriate Decision-maker or Decision-makers from the Pool depending on whether the Respondent is an employee or a student. Allegations involving student-employees will be directed to the appropriate Decision-maker depending on the context of the alleged misconduct.

Hearing Decision-maker Composition

The University of Science and Arts of Oklahoma will designate a single Decision-maker or a three-member panel from the Pool, at the discretion of the Title IX Coordinator. The single Decision-maker will also Chair the hearing. With a panel, one of the three members will be appointed as Chair by the Title IX Coordinator.

The Decision-maker(s) will not have had any previous involvement with the investigation. The Title IX Coordinator may elect to have an alternate from the Pool sit in throughout the resolution process in the event that a substitute is needed for any reason.

Those who have served as Investigators will be witnesses in the hearing and therefore may not serve as Decision-makers. Those who are serving as Advisors for any party may not serve as Decision-makers in that matter.

The Title IX Coordinator may not serve as a Decision-maker or Chair in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest. Otherwise, a designee may fulfill this role. The hearing will convene at a time determined by the Chair or designee.

Evidentiary Considerations in the Hearing

Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility, assuming the University of Science and Arts of Oklahoma uses a progressive discipline system. This information is only considered at the sanction stage of the process.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-maker(s) at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker renders a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

Notice of Hearing

No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the Chair will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker(s) and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least six (6) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.
- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-maker(s). For compelling reasons, the Chair may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the University of Science and Arts of Oklahoma will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Decision-maker(s) about the matter, unless they have been provided already.
- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-maker will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.
- Whether parties cannot bring mobile phones/devices into the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the University of Science and Arts of Oklahoma and remain within the 90-business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate.

Pre-Hearing Preparation

The Chair, after any necessary consultation with the parties, Investigator(s) and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s) or have proffered a written statement or answered written questions, unless all parties and the Chair assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Chair do not assent to the admission of evidence newly offered at the hearing, the Chair will delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Decision-maker(s) at least five (5) business days in advance of the hearing. All objections to any Decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than two days prior to the hearing. Decision-makers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Decision-maker(s) a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Chair at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

The Chair may convene a pre-hearing meeting(s) with the parties and/or their Advisors to invite them to submit the questions or topics they (the parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Chair can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking at the hearing for a reconsideration based on any new information or testimony offered at the hearing. The Chair must document and share their rationale for any exclusion or inclusion at this pre-hearing meeting.

At each pre-hearing meeting with a party and their Advisor, the Chair will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator(s) may be argued to be relevant. The Chair may rule on these arguments pre-hearing and will exchange those rulings between the parties prior to the hearing to assist in preparation for the hearing. The Chair may consult with legal counsel and/or the Title IX Coordinator or ask either or both to attend pre-hearing meetings.

Hearing Procedures

At the hearing, the Decision-maker(s) has the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the policy on Equal Opportunity, Harassment, and Nondiscrimination.

Participants at the hearing will include the Chair, any additional panelists, the hearing facilitator, the Investigator(s) who conducted the investigation, the parties (or three (3) organizational representatives when an organization is the Respondent¹), Advisors to the parties, any called witnesses, and anyone providing authorized accommodations or assistive services.

The Chair will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Chair will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Decision-maker(s) and the parties and will then be excused.

Testimony and Questioning

Once the Investigator(s) present their report and are questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Chair. The parties/witnesses will submit to questioning by the Decision-maker(s) and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Chair. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Chair upon request or agreed to by the parties and the Chair), the proceeding will pause to allow the Chair to consider it, and the Chair will determine whether the question will be permitted, disallowed, or rephrased.

The Chair will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Chair has final say on all questions and determinations of relevance, subject to any appeal. The Chair may consult with legal counsel on any questions of admissibility. The Chair may ask advisors to frame why a question is or is not relevant from their perspective but will not entertain argument from the advisors on relevance once the Chair has ruled on a question.

Recording Hearings

Hearings (but not deliberations) are recorded by the University of Science and Arts of Oklahoma for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The Decision-maker(s), the parties, their Advisors, and appropriate administrators of the University of Science and Arts of Oklahoma will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

Deliberation, Decision-making, and Standard of Proof

The Decision-maker(s) will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. If a panel is used, a simple majority vote is required to determine the finding. The preponderance of the evidence standard of proof is used. The hearing facilitator may be invited to attend the deliberation by the Chair, but is there only to facilitate procedurally, not to address the substance of the allegations.

This report typically should not exceed three (3) to five (5) pages in length and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

Notice of Outcome

Using the deliberation statement, the Title IX Coordinator will work with the Chair to prepare a Notice of Outcome. The Notice of Outcome may then be reviewed by legal counsel. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within 10 business days of receiving the Decision-maker(s)' deliberation statement.

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

The Notice of Outcome will identify the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by the University of Science and Arts of Oklahoma from the receipt of the misconduct report to the determination, including any and all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the University of Science and Arts of Oklahoma is permitted to share such information under state or federal law; any sanctions issued which the University of Science and Arts of Oklahoma is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to the University of Science and Arts of Oklahoma's educational or employment program or activity, to the extent the University of Science and Arts of Oklahoma is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of Outcome will also include information on when the results are considered by the University of Science and Arts of Oklahoma to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

Sanctions

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

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

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by external authorities.

a. Student Sanctions Examples

The following are the usual sanctions² that may be imposed upon students or organizations singly or in combination:

- *Warning:* A formal statement that the conduct was unacceptable and a warning that further violation of any University of Science and Arts of Oklahoma policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling:* A mandate to meet with and engage in either University of Science and Arts of Oklahoma-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Probation:* A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension:* Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at the University of Science and Arts of Oklahoma.
- *Expulsion:* Permanent termination of student status and revocation of rights to be on campus for any reason or to attend University of Science and Arts of Oklahoma-sponsored events. This sanction will be noted permanently as a Conduct Expulsion on the student's official transcript, subject to any applicable expungement policies.
- *Withholding Diploma:* The University of Science and Arts of Oklahoma may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
- *Revocation of Degree:* The University of Science and Arts of Oklahoma reserves the

² Recipient policies on transcript notation will apply to these proceedings.

right to revoke a degree previously awarded from the University of Science and Arts of Oklahoma for fraud, misrepresentation, and/or other violation of University of Science and Arts of Oklahoma policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

- *Organizational Sanctions*: Deactivation, loss of recognition, loss of some or all privileges (including University of Science and Arts of Oklahoma registration) for a specified period of time.
- *Other Actions*: In addition to or in place of the above sanctions, the University of Science and Arts of Oklahoma may assign any other sanctions as deemed appropriate.

b. Employee Sanctions

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

- *Warning – Verbal or Written*
- *Performance Improvement/Management Process*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Loss of Annual Pay Increase*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Suspension with pay*
- *Suspension without pay*
- *Termination*
- *Other Actions*: In addition to or in place of the above sanctions, the University of Science and Arts of Oklahoma may assign any other sanctions as deemed appropriate.

In addition, an individual charged with a sexual assault may be subject to prosecution under Oklahoma Criminal Statutes.

Appeals

Any party may file a request for appeal (“Request for Appeal”), but it must be submitted in writing to the Title IX Coordinator within 3 days of the delivery of the Notice of Outcome.

A three-member appeal panel chosen from the Pool will be designated by the Title IX Coordinator OR a single Appeal Decision-maker will Chair the appeal. No appeal panelists or Decision-maker will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process. A voting Chair of the Appeal panel will be designated.

The Request for Appeal will be forwarded to the Appeal Chair for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

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

a. Grounds for Appeal

Appeals are limited to the following grounds:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Chair and the parties and their Advisors will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Chair will notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s).

The other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s) will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given 7 business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Chair to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed for standing by the Appeal Chair and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s) and/or original Decision-maker(s), as necessary, who will submit their responses in 7 business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time period. The Appeal Chair will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses will be shared with the Appeal Panel, and the Chair/Panel will render a decision in no more than 7 business days, barring exigent circumstances. All decisions are by majority vote and apply the preponderance of the evidence standard.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which the University of Science and Arts of Oklahoma is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the University of Science and Arts of Oklahoma is permitted to share under state or federal law.

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

b. Sanctions Status During the Appeal

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.

The University of Science and Arts of Oklahoma may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

c. Appeal Considerations

- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- An appeal is not an opportunity for Appeal Decision-makers to substitute their judgment for that of the original Decision-maker(s) merely because they disagree with the finding and/or sanction(s).
- The Appeal Chair/Panel may consult with the Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Decision-maker(s) for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- In rare cases where a procedural or substantive error cannot be cured by the original Decision-maker(s) (as in cases of bias), the appeal may order a new hearing with a new Decision-maker(s).
- The results of a remand to a Decision-maker(s) cannot be appealed. The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases in which the appeal results in reinstatement to the University of Science and Arts of Oklahoma or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

Long-Term Remedies/Other Actions

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by the University of Science and Arts of Oklahoma to the Respondent to ensure no effective denial of educational access.

The University of Science and Arts of Oklahoma will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair the University of Science and Arts of Oklahoma's ability to provide these services.

Resources

Anyone who believes they may have experienced sexual assault is encouraged to seek medical care and supportive counseling as soon as possible.

Chickasha Police	911 (Available 24 hours)
Chickasha Police Department Non-Emergency.....	405-222-6050
Grady County Sheriff Department.....	405-224-0984
Science & Arts Campus Security	405-222-8066
(Available 24 hours)	
Intervention & Crisis Advocacy Network - CRISIS LINE	405-222-1818
(Available 24 hours)	
Counseling at Science & Arts.....	405-574-1326
Grady Memorial Hospital - 2220 Iowa Ave.....	405-224-2300
(Available 24 hours)	
Grady County District Attorney's Office	405-224-4770 (M-F, 8-4:30)
Options.....	405-222-3018
Byte and Associates.....	405-222-4786
Southwest Youth and Family Services.....	405-222-5437
Red Rock Behavioral Health Services.....	405-222-0622

Education

Educational opportunities regarding sexual assault and its prevention are offered through the Counseling office. Members of the Science & Arts community work closely with off-campus agencies to provide programming to promote the awareness and prevention of sexual misconduct. Program topics generally include stranger rape, date and acquaintance rape, rapist characteristics, rape trauma syndrome, and victim recovery. Programming will continue to be offered to the Residence Halls, athletic teams, as well as other interested groups.

Statement of the Rights of the Parties

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to University of Science and Arts of Oklahoma officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by University of Science and Arts of Oklahoma officials.
- The right to have University of Science and Arts of Oklahoma policies and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by University of Science and Arts of Oklahoma officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities.
- The right to be informed by University of Science and Arts of Oklahoma officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by University of Science and Arts of Oklahoma authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by University of Science and Arts of Oklahoma officials.
- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; legal, student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- The right to a University of Science and Arts of Oklahoma-implemented no-contact order or a no-trespass order against a non-affiliated third party when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct that presents a danger to the welfare of the party or others.

- The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
 - Relocating an on-campus student's housing to a different on-campus location
 - Assistance from University of Science and Arts of Oklahoma staff in completing the relocation
 - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
 - Transportation accommodations
 - Visa/immigration assistance
 - Arranging to dissolve a housing contract and a pro-rated refund
 - Exam, paper, and/or assignment rescheduling or adjustment
 - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
 - Transferring class sections
 - Temporary withdrawal/leave of absence (may be retroactive)
 - Campus safety escorts
 - Alternative course completion options.
- The right to have the University of Science and Arts of Oklahoma maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair the University of Science and Arts of Oklahoma's ability to provide the supportive measures.
- The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
- The right to ask the Investigator(s) and Decision-maker(s) to identify and question relevant witnesses, including expert witnesses.
- The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Chair, may be asked of any party or witness.
- The right not to have irrelevant prior sexual history or character admitted as evidence.
- The right to know the relevant and directly related evidence obtained and to respond to that evidence.
- The right to fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
- The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.
- The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decision-maker(s) who have received at least eight hours of relevant annual training.
- The right to a Hearing Panel that is not single-sex in its composition, if a panel is used.
- The right to preservation of privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.

- The right to petition that any University of Science and Arts of Oklahoma representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to the use of the appropriate standard of evidence, preponderance of the evidence to make a finding after an objective evaluation of all relevant evidence.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale therefor (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by the University of Science and Arts of Oklahoma is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the University of Science and Arts of Oklahoma.
- The right to a fundamentally fair resolution as defined in these procedures.

Definitions under Oklahoma Law

Consent: The term “consent” means the affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be:

1. Given by an individual who:
 - is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or
 - is under duress, threat, coercion, or force; or
2. Inferred under circumstances in which consent is not clear including, but not limited to:
 - the absence of an individual saying “no” or “stop”, or
 - the existence of a prior or current relationship or sexual activity.

21 Okla. Stat. § 113 (effective June 6, 2016).

Dating violence is not defined by the state of Oklahoma; however, violence against a person with whom the perpetrator is in a dating relationship is considered domestic violence, defined below. A dating relationship is defined as: a courtship or engagement relationship. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

22 Okla. Stat. § 60.1.

Domestic violence is not defined in Oklahoma law. However, the criminal definition of domestic abuse is defined as: Any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person

with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse.

21 Okla. Stat. § 644.

Sexual assault:

- A. rape, or rape by instrumentation, as defined in Sections 1111, 1111.1 and 1114 of [Title 21], or
- B. forcible sodomy, as defined in Section 888 of [Title 21].

21 Okla. Stat. § 142.20.

Rape (as used in the definition for “sexual assault”):

- A. Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:
 - 1. Where the victim is under sixteen (16) years of age;
 - 2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
 - 3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
 - 4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
 - 5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
 - 6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
 - 7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim;
 - 8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person
 - 9. who is eighteen (18) years of age or older and is an employee of the same school system; or?

10. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant.
- B. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.

21 Okla. Stat. § 1111

Rape by instrumentation (as used in the definition of “sexual assault”):

Rape by instrumentation is an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in conduct prohibited by this section of law with a person who is eighteen (18) years of age or older and is an employee of the same school system, or where the victim is under the legal custody or supervision of a state or federal agency, county, municipal or a political subdivision and engages in conduct prohibited by this section of law with a federal, state, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, consent shall not be an element of the crime. Provided, further, that at least one of the circumstances described in Section 1111 of this title has been met; further, where the victim is nineteen (19) years of age or younger and in the legal custody of a state agency, federal agency or tribal court and engages in conduct prohibited by this section of law with a foster parent or foster parent applicant. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this section shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment.

21 Okla. Stat. § 1111.1.

Stalking:

Any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that:

1. Would cause a reasonable person or a member of the immediate family of that person as defined in subsection F of this section to feel frightened, intimidated, threatened, harassed, or molested; and
2. Actually, causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested, shall, upon conviction, be guilty of the crime of stalking, which is a misdemeanor punishable by imprisonment in a county jail for not more than one (1) year or by a fine of not more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment

For purposes of this section:

1. "Harasses" means a pattern or course of conduct directed toward another individual that includes, but is not limited to, repeated or continuing unconsented contact, that would cause a reasonable person to suffer emotional distress, and that actually causes emotional distress to the victim. Harassment shall include harassing or obscene phone calls as prohibited by Section 1172 of this title and conduct prohibited by Section 850 of this title. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose;
2. "Course of conduct" means a pattern of conduct composed of a series of two or more separate acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct";
3. "Emotional distress" means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;
4. "Unconsented contact" means any contact with another individual that is initiated or continued without the consent of the individual, or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Constitutionally protected activity is not included within the meaning of unconsented contact. Unconsented contact includes but is not limited to any of the following:
 - a. following or appearing within the sight of that individual,
 - b. approaching or confronting that individual in a public place or on private property,
 - c. appearing at the workplace or residence of that individual,
 - d. entering onto or remaining on property owned, leased, or occupied by that individual,
 - e. contacting that individual by telephone,
 - f. sending mail or electronic communications to that individual, and
 - g. placing an object on, or delivering an object to, property owned, leased, or occupied by that individual; and
5. "Member of the immediate family", for the purposes of this section, means any spouse, parent, child, person related within the third degree of consanguinity or affinity or any other person who regularly resides in the household or who regularly resided in the house- hold within the prior six (6) months.

21 Okla. Stat. § 1173.

Preventive Measures

The University encourages students to help in preventing harmful and negative incidents by being responsible for their own personal safety, intervening if they are a bystander of such incidents, and educating themselves through University sponsored trainings.

Awareness Education

Science & Arts takes acts of sexual violence and sexual harassment seriously. In an effort to educate students and comply with the Violence Against Women Act and the Office for Civil Rights federal guidelines, all new students are required to complete online training on sexual violence prevention. A hold will be placed on the student's account, which will affect enrollment for the subsequent semester, until the training has been completed. Training should take around 40 minutes. In addition to the online training, a session is presented during new student orientation to address sexual violence prevention.

Additionally, Student Services provides education on sexual violence to any group of students, faculty, or staff upon request. Topics include but are not limited to sexual assault, sexual harassment, the conduct process for sexual misconduct, how to support a victim, bystander intervention, prevention strategies and resources available for victims.

Bystander Intervention

To prevent sexual violence, it is important that people are approached as potential witnesses or bystanders to behaviors related to sexual violence. As a witness to these behaviors, there are certain ways to step up to prevent a risky situation from escalating.

In order to intervene, someone has to:

1. Notice the incident: Bystanders first must notice the incident taking place. It is important to become attuned to what situations may be risky (e.g., if you're at a party, and you see someone stumbling as they're being led into a different room, this is a risky situation).
2. Interpret the incident as an emergency: By "emergency," we mean a situation wherein there is risk of sexual or physical violence occurring in the near future.
3. Assume responsibility for intervening: It has been found that often, people believe that someone else will help in a situation where there are many people around. However, it is important to realize that others may also be thinking the same thing. If you're unsure if you should do something, ask a friend what they think — it might be the case that they've been thinking the same thing.
4. Have the bystander intervention skills to help: There are a number of different techniques that someone can use to intervene in a risky situation.

Sex Offender Registry

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained.

Oklahoma law (Title 57, Sections 583-584) requires anyone required to register as a sex offender do so with both their local law enforcement (municipal or county) agency at their residence and also with the police or security department of any institution of higher education at which they are enrolled as a student (full-time or part-time), are an employee (full-time or part-time) or reside (or intend to reside or stay) on any property owned or controlled by the institution of higher education.

Information on any sex offender who works for, attends, or lives on property owned by Science & Arts can be found on the Chickasha Police Department Webpage, the Oklahoma Sex Offender Registry and through the Grady County Sheriff's Department.

Chickasha Police Department Webpage: <http://www.chickasha.org/141/Police-Department>

Oklahoma Sex Offender Registry: <https://sors.doc.ok.gov/>

Grady County Sheriff Department: <http://gradycountyok.com/departments/sheriffs-office/>

STATISTICS

Campus crime and referral statistics include those reported to the Science & Arts Security, designated campus security authorities, and local law enforcement agencies. The crime and arrest statistics reported are those that occurred within the jurisdictional boundaries of campus. They do not include off-campus private housing, which are within the Chickasha Police Department Jurisdiction. Crimes occurring on public property immediately adjacent to campus are also reported when available. Crime statistics concerning other locations are available at the Chickasha Police Department.

Crimes Disclosed to Mental Health Counselor

Note that the mental health counselor must report the crime to the Associate Vice President for Student Services and Human Resources/Dean of Students for purposes of including the incident in the annual crime statistics only. Personal information will not be conveyed when making this disclosure unless the victim consents to such disclosure.

Definition of Criminal Offenses

The following definitions are those used in the Uniform Crime Reporting System of the United States Department of Justice's Federal Bureau of Investigation.

Aggravated Assault: An unlawful attack of one person by 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 means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.

Arson: Any willful or malicious attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft, personal property of another. Only fires determined to have been willfully or maliciously set are classified as arson.

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

Criminal Homicide: The willful (negligent or non-negligent) killing of one human being by another.

Dating Violence: Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of 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 that meet the definition of domestic violence.

Domestic Violence: Domestic violence is a felony or misdemeanor crime of violence committed by a:

- current or former spouse or intimate partner of the victim,
- person with whom the victim shares a child in common,

- person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner,
- person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- 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.

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person.

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

Hate Crimes: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this definition, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Larceny: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another without use of force or violence. It includes shoplifting, picking pockets, purse snatching, thefts from motor vehicles including parts and accessories, bicycle and computer thefts.

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

Manslaughter by Negligence: The killing of another person through gross negligence.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle by someone other than the registered owner.

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.

Sex offenses: Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

Sexual assault: An offense that meets the definition of rape, fondling, incest, or statutory rape, defined as follows:

- **Rape** means 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.

- **Fondling** means 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** means non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** means non-forcible sexual intercourse with a person who is under the statutory age of consent (age 16).

Stalking: Stalking is 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** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities 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.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; and all attempts to commit any of the aforementioned. SCIENCE & ARTS prohibits deadly weapons on campus with limited exceptions. Firearms on campus are not allowed by students, faculty/staff, and/or visitors of the University. Only commissioned officers are allowed to possess a firearm.

Definition of Terms for Statistical Charts

The term “Science & Arts Campus” means any building or property owned or controlled by “The University of Science and Arts of Oklahoma (Science & Arts),” 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. It also includes 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 institution purposes (such as food or other retail vendor).

“Res.” includes those buildings and parking lots designated as Residence Halls and University Apartments area.

“Other” is any non-Res. area on campus.

“Non-Campus Building or Property” includes building or property owned or controlled by a student organization, such as a fraternity or sorority, recognized by the institution, and any building or property (other than a branch campus) owned or controlled by an institution 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 reasonable contiguous geographical area of the institution. This includes the Science & Arts Habitat.

“Public Property” is defined as all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, or 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.

These charts include offenses that were reported to the Science & Arts Security Department in accordance with the Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Chickasha Campuses Annual Security Report: Information and Known Offenses

In addition to the main campus, Science & Arts operates two facilities and programs in various parts in the community of Chickasha. These are approximately 2 miles from the main campus. They include:

- Art Wrecker Studios
- Jean McLaughlin Outdoor Education & Research Center at the USAO Habitat

Art Wrecker Studios, located at 222 W. Chickasha Avenue, represents diverse, interdisciplinary and hybridized forms of art that reach outside of general conceptions of what art is and can be. The 11,000 square foot studio hosts exhibits ranging from performance, installation, interactive works, sound, video and mixed media.

The facility has surveillance cameras installed in the lobby and in common areas. These are tied to the Science & Arts Security on main campus. A contemporary fire detection and suppression system is also present.

Chickasha police have primary police jurisdiction in downtown Chickasha. In addition, Science & Arts security staff provide coverage during special events and evenings.

All policies, procedures and programs outlined in the 2022 Annual Security and Fire Safety Report are applicable to the Art Wrecker Studios.

Science & Arts Habitat Area, including the Jean McLaughlin Outdoor Education & Research Center, is located at 701 1360 County Road. The Habitat Area encompasses 140 acres in a rural area directly west of the main campus and allows for the hands-on observation of native plants and animals.

The area has surveillance cameras installed and these are tied to the Science & Arts Security on main campus. A contemporary fire detection and suppression system is also present in the classroom facility.

Chickasha police have primary police jurisdiction in the city of Chickasha. In addition, Science & Arts security staff provide coverage during special events and evenings.

All policies, procedures and programs outlined in the 2022 Annual Security and Fire Safety Report are applicable to the Science & Arts Habitat.

All Science & Arts policies referenced in the Annual Security and Fire Safety Report are applicable to all campus operations in Chickasha.

Crime Statistics 2019-2021

This chart includes offenses that were reported in accordance with the Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics ct.

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS	PUBLIC PROPERTY
Murder/Non-Negligent Manslaughter	2019	0	0		0
	2020	0	0		0
	2021	0	0	0	0
Manslaughter by Negligence	2019	0	0		0
	2020	0	0		0
	2021	0	0	0	0
Rape	2019	0	0		0
	2020	0	0		0
	2021	0	0	0	0
Fondling	2019	1	1		0
	2020	1	1		0
	2021	0	0	0	0
Incest	2019	0	0		0
	2020	0	0		0
	2021	0	0	0	0
Statutory Rape	2019	0	0		0
	2020	0	0		0
	2021	0	0	0	0
Robbery	2019	0	0		0
	2020	0	0		0
	2021	1	0	0	0
Aggravated Assault	2019	0	0		0
	2020	0	0		0
	2021	0	0	0	0
Burglary	2019	5	3		0
	2020	0	0		0

	2021	1	1	0	0
Motor Vehicle Theft	2019	0	0		0
	2020	1	0		0
	2021	1	0	0	0
Arson	2019	0	0		0
	2020	0	0		0
	2021	0	0	0	0
Domestic Violence	2019	0	0		0
	2020	0	0		0
	2021	0	0	0	0
Dating Violence	2019	2	2		0
	2020	0	0		0
	2021	4	4	0	0
Stalking	2019	0	0		0
	2020	0	0		0
	2021	0	0	0	0
Liquor Law Arrests	2019	0	0		0
	2020	0	0		0
	2021	0	0	0	0
Drug Law Arrests	2019	0	0		0
	2020	0	0		0
	2021	0	0	0	0
Weapons Law Arrests	2019	0	0		0
	2020	0	0		0
	2021	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2019	2	2		0
	2020	2	2		0
	2021	4	4	0	0
Drug Law Violations Referred for Disciplinary Action	2019	3	3		0
	2020	6	6		0
	2021	2	2	0	0
Weapons Law Violations Referred for Disciplinary Action	2019	0	0		0
	2020	0	0		0
	2021	1	1	0	0

Hate Crimes — No hate crimes were reported in 2019, 2020 and 2021.

Hate Crimes	
2019	0
2020	0
2021	0

Unfounded Crimes — An unfounded statistic is a reported crime that has been removed from the statistics when sworn or commissioned law enforcement personnel have fully investigated the reported crime and made a formal determination that the crime report is false or baseless and therefore, “unfounded.”

Unfounded statistics must be reported to the Department of Education and disclosed in the Annual Security Report. For 2021, there was one case that was determined to be unfounded by law enforcement.

Unfounded Crimes	
2019	0
2020	0
2021	1

ANNUAL FIRE SAFETY REPORT

Institutions are required to keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. Science & Arts complies with this rule by including all fire-related incidents in the Annual Fire Safety Report and Fire Log maintained by Student Services.

The Annual Housing Fire Safety Report is required by the Higher Education Opportunity Act (HEOA) for any Title IV institution that maintains an on-campus student housing facility. Per HEOA, an institution that maintains an on-campus student housing facility must collect fire statistics, publish an Annual Fire Safety Report, and keep a fire log.

The Clery Act was amended by HEOA in 2008, requiring future reports to begin including campus housing fire safety statistics as well.

If You See a Fire

1. Activate the nearest fire alarm.
2. Call 911 and then call campus security at 405-222-8066. Give your name, address, location, and the extent of the fire.
3. Calmly alert people in the building and evacuate the building by following EXIT signs.

If You Are Caught in A Fire

1. Remain calm.
2. Before opening a door, feel it with the back of your hand. If it is hot:
 - a. Do not open the door.

- b. Open the windows. If possible, lower the top half of the window to let out heat and smoke and raise the lower half to let in fresh air.
 - c. Seal crack around door with towels, linens, or clothes. Soak these items in water if possible.
 - d. To attract attention, hang objects out the window. Shout for help.
 - e. Keep low to the floor. Take short breaths to avoid inhaling smoke. Place a wet towel over your nose and mouth. Keep your head six (6) to eight (8) inches off the floor.
3. If the door is not hot, brace yourself against the door and open it slowly. If hot air or fire rushes in, close the door and refer to Step 2A.
 4. If you can leave, close all doors behind you and proceed to the nearest safe exit. Leave the building and stand clear of the fire. Provide directions to police and fire personnel when they arrive.

Fire Prevention

1. Know every regular and emergency exit. Know how to activate the alarm system and what it sounds like. Know the location of fire extinguishers and how to operate them.
2. Arrange the contents of your room with fire safety in mind. Maintain clear and unobstructed access to your room door, from both inside and outside.
3. Do not overload electrical outlets. Do not use broken, frayed, or cracked electrical cords. Do not suspend lamps or lights by their own cords.
4. If you smoke, exercise care when smoking and do not smoke in bed. Science & Arts is a tobacco free campus.
5. Do not allow excess clutter of flammable materials.

Fire Reporting

Per federal law, Science & Arts is required to annually disclose statistical data on all fires that occur in on-campus housing facilities. Listed below are the non-emergency phone numbers to call to report fires that have already been extinguished in on-campus student housing. These phone numbers are for fires for which you are unsure whether security may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

Science & Arts Security: 405-222-8066

Science & Arts Housing and Residential Life: 405-574-3603

Student Services: 405-574-1278

When calling, please provide as much information as possible about the location, date, time, and cause of the fire. It is critical to document all reports of residential fires in the annual report.

Fire Safety Education and Training Programs

Science & Arts strives to provide a safe and friendly environment for all of our campus community. To assist in this manner, several measures are taken. These include regular fire and life safety inspections in all campus facilities, various education programs targeted at specific groups (RAs), ongoing education and safety awareness, and the development of University rules and standard administrative procedures regarding fire safety.

Housing and Residential Life Fire Safety Policies

To provide for the safety of all residents, Housing and Residential Life has developed an extensive set of guidelines and policies for all student housing located in the Housing and Reslife Guide.

This publication covers all policies for Residential Life facilities and includes information pertinent to fire safety.

Each residence hall has a designated Point of Assembly for residents to gather in the event of an emergency resulting in fire alarm activation. Residents are to evacuate the residence hall in the event of fire alarm activation. Residents are informed that fire drills are conducted each semester to prepare them for an actual emergency.

Housing and Residential Life Prohibited Items and Equipment

Any prohibited or misused appliances or equipment will be confiscated by the hall staff, and individuals responsible will be subject to disciplinary action.

Appliances

All appliances must meet Underwriters Laboratory Safety Standards. Appliances with fully enclosed heating elements and/or electrical wiring are permitted. Hot plates, halogen lamps, open coil appliances, electric space heaters, air conditioners, wireless routers, halogen lamps and appliances that could melt or overheat if left unattended constitute a fire hazard and are prohibited. Use of multiple socket plugs, running cords under carpeting and direct splicing in the electrical outlet is prohibited. The use of surge protection strips is acceptable and recommended. Microwaves 1200 watts or less and refrigerators 5 cubic feet or less are allowed in student housing. Cooking appliances may only be operated in kitchen areas. Do not nail extension cords to walls, place them under rugs or beds, string them on pipes, etc. Periodically inspect all cords and appliances for cracks or other defects. Please be aware that overloading an electric circuit with too many appliances can cause problems. Some appliances or furnishings have a higher likelihood of contributing to unsafe environments for community living. Housing and Residential Life regulates the use of these appliances to ensure the safety and security of the community.

Open Flames/Candles/Incense

Burning candles and incense, as well as kerosene lamps and other flammable liquid fueled devices, are prohibited in all University owned housing. Decorative candles must have non-burned, clipped wicks, or be wickless. The number one cause of residence hall and apartment fires is open flames.

Fireworks and Explosives

Under state and federal law, fireworks and explosives are prohibited in Housing and Residential Life buildings and on University grounds.

Refrigerators

Refrigerators are permitted with a limit of three amps and five cubic feet per room. The University is not responsible for loss of items due to power outages.

Decorations

For the safety of the community, no live cut Christmas trees or greenery are permitted, lighting/wiring may not stretch across doorways or across common areas, and decorative lighting must be turned off when unattended. Decorations may not cover more than 1/3 (33%) of door and surface area, be three dimensional, nor obstruct the peep hole or the room number. Decorations deemed unsafe by Housing and Residential Life may be removed.

Windows/Air Vent Blockage

No items should be hung outside the windows, placed on the ledges, or on balcony or patio railings in any Housing and Residential Life facilities.

Emergency/Safety Equipment

Tampering, damaging, or inhibiting the use of emergency/ safety equipment, including exterior residence hall doors, in any residence hall is prohibited. Residents may not use emergency equipment for any purpose other than emergency use. Residents involved in such activities will be subject to disciplinary action and may be removed from University housing. This regulation includes, but is not limited to, fire extinguishers, heat and smoke detectors, exit signs, fire alarm pull stations, or locked exterior doors.

Smoking/Tobacco Use:

Science & Arts is a tobacco free environment therefore all residence halls and apartments are smoke-free. No smoking or tobacco use is permitted on University property.

Motor Vehicles:

Motor vehicles, including recreational vehicles, are prohibited in Housing and Residential Life buildings and on University grounds. These items must be kept in the parking lots.

Hover boards:

Hoverboards (also known as self-balancing scooters, including possession and use, are prohibited in all campus housing.

Health & Safety Inspections

Each month Housing and Residential Life staff will inspect rooms for safety concerns. When performing Health and Safety checks, staff will:

- Post notification for the community at least 24 hours prior to the inspection, when possible.
- Knock and announce themselves before entering.
- Enter rooms in pairs.
- Inspect only items that are in plain view (no closets, drawers, or refrigerators will be opened).
- Look for unsafe cord placement (over doors, across door jams), unclean environment (rotting food, mold, an offensive odor), doorway obstruction, electrical outlet overloading, maintenance concerns, pests, and paper covering more than 1/3 of door/walls.
- Document any policy violations.

Fire Safety**Fire Drills**

For the protection and safety of our community, announced and unannounced fire drills will be held during the academic year. To become familiar with evacuation routes, cooperation is mandatory. Anytime the alarm sounds residents are to leave the building. Participation in fire evacuations is required by state law.

Fire Alarm Instructions

To ensure the safety of all persons within the residence hall or apartment, occupants should be familiar with proper procedures in responding to fire alarms. These procedures include:

- In inclement weather, wear a coat and shoes and carry a towel.
- Close windows and leave lights on in room. Take room key.
- Leave door closed and walk to exit. If smoke is encountered, stay low for air.
- Do not use an elevator.
 - Physical assistance for evacuation — Call Security at 405-222-8066 or 911
- If unable to leave room, place a towel under the door if smoke is either seen or smelled.
- Hang a towel out of the window, indicating to a person below that a person is in that room.
- Await assistance in the room or area of refuge.

Smoke Detector & Sprinkler System

Each residence hall room is equipped with a smoke detector. Smoke detectors in rooms are inspected regularly.

Sprinkler systems have been installed for added safety in all residence facilities. To make the sprinkler system as effective as possible:

- Sprinklers must never be painted;
- Nothing may be hung from the sprinkler piping or sprinkler heads;
- Sprinkler heads may never be obstructed or altered;
- Nothing may be stored within 18 inches from the sprinkler head;
- Frisbees, footballs, baseballs, etc., are not to be thrown in rooms, hallways, or other public areas;
- Report any damages to the sprinkler system to the front desk immediately.

By a mandate of the State Fire Marshal, an action plan has been adopted by Science & Arts and Housing and Residence Life. Regulations are in effect regarding tampering with any fire safety equipment. This includes, but is not limited to smoke detectors, sprinkler heads, fire alarms, and fire extinguishers. The first offense of tampering will result in the student(s) being assessed a fine of \$500 (if the room is double occupancy, then each student will be assessed \$250). The student(s) will also be placed on Housing and Residence Life Probation and receive an educational sanction. On the second offense, a \$500 fine will be assessed (\$500 to each resident if double occupancy); the student(s) will be removed from University housing, and the contract(s) must be paid in full; an incident report will be forwarded to security and student(s) will be referred to the Associate Vice President for Student Services and Human Resources/Dean of Students.

If at any time the smoke detector starts beeping periodically, it may mean that the battery is low. If this happens, please submit a maintenance request form to housing and someone to replace the battery. Please do not replace the battery yourself.

The following chart provides information about fires that have occurred in a residential facility and whether there were any injuries, deaths, or damage attributed to the fire.

Fire Statistics

2021

Name of Facility	Number of Fires	Cause of Fire	Number of Fires Requiring Medical Treatment	Number of Deaths Related to a Fire	Value of Property Damage of Fire
Lawson Court Apartments	0	NA	0	0	NA
Sparks Hall	0	NA	0	0	NA
Robertson Hall	0	NA	0	0	NA

2020

Name of Facility	Number of Fires	Cause of Fire	Number of Fires Requiring Medical Treatment	Number of Deaths Related to a Fire	Value of Property Damage of Fire
Lawson Court Apartments	0	NA	0	0	NA
Sparks Hall	0	NA	0	0	NA
Robertson Hall	0	NA	0	0	NA

2019

Name of Facility	Number of Fires	Cause of Fire	Number of Fires Requiring Medical Treatment	Number of Deaths Related to a Fire	Value of Property Damage of Fire
Lawson Court Apartments	0	NA	0	0	NA
Sparks Hall	0	NA	0	0	NA
Robertson Hall	0	NA	0	0	NA

Appendix A

Working Relationship with Chickasha Police Department:

Science & Arts and the Chickasha Police Department have developed the following Memorandum of Understanding:

MEMORANDUM OF UNDERSTANDING

Article I Parties

This Memorandum of Understanding (“MOU”) is between The University of Science and Arts of Oklahoma (“SCIENCE & ARTS”) and the Chickasha Police Department (“City Police Department”).

Article II Purpose

The purpose of this MOU is to enhance safety for students, employees and visitors of Science & Arts and better serve the residents and students in the community, ensure that investigations are comprehensive, aid in disciplinary proceedings, facilitate the prosecution of offenders, respect the legal rights of those accused of sexual assault, and provide appropriate support to victims of sexual assault. This MOU sets forth the respective roles and responsibilities of the parties related to the prevention of and response to sexual assault. The parties acknowledge that the unique circumstances of individual cases may give rise to issues not addressed by this MOU, which may necessitate further discussion and agreement.

Article III Definitions

- A. **Dating violence.** Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such relationship shall be determined based on the reporting party’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 that meet the definition of domestic violence.
- B. **Domestic violence.** Domestic violence is a felony or misdemeanor crime of violence committed by a: current or former spouse or intimate partner of the victim; person with whom the victim shares a child in common; person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma; or 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 Oklahoma.
- C. **Sexual assault.** An offense that meets the definition of rape, fondling, incest, or statutory rape.
 - i. **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.
 - ii. **Fondling.** 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.
- iii. **Incest.** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - iv. **Statutory rape.** Non-forcible sexual intercourse with a person who is under the statutory age of consent (age 16).
- D. **Stalking.** Stalking refers to one who engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.
- I. **Course of conduct.** Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
 - ii. **Reasonable person.** A reasonable person under similar circumstances and with similar identities to the victim.
 - iii. **Substantial emotional distress.** Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Article IV Communication and Coordination

- A. The parties will maintain and analyze data regarding current trends and patterns in sexual assaults both on and off campus and will meet regularly to share this information.
- B. The parties agree to coordinate the sharing of information about crimes that may pose a serious threat to the health or safety of the campus and near-campus communities to facilitate the issuance of timely warnings and emergencies notifications as required by the Clery Act. Science & Arts need not obtain the approval of City Police Department to issue any required warning or notification, nor is Science & Arts required to seek approval from City Police Department of the content of any warning or notification. Science & Arts will inform City Police Department about such warnings.
- C. When feasible, City Police Department will promptly notify the University when students, staff, or faculty are identified as the victims or suspects of sexual assault, dating violence, domestic violence or stalking that occur off campus, so as to coordinate resources to minimize/prevent further victimization, to trigger appropriate institutional investigative action and disciplinary proceedings against alleged offenders, and to adequately inform the greater campus community of serious ongoing threats to student and employee health and safety. Except in rare and exigent circumstances, personally identifying information will be shared only with the consent of the victim.
- D. City Police Department understands that once Science & Arts becomes aware of an incident of sexual assault, dating violence, domestic violence, or stalking, it has obligations to take prompt and appropriate action to investigate, independent of any investigation by City Police Department. Science & Arts understands that City Police Department may initiate an investigation and prosecution of an incident of sexual assault, dating violence, domestic violence, or stalking independent of any campus administrative proceeding.

- E. Science & Arts will provide information regarding campus and community resources to City Police Department. City Police Department will distribute this information to victims of sexual assault, dating violence, domestic violence, or stalking when the victim of such crime is a student or employee of Science & Arts.
- F. For crimes occurring off campus, City Police Department will conduct the investigation. Campus Police Department may provide assistance to City Police Department as needed and as allowed by law. For crimes occurring on campus, University Title IX Coordinators will conduct the investigation. City Police Department may provide assistance to Title IX Coordinators as needed and as allowed by law.
- G. City Police Department acknowledges that Science & Arts is required by the Clery Act to annually disclose certain crime statistics, including information which must be derived from data kept by City Police Department. City Police Department agrees to make a good faith effort to comply with Science & Arts' annual written request for data. Science & Arts agrees to make the request for crime statistics in a timely manner.

Article V Prevention Programming

- A. The parties will cooperate in the development and implementation of programs to prevent sexual assault, dating violence, domestic violence, and stalking, and will share relevant crime data in furtherance of crime prevention goals.
- B. The parties agree to work with internal and external individuals and organizations with expertise in sexual assault prevention and response efforts within their respective jurisdictions, and to hold at least annual meetings to address the effectiveness of their prevention and response policies, procedures, and efforts.
- C. The parties agree to engage in outreach and collaboration to promote positive working relationships between law enforcement and students, faculty, staff, and other community stakeholders.

Article VI Training

- A. The parties agree that any individual who may be required to conduct an investigation in response to a reported sexual assault will be given specialized, trauma-informed training. Such training will also address how to identify an individual who may require immediate assistance or other services, such as suicide counseling, protective custody placement, or emergency medical/mental health treatment.
- B. The parties agree to provide ongoing cross-training about the policies, procedures, and resources of all participants.

Article VII Miscellaneous

- A. Nothing in this Agreement shall be construed as authority for either party to make any commitment that will bind the other party.
- B. No provision of this Agreement shall form the basis of a cause of action at law or equity by either party against the other, nor shall any provision of this Agreement form the basis of a cause of action at law or equity by any third party.
- C. This Agreement is of indefinite duration and may be terminated by either party upon thirty (30) days' written notice to the other party.