



# 2023 Annual Security and Fire Safety Report



CHRISTOPHER NEWPORT  
UNIVERSITY

UNIVERSITY POLICE

12270 WARWICK BOULEVARD  
NEWPORT NEWS, VIRGINIA 23606



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# 2023 Annual Security and Fire Safety Report

## The University

Christopher Newport University enrolls approximately 5,000 undergraduate and graduate students, employs approximately 1,100 faculty and staff and invites tens of thousands of guests each year to come to campus for activities and events. The campus is located in midtown Newport News, Virginia and houses students in campus residential suites and apartments. The University supports intercollegiate athletic sports and is home to a successful Division III athletic program. The Ferguson Center for the Performing Arts and the Mary M. Torggler Fine Arts Center are spectacular facilities that enrich the lives of thousands of people with shows and exhibits.

With so many activities and special events occurring on campus, students, faculty and staff must be aware of the circumstances in which crime may occur, and be familiar with techniques to prevent criminal incidents. Crime prevention is a shared responsibility. The University Police work in partnership with students, faculty, staff, and the members of many clubs and organizations to reduce criminal incidents and violations of University policy.

The Annual Security and Fire Safety Report is prepared by the Clery Compliance Coordinator in collaboration with the Clery Compliance Committee. Committee members collect relevant data and submit them annually to the Coordinator. They also review their respective sections of the report annually and provide any edits or changes to the Coordinator. The Chief of Police and the Vice President of Student Affairs conduct separate reviews of the ASR before it is approved.

## Christopher Newport University Police Department

Christopher Newport University has authorized the operation of a full-time, professionally trained police department, which oversees the safety and welfare of all members of the University community and their guests. The University Police are committed to providing a safe and secure environment. The mission of the Christopher Newport University Police Department is to provide the University, including all faculty, staff, students and guests, with professional law enforcement services, in an efficient and effective manner, which fully supports the academic mission of the University. The goal is to ensure that all members of the University community are able to live, study, work and enjoy the full spectrum of experiences offered by the University. In order to achieve this goal, the University Police take numerous steps to reduce the risk of crime. This goal will be achieved by employing 24-hour police patrols and security patrols of the campus grounds, the utilization of modern security technologies, the enforcement of laws and University policies, proven crime prevention methodologies, ensuring compliance with safety regulations and identified best practices, and community programming that enhances our relationship with those who live and work on the periphery of the main campus. The University Police enforce laws and University regulations and prevent, detect and investigate any criminal activity on the campus. The University Police, managed by a Chief of Police, are responsible for providing law enforcement and security services to the University community twenty-four hours a day. University Police officers have the same authority and obligation to exercise police power as other state and municipal police officers in the Commonwealth of Virginia and have powers of arrest on campus and in the contiguous areas of jurisdiction.



**Located at 12270 Warwick Boulevard (just across from the Ferguson Center for the Arts), the University Police Headquarters is available and open for all criminal matters and reports, 24 hours a day, 365 days a year.**

**For general public business, the University Police Headquarters is open Monday through Friday, from 8 a.m. to 5 p.m., excluding holidays.**

**Recovered property can be collected by owners during these business hours.**

**After business hours, contact with the University Police may be made by going directly to the University Police Headquarters and/or using the telephone number at (757) 594-7777.**

The University Police jurisdiction includes all University owned, leased and controlled property and the adjacent streets, highways and sidewalks. Primarily, the University Police jurisdiction is on the campus owned and controlled properties known as the “core campus or on-campus property” that would include the streets, sidewalks and highways adjacent to those properties known as “public property.” (See campus map at <http://cnu.edu/parking/maps>). There are also other properties located within the City of Newport News and neighboring jurisdictions that are owned and controlled by the University but are not a part of the core campus that are known as “non-campus property.” If any student organization, or affiliated University group utilizes a “non-campus” property to hold an event, the area may be monitored by one or more Campus Security Authorities or the University Police, as applicable. The University does not have any “non-campus” locations that are owned and/or controlled by a student organization at this time. Any properties that are owned and controlled by the University that are not a part of the “core campus” but are within the same reasonably contiguous geographic area (1 mile from the property boundary) that is used in direct support of or in a manner related to the institution’s educational purpose will be considered as a “core campus or on-campus property.” These jurisdictional and geographic terms are used when collecting crime statistics and are referred to in the statistics chart provided in this document.

The University Police department is comprised of multiple personnel who are dedicated to serving the University community. There are twenty-four police officers that are sworn and certified by the Virginia Department of Criminal Justice Services. University Police officers have completed the mandatory hours of law enforcement basic training from a Virginia criminal justice training academy and are required to complete forty hours of in-service training biennially. University Police officers carry departmental issued firearms, which include handguns and rifles and are trained in the use of lethal and non-lethal weapons, that include OC pepper spray and ASP baton. The University Police maintain their proficiency and certification through the department’s classroom training and related range qualification program. In addition to other specialized training, University Police officers are certified in a nationally recognized, intensive training for mental health response, known as Crisis Intervention Training (CIT).

To assist the sworn police officers, the University Police department has Campus Security Officers (CSO), who are certified through the Virginia Department of Criminal Justice Services. The certification includes over forty hours of disaster and emergency response, mediation and conflict resolution, and security awareness in a campus environment. These uniformed security officers maintain a highly visible presence in several University owned buildings and provide additional patrol in areas on the core campus properties to deter inappropriate and illegal activities. A CSO is not a sworn officer and therefore does not have any powers of arrest, does not carry any weapons nor use any form of force to detain or arrest. For certain activities and events on campus, the University will utilize a contract vendor to help supplement specific security related functions.

The University Police department also has an Emergency Communication Center that is operational twenty-four hours a day. This operation is comprised of eight Communications Officers (dispatchers) who are certified through the Virginia Department of Criminal Justice Services.

The University Police work cooperatively with the City of Newport News Police Department and other law enforcement agencies in Virginia, including the Federal Bureau of Investigation, the Virginia State Police, and the Department of Alcohol Beverage Control and other surrounding campus and local police departments and sheriff's offices. Formal meetings are held between the leaders of these agencies, through the Virginia Chief of Police Association (VACP), the Hampton Roads Chiefs of Police Association (HRCOPA) and the Virginia Association of Campus Law Enforcement Administrators (VACLEA).

The police officers of the University Police and the Newport News Police communicate regularly at the scene of incidents that occur on and around the campus. The University Police investigator(s) work closely with the City of Newport News Police or the Virginia State Police (or applicable agency) when an incident takes place that would require joint investigative efforts and resources for the investigation of alleged criminal offenses. Crime related reports and information are exchanged between agencies, as necessary. A Mutual Aid agreement exists between the Virginia Department of State Police, the City of Newport News Police Department and the University Police to provide additional law enforcement resources to the campus in the event of an emergency and to work collaboratively for the investigation of any alleged criminal incidents.

## **General Procedures for Reporting Crimes or Emergencies**

Community members, students, faculty, staff and guests are encouraged to report all crimes, traffic accidents, medical and fire incidents, suspected hazardous materials, spills or leaks, after-hours building power outages and suspicious activity in a timely manner to the University Police.

The University Police may be contacted on campus at extension 4-7777 or from outside the University telephone system at (757) 594-7777. University Police Communication Officers are available at this number, twenty-four hours a day to answer calls for service. Patrons may also walk into the University Police Headquarters at 12270 Warwick Blvd (across from the Ferguson Center for the Arts) and speak to a police officer.

Upon receipt of a call for service in the University Police Communication Center, the Communication Officer will normally dispatch a University Police officer to the caller's location. All criminal matters, policy violations and suspicious incidents will result in the filing of an incident report. When appropriate, incidents involving students will be forwarded for review to the Dean of Students Office, the Center for Honor Enrichment and Community Standards (CHECS) or the Office of Title IX for potential administrative action. University Police officers will investigate an incident when defined investigative leads are present for potential criminal prosecution.

The immediate reporting of any crime, especially sexual assaults, assists in the preservation of evidence, which may be necessary to convict a person involved in criminal activity. Information on crimes that may impact or relate to the surrounding community is shared with appropriate law enforcement agencies. The University community is encouraged to accurately and promptly report all criminal activity or suspicious behavior to the University Police and, if applicable, to the appropriate police agency, when the victim of a crime elects to, or is unable to make such a report.

## **Emergency and Timely Warning Notification Protocol**

In compliance with federal law and the Code of Virginia, the University has implemented a comprehensive emergency notification system, "cnualert." This system consists of several notification technologies to include: text messaging, an outdoor siren and public address, a webpage with servers on and off campus, Alertus emergency notification boxes, Alertus desktop client for computers, social media, email to registered users (campus wide), fire alarms and the ability to activate a toll-free number with experienced operators. This notification system allows the prompt disclosure of information about crimes on or near the campus that may pose an ongoing threat to the University community. The system is an opt-in notification system, which allows anyone with interest in receiving this information to register and all new students are encouraged to register during Orientation training. Instructions for registration are located at [www.cnualert.info](http://www.cnualert.info). In addition to the electronic format, the University Chief of Police or a designee may elect to post paper flyers on the building doors of the University community in the event of a power interruption or other related technology failure.

Emergency Notification and Timely Warning Notification alerts are considered for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: murder, non-negligent manslaughter, manslaughter by negligence, sexual assault (rape, fondling, incest and statutory rape), robbery, burglary, aggravated assault, motor vehicle theft and arson. It may also include the Violence Against Women Act (VAWA) offenses, which are later defined in this document as domestic violence, dating violence and stalking. The University Chief of Police or designee will review all reported incidents to determine if there is an on-going threat to the community or if there is a significant emergency or dangerous situation involving an immediate threat to the community.

### **TIMELY WARNING NOTIFICATION**

Timely Warning Notification is defined as an alert notice provided to inform the community about a “serious or continuing threat to students, faculty, staff and guests.” Timely warnings are provided to alert the community to threats related to or arising from crimes specified in the Clery Act that are reported to a Campus Security Authority (CSA) and have occurred within the university’s Clery geography. Although Clery does not define “timely,” because the intent of a warning is to enable individuals to take protective steps, a warning will be issued as soon as the pertinent information is available. Timely warnings withhold the name(s) or identifying information of any victim but may have identifying information for a possible suspect(s).

The Chief of Police or designee in consultation with the Vice President of Student Affairs will make the decision to issue a timely warning of Clery crimes that may present a serious or ongoing threat or risk to members of the university. The on-duty police supervisor will inform the Chief or designee of any crime that may pose a serious or ongoing threat to the personal safety of students, employees, and guests. The Chief of Police will confirm that a Clery Crime has occurred within the Clery geography of the university and been reported to a CSA. The Chief of Police or designee in consultation with the Vice President of Student Affairs will determine whether the crime requires a timely warning. The CNU personnel who have the authority to develop the content of the timely warning include the Chief of Police, the Vice President of Student Affairs, and the Clery Compliance Coordinator; they may consult with the Chief Communications Officer as needed.

Timely warnings are distributed to the campus community via email to any user who has a [cnu.edu](mailto:cnu.edu) email address. In emergency situations or as necessary, they may also go out in a text message. If the warning is disseminated via a text message, this will be completed by the Director of Emergency Management or designee. Timely warnings may also be posted on the emergency website, [www.cnualert.info](http://www.cnualert.info), if deemed appropriate. To alert the larger non-CNU community, timely warnings may be posted on the University social media platforms or the University website if deemed necessary by the Chief of Police in consultation with the Vice President of Student Affairs and the Chief Communications Officer.

### **EMERGENCY NOTIFICATION**

Emergency Notification is defined as an alert notice provided to inform the campus community about a “significant emergency or dangerous situation involving an immediate threat to the health and safety of students, faculty, staff and guests.” Christopher Newport University will, without delay and taking in account the safety of the community, determine the content of the notification and initiate the notification system, unless using the notification system will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. If an emergency notification is made, the University does not need to also issue a timely warning about the same incident or situation.

Emergency notifications are authorized by the Chief of Police in consultation with the Vice President of Student Affairs. If deemed necessary, University Police personnel are authorized to activate the outdoor siren system. The Chief of Police or the Director of Emergency Management, or designee, are the authorized university personnel who may activate any of the emergency notification system components. Activation can occur from on or off campus. The Emergency Notification alert notice(s) will be posted on the University’s emergency web site ([www.cnualert.info](http://www.cnualert.info)), distributed by email and may be sent via a text message to subscribers of the University’s text messaging component. In addition, the activation of Alertus boxes and computers may be initiated. In an immediate catastrophic event, which is designated as a Level 3 incident, the outdoor siren may also be activated. Once the situation has been resolved and it is determined to be safe to return to normal activity, an “all clear” message may be distributed via the same method of notification previously used for that incident (i.e. email, text alert, etc.).



## “CRIME ALERT”

In addition to these notices, a notification known as a “Crime Alert” may also be sent out to the community, typically via email, for any crime that is not specifically defined in the Clery Act but would be deemed as a potential threat or concern to the safety of the community. This notice will be authorized by the Chief of Police or designee in consultation with the Vice President of Student Affairs.

## Emergency Response and Evacuation Information

The University’s Crisis Emergency Management Plan (CEMP) is adopted every four years and reviewed and updated annually. The major objective of the plan is to provide the University with a protocol that addresses preparedness, mitigation, response, and recovery from an emergency.

The University’s Emergency Policy Group (EPG) manages the implementation of the CEMP. The members of the EPG include but are not limited to the CFO/Vice President for Finance and Planning, Provost, Chief of Police, Vice President for Administration and Auxiliary Services, Director of Emergency Management, University CIO, Chief Communications Officer, Associate Vice President for Finance and Planning, and the Vice President of Student Affairs.

The Emergency Management Team (EMT) augments the EPG and supplements as a resource during an emergency incident. The EMT representatives include but are not limited to personnel from Academics, University Police, Information Technology, Public Relations, Human Resources, Athletics, Student Affairs, Procurement, Plant Operations, Environmental Health and Safety, and Auxiliary Services.

In the event of an emergency incident, the University’s Director of Emergency Management may activate the Emergency Operations Center (EOC) located at University Police Headquarters or via virtual means. The EPG would meet in the EOC with the Director providing a brief summary of the incident. The EPG would then determine the level of staffing needed and develop strategies to manage the incident.

The Emergency Notification System (ENS) is a comprehensive program which alerts individuals who have elected to participate in the ENS system of any natural or manmade disasters that occur on or may affect the University community.

The ENS system components include siren/public address, text messaging, off campus website, telephone messaging, email, as well as Alertus boxes, computer interrupts, information desk notices and fire alarms. In some circumstances, the University may also inform the public through social media platforms and the University website. The University community will be kept informed through the ENS. Depending upon the information that is known at the time of the incident, a determination will be made by EPG on whether the University community should evacuate or shelter-in-place. Directions will go out via the various ENS components to provide the best course of action for the University community to take.

There are three levels of emergency response (defined below). Level 1 emergencies are determined by the Chief of Police or designee in consultation with the Director of Emergency Management. Level 2 and Level 3 emergencies are determined by the Chief of Police or designee. Upon confirmation of a level 1 or level 2 emergency, the Director of Emergency Management will communicate with the EPG, who will determine notification to the community and initiate the applicable system within ENS. A level 3 emergency notification will be determined by the Chief of Police or designee.

### THE PLAN ESTABLISHES THREE EMERGENCY RESPONSE LEVELS:

#### LEVEL 1 (Planned Event)

These are events that typically allow a period of time to prepare or plan for a response.

*Examples of these events are hurricanes, inclement weather, power or utility outage and related campus disruptions.*

#### LEVEL 2 (Localized Event)

These are events that typically affect a specific building or a specific area on campus and do not affect the entire campus community. Although these events are more specific to an area or building, the required response is more immediate than the Level 1 event.

#### LEVEL 3 (Immediate Catastrophic Event)

These events require an immediate acknowledgement and the broadcast of emergency conditions in the interest of public safety.

The university conducts regular drills and exercises throughout the academic year. Exercises include an annual tornado drill, a discussion-based exercise, emergency notification drills, and a bi-annual operation-based exercise. Exercises may include various members of the university community as well as emergency management and first responders in the jurisdiction.

## Off-Campus Crime

If another law enforcement or security agency, outside of the University Police responds to criminal activity occurring off-campus in which a Christopher Newport University student is involved, that department may notify the University Police about the incident; however, there is no written policy by any outside agency with Christopher Newport University that requires such notification. In these cases, students may be subject to the University's disciplinary process through the Center for Honor Enrichment and Community Standards (CHECS).

## Academic and Public Use Building Security

All academic and public use buildings are patrolled by University Police Officers and Security Officers on a routine basis and are secured by University Police sworn and non-sworn personnel after normal operating hours. Access to secure academic and public use buildings is restricted to individuals authorized to have keys or key cards. Key card access to the building is recorded by security cameras that are monitored in the University Police Communication Center. Access to buildings after hours may also be granted to those who have been authorized in accordance with the University Building Access Policy.

## Motor Vehicle Security

Faculty, staff and students are required to purchase and display a valid University parking decal on their vehicle and park in their designated lot(s). Guests must display a temporary decal, a special event placard or park in a designated visitor parking area. Parking tickets for violations may be issued by Police Officers as well as personnel from the University Parking and Transportation Services Department. Parking regulations and other related information can be found at the Parking and Transportation website at <http://cnu.edu/parking>. All persons parking their vehicle on campus are reminded to lock their doors and secure any valuables.

## Residential Housing Security

Approximately 3,800 undergraduate students reside in seven residence halls, four apartment/townhouse complexes, and a Special Interest Housing Village.

### MAIN CAMPUS

Each residential facility on the Main Campus is managed by a Residential Fellow, who is a professional staff member from the Residence Life department and who resides in the building. The Residential Fellow maintains a staff of student resident assistants and front desk assistants. It is their responsibility to confront, review and report certain conduct issues, mediate disputes, encourage conflict resolution and promote community development. Three Assistant Directors also provide direct oversight and support for main campus buildings.

Main Campus residential facilities include James River Hall, Potomac River Hall (North and South), Warwick River Hall, York River Hall (East and West), and Santoro Hall. Each of these residential facilities has a reception desk in the main lobbies that are staffed by front desk assistants and resident assistants seventeen hours every day (except during University closure/breaks when the buildings are not inhabited). A security camera records the activity in each of the facility lobbies. Additionally, Residence Life staff are available on an on-call basis twenty-four hours a day, three hundred and sixty-five days a year.

Access to Main Campus residential buildings is restricted to residents, their approved guests and other approved members of the University community. In the building lobbies, residents must show their University identification card to the front desk personnel and are required to sign guests into the building during certain hours. Residents are cautioned against permitting strangers to enter the buildings. University Police officers, as well as Security Officers, patrol the exterior of the residence halls on a regular basis.

Residence Life staff, to include Assistant Directors, Residential Fellows, resident assistants, and Front Desk Assistants, also enforce security measures in the halls and work with residents to achieve a community respectful of individual and group rights and responsibilities. University Police works closely with resident assistants to provide educational sessions on alcohol and drug abuse awareness as well as the prevention of various crimes, including sexual assault.



## EAST CAMPUS

The East Campus residence hall experience is founded upon independent living, which is accomplished through four apartment styled complexes. These complexes include the CNU Village Apartments (Wilson, Tyler and Taylor Halls), CNU Apartments (Jefferson, Monroe, Madison, Harrison, and Washington Halls), CNU Landing and Presidents Hall. These facilities are managed by a residential fellow, an assistant director and a staff of student resident assistants. The exterior doors on the East Campus residence halls (with the exception of CNU Landing) are secured at all times through a card access system. Residence Life maintains an East Area Office in Tyler Hall. Residence Life staff are available on an on-call basis twenty-four hours a day, three hundred and sixty five days a year. The University Police also conduct routine patrols and building security checks in a variety of ways including vehicle patrols, foot patrols and marked golf carts, every day of the week to assess exterior door security.

## NORTH CAMPUS

The North Campus area consists of the Rappahannock River Hall apartment complex and the Special Interest Housing Village (a.k.a. Greek Village). There is one Residential Fellow who oversees this area as well as an assistant director, and a team of resident assistants. The exterior and apartment entry doors are secured by card access locks. There is no front desk dedicated to serving these residents and students are directed to the Warwick River Hall desks for lock-outs and customer service. Residence Life staff are available on an on-call basis 24/7.

When classes are in session, the resident assistants conduct routine hall walks in all buildings to check for general health, safety, and security. Additionally, the central office staff (Director, Associate Director, and Assistant Directors,) are on-call to provide assistance and support to the on-campus, on-call staff.

All members of the Residence Life staff have been carefully chosen through a selection process established by the Office of Residence Life. The Residence Life staff has the skills, knowledge, and information to help residents learn about and adjust to the University and the community living environment. Training for resident assistants and front desk assistants is conducted by the Office of Residence Life in conjunction with University Police and various departments.

## Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that reduces hazardous conditions. The University Police regularly patrol the campus and report unsafe physical conditions to the Offices of Plant Operations, Grounds, Auxiliary Building Management and University Housing for corrective action; examples include malfunctioning lights and physical grounds that require attention such as sidewalks and pathways. The University Police use a concept known as CPTED (Crime Prevention Through Environmental Design) to complete this task. Members of the University community are encouraged to report deficiencies to the University Police as soon as they are observed so that a work order can be submitted expeditiously.

## Security Awareness and Crime Prevention Education Programming

The University Police documents security and safety violations found during their routine patrols of buildings and grounds. This information is distributed to the appropriate University department for corrective action. Crime prevention and emergency preparedness lectures and programs are scheduled upon request each semester for all students, faculty, and staff. Crime prevention materials are available at the University Police Headquarters and are made available at new student, faculty and staff orientation programs.

The University Police encourages all students and employees to be responsible for their own security, the security of others, and to be good stewards of the campus community. Safety is a community responsibility and all students and employees should work with the University Police in a collaborative effort to deter and report criminal and suspicious activity.

The University Police provides a series of “Campus Watch” programs for students, faculty and staff throughout the calendar year. “Campus Watch” programs include the following:



### SILENT WITNESS PROGRAM

Provides members of the community with the opportunity to report criminal activity to the University Police Department anonymously

### BICYCLE REGISTRATION PROGRAM

Provides an easy and convenient way for community members to register their bicycles

### SAFETY ESCORT

A walking escort for all on-campus property by either a police officer or security officer which is available to all faculty, staff, students and guests

### CYBERCRIME AND SOCIAL MEDIA AWARENESS

Provides information on cybercrime and social media with respect to criminal laws and safety precautions. It is designed to help students understand the threats that exist and to enable them to make good choices related to keeping themselves safe while online and to safeguard information while using online services and social media platforms.

### ALCOHOL AWARENESS PROGRAM

Provides students with information about the effects of alcohol, making good choices and consequences of their actions

### DRUG AWARENESS PROGRAM

Provides students with information about the effects of illegal narcotics/drugs, making good choices and consequences of their actions

### RAD (RAPE AGGRESSION DEFENSE) PROGRAM

A national standard self-defense course that provides both basic crime prevention skills and physical techniques that help prevent becoming a victim of a violent crime

### CERTIFIED CRIME PREVENTION CAMPUS

Since 2015, Christopher Newport University has been designated as a Certified Crime Prevention Campus, the third campus in Virginia to achieve certification by the Virginia Department of Criminal Justice Services. Since certification in 2015 and the subsequent recertification in 2018 and 2021, eight different assessments, including three campus wide assessments, have occurred, increasing the physical security footprint of the campus properties and providing a means of accountability to completing maintenance actions.

# Possession, Use, and Sale of Illegal Drugs and Alcoholic Beverages

Christopher Newport University is committed to working against the illicit use of illegal drugs and alcohol among students and employees. The University complies with all federal, state and local regulations regarding the abuse of controlled substances including the Drug-Free Schools and Communities Act of 1989 and laws of the Commonwealth of Virginia. The University Police enforce all Virginia laws and University policies concerning the purchase, possession, consumption, sale and storage of alcoholic beverages and drugs. Anyone found in violation of any state alcohol or drug law may be arrested, summoned to appear before the appropriate court of law, reported to the Office of Human Resources (as applicable for employees), and/or given a “notice of incident” to appear in the CHECS Office, as applicable for students.

The U.S. Department of Education’s Drug Free Schools and Communities Act requires that as a condition of receiving any form of financial assistance under any Federal program, an institution of higher education must adopt and implement program(s), known as DAAPP (Drug and Alcohol Abuse Prevention Program), to prevent the unlawful possession, use, manufacture or distribution of illicit drugs and alcohol by students and employees. The University Police provides several programs found on their website under the Crime Prevention Education Programming heading. These programs include but are not limited to Alcohol Awareness Program, Drug Awareness Program, RAD (Rape Aggression Defense) and the ClassAction Program. Additionally, there are a number of other programs that are provided by various other departments on campus throughout the academic year. These programs include but are not limited to Orientation sessions for students, faculty and staff, Residence Life staff training, Student Athlete training, programming with the Student Honor Council, “Buzzkill”, Integrity Day and CHECS Alcohol Education online training. The University conducts an assessment each year by a designated committee to determine the usefulness and relevance of the various programs being offered and prepares a biennial report on these findings.

## Definitions

### CONTROLLED SUBSTANCE

A drug or substance found in Section 54.1-3401 and Schedules I through VI of Sections 54.1-3446 through 3456 of the Code of Virginia, as amended, and Section 202 of the Federal Controlled Substances Act (21 US C. 812).

### ALCOHOL

Any product as defined in “The Alcoholic Beverage Control Act,” Section 4-2 of the Code of Virginia, as amended.

### CRIMINAL DRUG STATUTE

A criminal statute prohibiting the unlawful manufacture, distribution, dispensation, use, or possession of any controlled substance.

### DRUG

Any controlled substance or prescribed or non-prescribed medication, taken into the body, other than alcohol, which may impair one’s mental faculties and/or physical performance.

The University prohibits the unlawful possession, use, manufacture, sale or distribution of illicit drugs and alcohol by employees, students, contracted agents, volunteers and guests on University property (owned or leased) or at any University sponsored activity. Additionally, alcohol related disorderly behavior on University property is prohibited. Convictions for violations of these laws could result in fines, loss of driver’s license and imprisonment as determined by the applicable state or federal law. All residence halls on the campus are considered to be alcohol free. Alcohol is prohibited in every residential room, study area, computer lab, lounge or any other room in the halls regardless of whether the student or guest is of the age of majority (21 years of age) and regardless of the changes in state law.

*Effective July 1, 2021, the code of Virginia 18.2-250.1, pertaining to possession of marijuana, has been repealed. The new law(s) regarding the possession of marijuana are defined as follows:*

**Code Section 4.1-1100 (Possession of marijuana by persons 21 years of age or older)**

Except as otherwise provided in this subtitle and notwithstanding any other provision of law, a person 21 years of age or older may lawfully possess on his person or in any public place not more than one ounce of marijuana or an equivalent amount of marijuana product as determined by regulation promulgated by the Board.

Any person who possesses on his person or in any public place marijuana or marijuana products in excess of the amounts set forth in subsection A is subject to a civil penalty of no more than \$25. The penalty for any violations of this section by an adult shall be pre-payable according to the procedures in § [16.1-69.40:2](#).

With the exception of a licensee in the course of his duties related to such licensee's marijuana establishment, any person who possesses on his person or in any public place more than one pound of marijuana or an equivalent amount of marijuana product as determined by regulation promulgated by the Board is guilty of a felony punishable by a term of imprisonment of not less than one year nor more than 10 years and a fine of not more than \$250,000, or both.

**Code Section 4.1-1100 (Possession of marijuana by persons under 21 years of age)**

No person younger than 21 years of age shall consume or possess, or attempt to consume or possess, any marijuana or marijuana products, except by any federal, state, or local law-enforcement officer or his agent when possession of marijuana or marijuana products is necessary in the performance of his duties. Such person may be prosecuted either in the county or city in which the marijuana or marijuana products were possessed or consumed or in the county or city in which the person exhibits evidence of physical indicia of consumption of marijuana or marijuana products.

Any person 18 years of age or older who violates subsection A is subject to a civil penalty of no more than \$25 and shall be ordered to enter a substance abuse treatment or education program or both, if available, that in the opinion of the court best suits the needs of the accused.

**Code Section 4.1-1107 (Consuming marijuana in a moving vehicle)**

It is unlawful for any person to use or consume marijuana or marijuana products while driving a motor vehicle upon a public highway of the Commonwealth or while being a passenger in a motor vehicle being driven upon a public highway of the Commonwealth. Any person who violates this section is guilty of a Class 4 misdemeanor.

For the purposes of this section:

“Open container” means any vessel containing marijuana or marijuana products, except the originally sealed manufacturer's container.

“Passenger area” means the area designed to seat the driver of any motor vehicle, any area within the reach of the driver, including an unlocked glove compartment, and the area designed to seat passengers. “Passenger area” does not include the trunk of any passenger vehicle; the area behind the last upright seat of a passenger van, station wagon, hatchback, sport utility vehicle or any similar vehicle; the living quarters of a motor home; or the passenger area of a motor vehicle designed, maintained, or used primarily for the transportation of persons for compensation, including a bus, taxi, or limousine, while engaged in the transportation of such persons.

**Code Section 4.1-1108 (Consuming or offering marijuana in a public place)**

No person shall consume marijuana or a marijuana product or offer marijuana or a marijuana product to another, whether accepted or not, at or in any public place.

Any person who violates this section is subject to a civil penalty of no more than \$25 for a first offense. A person who is convicted under this section of a second offense is subject to a \$25 civil penalty and shall be ordered to enter a substance abuse treatment or education program or both, if available, that in the opinion of the court best suits the needs of the accused. A person convicted under this section of a third or subsequent offense is guilty of a Class 4 misdemeanor.

It should be understood that, although the laws pertaining to marijuana have changed in the Commonwealth of Virginia, marijuana remains prohibited on any campus property and is considered a policy violation. This prohibition to the requirements conforms to federal law under the Drug Free Schools and Communities Act.

University sanctions for students who are found responsible for violations of these laws and policies are described in the Student Handbook and include, but are not limited to, verbal warning, letter of censure, removal from CNU housing, loss of privilege/privilege restrictions, completion of educational experiences, fee/fines, deferred sanction, disciplinary probation, disciplinary suspension, or disciplinary dismissal.

Any employee who is found to be in violation of these laws and policies may be subject to criminal prosecution, disciplinary action, including discharge, and/or referral to an assistance or rehabilitation program at the discretion of management as found in the CNU Substance Abuse Policy for Employees.

Many physical and psychological health risks are associated with the abuse of alcohol and other substances, including difficulty with attention and learning, physical and psychological dependence, damage to brain, liver and heart, unwanted sexual activity and accidents due to impaired judgment and coordination. The Office of Counseling Services can provide substance abuse education programming for any student. Anyone who may need assistance with a drug or alcohol problem is encouraged to contact a CNU counselor at (757) 594-7047 (Monday – Friday, 8 a.m.-5 p.m.) or contact the University Police at (757) 594-7777 and an on-call counselor can be contacted on your behalf. Assistance for employees is available for counseling and referral for drugs and alcohol as outlined in the CNU Substance Abuse Policy.

More information regarding health risks associated with the use of illicit drugs and the abuse of alcohol can be found at the following sites:

**DEPARTMENT OF JUSTICE “DRUGS OF ABUSE”**

<https://www.dea.gov/documents/2017/06/15/drugs-abuse>

**NATIONAL INSTITUTE ON ALCOHOL ABUSE AND ALCOHOLISM**

<https://niaaa.nih.gov/alcohol-health/alcohols-effects-body>

**CENTER FOR DISEASE CONTROL AND PREVENTION**

<https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

<https://www.collegedrinkingprevention.gov>

**TOBACCO**

Christopher Newport University fully complies with the tobacco regulations of the Commonwealth of Virginia. All state laws apply to CNU students, faculty and staff. Effective July 1, 2019, the code of Virginia, § 18.2-371.2, prohibits the purchase or possession of tobacco products, nicotine vapor products, and alternative nicotine products by a person under 21 years of age or sale of tobacco products, nicotine vapor products, and alternative nicotine products to persons under 21 years of age. Additionally, smoking and/or vaping inside or within 25 feet of building entrances or windows is prohibited.

# Statistical Disclosure of Reported Incidents

Incidents reported the University Police or a Campus Security Authority that fall into one of the required reporting classifications will be disclosed as a statistic in this annual report.

Crimes or incidents that are reported for this annual report include, but are not limited to, all Uniform Crime Report (UCR) and National Incident Based Reporting System (NIBRS) Part 1 Criminal Offenses (in hierarchical order) and incidents defined by the Department of Education:

## **CRIMINAL HOMICIDE**

Murder and Non-Negligent Manslaughter – the willful killing of one human being by another

Manslaughter by Negligence – the killing of another person through gross negligence

## **SEXUAL ASSAULT**

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

Fondling – the touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity

Incest – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

Statutory Rape – sexual intercourse with a person who is under the statutory age of consent

## **ROBBERY**

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

## **AGGRAVATED ASSAULT**

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury

## **BURGLARY**

The unlawful entry of a structure to commit a felony, assault or a theft

## **MOTOR VEHICLE THEFT**

The theft or attempted theft of a motor vehicle

## **ARSON**

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

## **DOMESTIC VIOLENCE**

Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner, a person with whom the victim shares a child in common, a person who is or has cohabited with as a spouse and/or a person, adult or youth, who is protected under the domestic or family violence laws of the Commonwealth of Virginia



## **DATING VIOLENCE**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the existence of the relationship is determined based on the consideration of the length of the relationship, type of relationship and the frequency of interaction between the persons involved

*\*There is no state criminal law for this incident classification\**

## **STALKING**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or have suffered substantial emotional distress. “Course of conduct” means two or more acts of communication that includes but is not limited to direct, indirect or through a third party by any action, method, device, physically following, monitoring, observing or threatening

## **ARRESTS**

Statistics related to criminal arrests for violations of drug law, liquor law and weapon law violations

## **JUDICIAL REFERRAL**

Statistics related to referrals to the University CHECS Office for both criminal and policy violations of drug law, liquor law and weapon law violations



# Confidential Reporting Procedures

Crime victims that do not want to pursue any action within the University judicial system or the criminal justice system, may still consider making a confidential report. With the victim's permission, a University Police officer can file a report as to the details of the incident without revealing the victim's identity. The purpose of the confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of others. With such information, the University can keep an accurate record of the number of incidents involving students, employees and guests to determine where there is a pattern of crime with regard to a particular location, method or assailant and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the University, and when they involve allegations of sexual violence (to include sexual assault, domestic violence, dating violence, stalking and sexual harassment), the information is made available to the University Title IX Office. A confidential report may also be made by speaking to a pastoral counselor or a professional counselor. When acting in a non-clinical capacity, the Executive Director of Health and Counseling Services will be required to disclose any reports made directly to him to the Clery Compliance Coordinator. Any information provided to a counselor will not be provided to the University or University Police/local law enforcement without the consent of the reporting party.

A crime victim should also be aware that, although the report is confidential, federal law may require a Timely Warning notification to be posted. If such a warning is required, the victim may be made aware, when possible, prior to dissemination of the notification; notification will not include the victim's name or any other specific information that would otherwise cause the victim to be identified.

## Silent Witness Website

The Silent Witness Program is a web-based reporting tool that allows anyone to anonymously report crimes to the University Police. Information about a suspicious incident/person, a University policy violation, or a potential crime or information regarding a crime that has already been committed, or that has the potential to be committed in future times, can be reported to University Police for action. The Silent Witness reports are monitored by the University Police on a daily basis and all reports are reviewed and assigned for action by the University Police as appropriate. The Silent Witness program should not be used in emergency, or "in progress" situations.

## Crime Statistics

*The information below provides context for the crime statistics reported as part of compliance with the Clery Act.*

The procedures for preparing the annual disclosure of crime statistics include obtaining statistics from designated individuals that are from the following sources: the Christopher Newport University Police Department, the Newport News Police Department or applicable law enforcement agencies, and non-police officials (as defined below). For statistical purposes, crime data reported to any of these sources are recorded in the calendar year the crime was reported.

The Center for Honor Enrichment and Community Standards (CHECS) forwards statistics for referrals on a continuing basis to the Clery Compliance Coordinator for inclusion in the Annual Security and Fire Safety Report.

A written request from the Clery Compliance Coordinator or a member of the Clery Compliance Committee for criminal incidents is made on an annual basis to all Campus Security Authorities (CSA), as defined by federal law. A CSA has a primary responsibility to "report allegations to the reporting structure established by the institution." The reporting structure established by Christopher Newport University is the University Police department.

For purposes of collecting statistical information for the annual security report, the Campus Security Authorities at Christopher Newport University include, but are not limited to, the following departments and their specific assigned personnel:

**RESIDENCE LIFE**  
**ATHLETICS**  
**HUMAN RESOURCES**  
**CHECS**  
**AUXILIARY SERVICES**  
**STUDENT AFFAIRS/DEAN OF STUDENTS**  
**PROVOST**  
**EO AND TITLE IX**  
**ADMISSION**  
**CENTER FOR COMMUNITY ENGAGEMENT**  
**CENTER FOR CAREER PLANNING**  
**OFFICE OF ORIENTATION AND STUDENT INVOLVEMENT**  
**UNIVERSITY POLICE**  
**EMERGENCY MANAGEMENT**  
**ENVIRONMENTAL HEALTH AND SAFETY**  
**THE EXECUTIVE DIRECTOR OF HEALTH & COUNSELING SERVICES\***  
**STUDY ABROAD AND INTERNATIONAL PROGRAMS**  
**CONTRACT EVENT SECURITY (not employed with the University)**  
**FACULTY OR STAFF SERVING IN AN ADVISING ROLE**  
**TO AN OFFICIALLY RECOGNIZED STUDENT CLUB OR ORGANIZATION**

All Campus Security Authorities are trained annually in their role and responsibilities as a CSA. Statistics are gathered, compiled and reported to the University community through this report, which is entitled Annual Security and Fire Safety Report. The University Police submit the annual crime statistics published in this report to the United States Department of Education (USDOE). The statistical information gathered by the USDOE is available to the public through the USDOE website, <http://ope.ed.gov/security>.

The University will notify every enrolled student and current employee on an annual basis to make them aware of the report and its location. In addition, information about the report is also provided to prospective students and employees by the Office of Admission, Office of Orientation and Student Involvement and the Office of Human Resources. The post card includes the address for the University Police website where the “Annual Security and Fire Safety Report” publication can be viewed and information on how to obtain a hard copy of the report is provided. The web address for the report is: <https://cnu.edu/police/securityreport>

Hard copy reports are available at the University Police Headquarters facility, located at 12270 Warwick Boulevard, Newport News, VA 23606. Upon request, a copy of the report can also be mailed to the requestor’s physical address or email address. Prospective employees and students are provided information regarding the Annual Report when going through the application process with the University.

*\*The Executive Director of Health and Counseling Services will provide Clery statistic numbers to the Clery Compliance Coordinator; not disclosing any confidential information*

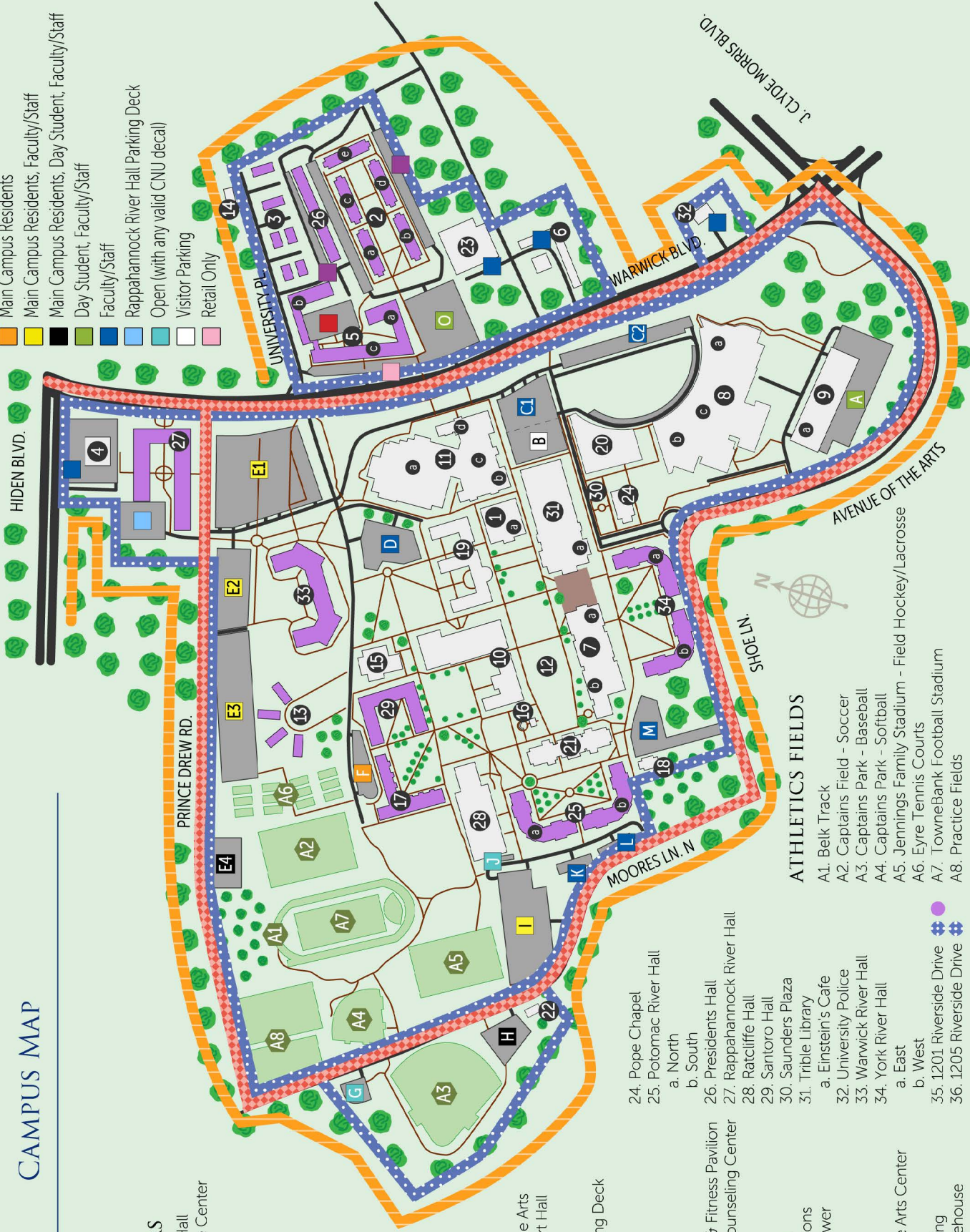


# CHRISTOPHER NEWPORT UNIVERSITY

## CAMPUS MAP

### PARKING: (Lots are named by letter)

- CNU Apartments, CNU Landing, CNU Crossing
- CNU Village Parking Deck
- Main Campus Residents
- Main Campus Residents, Faculty/Staff
- Main Campus Residents, Day Student, Faculty/Staff
- Day Student, Faculty/Staff
- Faculty/Staff
- Rappahannock River Hall Parking Deck
- Open (with any valid CNU decal)
- Visitor Parking
- Retail Only



### BUILDINGS/AREAS

1. Christopher Newport Hall
- a. Admission Welcome Center
2. CNU Apartments
- a. Harrison
- b. Jefferson
- c. Madison
- d. Monroe
- e. Washington
3. CNU Landing
4. CNU North
5. CNU Village
- a. Taylor
- b. Tyler
- c. Wilson
6. Commonwealth Hall
7. David Student Union
- a. Captains Locker
- b. Regattas
8. Ferguson Center for the Arts
- a. Diamonstein Concert Hall
- b. Peables Theatre
- c. Studio Theatre
9. Ferguson Center Parking Deck
- a. Parking Services
10. Forbes Hall
11. Freeman Center
- a. Field House
- b. Gaines Theatre
- c. Trieshmann Health & Fitness Pavilion
- d. Windsor Health & Counseling Center
12. Great Lawn
13. Greek Village
14. Grounds Department
15. Hiden-Hussey Commons
16. Hoinkes Plaza/Bell Tower
17. James River Hall
18. Klich Alumni House
19. Luter Hall
20. Mary M. Torggler Fine Arts Center
21. McMurrin Hall
22. Military Science Building
23. Plant Operations Warehouse

24. Pope Chapel
25. Potomac River Hall
- a. North
- b. South
26. Presidents Hall
27. Rappahannock River Hall
28. Ratcliffe Hall
29. Santoro Hall
30. Saunders Plaza
31. Tribble Library
- a. Einstein's Cafe
32. University Police
33. Warwick River Hall
34. York River Hall
- a. East
- b. West
35. 1201 Riverside Drive
36. 1205 Riverside Drive

### ATHLETICS FIELDS

- A1. Belk Track
- A2. Captains Field - Soccer
- A3. Captains Park - Baseball
- A4. Captains Park - Softball
- A5. Jennings Family Stadium - Field Hockey/Lacrosse
- A6. Eyre Tennis Courts
- A7. TowneBank Football Stadium
- A8. Practice Fields

Public Property

Core Campus

Residence Halls

Patrol Jurisdiction

Updated: 07/2021

## Specific Information about Classifying Crime Statistics

The statistics in this report are published in accordance with the standards and guidelines used by the Federal Bureau of Investigation Uniform Crime Reporting Handbook, relevant federal law and the guidelines as set forth by the Department of Education.

The statistics for all Part 1 Offenses (as listed in the section titled “Statistical Disclosure of Reported Incidents”) are counted as follows:

Murder, Non-negligent Manslaughter and Manslaughter by Negligence are counted as one offense per victim.

Sexual Assault (all four categories) is counted as one offense per victim.

Robbery is counted as one offense for each distinct operation (i.e., incident), including attempts. The number of victims robbed, the number of those present at the robbery, or the number of offenders are not individually counted.

Aggravated Assault is counted as one offense per victim. However, if a number of persons are involved in the incident, and the aggressors cannot be distinguished from the victims, the number of persons assaulted will be counted as the number of offenses.

Burglary is counted as one offense per each distinct operation.

Motor Vehicle Theft is counted as one offense for each stolen vehicle.

Arson is counted as one offense for each distinct incident.

Domestic Violence, Dating Violence and Stalking are all counted as one offense for each incident.

The statistic captured under the “Referred for Disciplinary Action” section for Liquor Law, Drug Law and Illegal Weapon violations indicates the number of people referred to the Center for Honor, Enrichment and Community Standards (CHECS) for disciplinary action for violations of those specific laws. Being “found responsible” for a violation includes a referral that resulted in a student being administratively charged by CHECS and a record of the action being kept on file.

*\*Alcohol, Weapon and Drug violations that are considered “policy” violations and not actual criminal violations, are not counted in the statistics. Similarly, criminal incidents involving Driving under the Influence and Public Intoxication are also not counted in the statistics in accordance with the guidance provided by the Department of Education.\**

The statistics in the Hate Crime charts are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation and any other crime that involves bodily injury that is not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his or her bias against the victim’s race, sexual orientation, religion, gender, ethnicity, disability, gender identity or national origin, the assault is then also classified as a hate/bias crime.

The column titled “Unfounded” in the crime statistics refers to those incidents where University Police personnel make a formal determination that the report is false or baseless. A report can be determined to be false if the investigation reveals that the crime that was reported was in fact never attempted or completed. Such determinations may include but are not limited to the report not meeting the elements of the crime or the crime being improperly classified at the time of the report.

The column “Reported to UPD” includes crime statistics from incidents that were reported to the University Police.

The column “Reported to Local PD” includes crime statistics from incidents that were reported to the Newport News Police Department, or other law enforcement agency, but not reported to the University Police Department, or reported to both. These incidents could have occurred on campus property, non-campus property or public property.

The column “Reported to Non-Police” includes crime statistics from officials at the University who are defined by federal law as Campus Safety Authorities (CSA) because they have significant responsibility for student and campus activities or have been otherwise defined by the University as having that status.

Statistics for “Residential Facilities” are also counted in the “On-Campus” crime category. The law requires institutions to delineate the number of “On-Campus” crimes that occur in residential facilities. Crime statistics for the categories of Larceny (theft) and Vandalism are not required by law and are not included in this report (except for the hate crime category).

## Crime and Fire Log

The University Police publishes a crime and fire log of incidents for the most recent 60-day period open to public inspection. The log may be viewed from the University Police website, located at [www.cnu.edu/police](http://www.cnu.edu/police), or at the University Police Headquarters. Any portion of the log older than 60 days, if not immediately available, can be made accessible at the request for public inspection. The information in the crime and fire log includes the incident classification (nature of offense), date and time reported, date and time of offense, general location of the offense, general description of the offense and the disposition.

## Disciplinary Actions

In cases where probable cause exists to believe that a student may be involved in a violation of Virginia law, the University Police may initiate charges through the City of Newport News criminal court system and/or may report the case to the University judicial system, The Center for Honor Enrichment and Community Standards (CHECS). It is possible that charges may be filed through the City of Newport News criminal court system and through CHECS at the same relative time. Violations of University policy may result in a charge filed through the University judicial system. The Vice President for Student Affairs/ Dean of Students, or designee, may initiate disciplinary action for violations committed by University students.

Crimes alleged to have been committed by University students at off-campus locations may be reported to University Police by local police authorities. University Police has established an informal reporting procedure with the Newport News Police Department through which local crime statistics and other criminal and incident information that may impact or relate to the University community is immediately reported. Off campus crimes and/or policy violations may be adjudicated by CHECS.

The Student Handbook provides related information for the University Honor Code, Code of Student Conduct and the University Judicial System and sanctions. To find out more information about the disciplinary process, please review the Student Handbook by visiting the following website: <http://cnu.edu/public/studenthandbook/pdf/studenthandbook.pdf>

## **Missing Persons (Code of Virginia Code of Virginia, §15.2-1718 and §52-32)**

If a member of the University community has reason to believe that a student is missing, he or she should immediately notify the University Police Department at (757) 594-7777. If a student is missing for more than 24 hours, it must be reported to University Police so that University Police may take appropriate action. Upon receipt of a report of a person missing for over 24 hours, University Police will initiate an investigation and generate a missing person (SP-67) or a missing child (SP-183) report as necessary.

If the University Police investigation determines that the student is missing, has a physical or mental disability and may be subject to immediate danger (Disability), is missing under circumstances that indicate that their physical safety is in danger (Endangered), is missing under circumstances that indicate that the disappearance was not voluntary (Involuntary), is a person missing after a catastrophic incident (Catastrophic), or is a person 21 years or older and for whom there is a reasonable concern for their safety, then the University Police will access the student's Clery Confidential Contact Information for Missing Student database.

All residential students will have the opportunity to file their Confidential Contact Information on-line; the information will remain confidential and accessible only to authorized campus officials. This information may not be disclosed except to law enforcement in furtherance of a missing person investigation. The database is maintained by the University's Information Technology Services and the University Police Department. The database can be updated by the student at any time.

University Police will reach out to the confidential contact identified in the database within 24 hours of a student being determined missing. If communication is established, the contact will be notified to assist with attempting to locate the individual and a Missing Person Report will be filed into the Virginia Criminal Information Network and the National Crime Information Center systems, according to University Police policy. If the police investigation determines that none of the requirements exist (disability, endangered, involuntary, catastrophic, or concern for safety) for immediate entry, the University Police will file a Missing Person Report within twenty-four hours into the Virginia Criminal Information Network and the National Crime Information Center systems.

If the University Police investigation determines that the student is between the age of 18 and less than 21 years of age, whose temporary or permanent residence is in Virginia or is believed to be in Virginia, whose whereabouts are unknown to any parent, guardian, legal custodian or other person standing in loco parentis of the child, the University Police will file a Missing Person Report into the Virginia Criminal Information Network and the National Crime Information Center systems, after two hours have passed from the time of the initial report and within twenty-four hours.

If the student is under the age of 18 years and is not an emancipated individual, University Police shall notify the student's parent or legal guardian within 24 hours of the student being determined missing. This notification will be done in addition to the information provided in the database. The University Police will file a Missing Child Report with the local law enforcement agency, the Virginia Criminal Information Network and the National Crime Information Center systems immediately.

## **Sex Offender Registry**

The Campus Sex Crimes Prevention Act (enacted in 2000) is a federal law that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. In compliance with this federal law and in conjunction with the Adam Walsh Child Protection and Safety Act (enacted in 2006), institutions of higher education are required to advise the campus community where law enforcement agency information can be obtained concerning registered sex offenders. It also requires a registered sex offender who is in the State registry to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. Information about the Sex Offender registry in Virginia can be found at: <http://sex-offender.vsp.virginia.gov/sor/>.

In the Commonwealth of Virginia, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry. The Registry was established pursuant to § 19.2-390.1 of the Code of Virginia. Every person convicted on or after July 1, 1997, including juveniles tried and convicted in the circuit courts pursuant to § 16.1-269.1, whether sentenced as adults or juveniles, of an offense for which registration is required, shall be required as a part of the sentence imposed upon conviction to register and reregister with the Commonwealth's Department of State Police as provided in this section. In addition, all persons convicted of violations under the laws of the United States or any other state substantially similar to an offense for which registration is required shall provide to the local agency all necessary information for inclusion in the State Police Registry within ten days of establishing a residence within the Commonwealth. Any person required to register shall also be required to reregister within ten days following any change of residence, whether within or outside of the Commonwealth.

Nonresident offenders entering the Commonwealth for employment, to carry on a vocation, volunteer services or as a student attending school who are required to register in their state of residence or who would be required to register under this section if a resident of the Commonwealth shall, within ten days of accepting employment or enrolling in school in the Commonwealth, be required to register and reregister pursuant to this section. For purposes of this section "student" means a person who is enrolled on a full-time or part-time basis, in any public or private educational institution, including any secondary school, trade or professional institution, or institution of higher education.

Information concerning offenders registered with the Sex Offender and Crimes Against Minors Registry may be disclosed to any person requesting information on a specific individual in accordance with the law. Information regarding a specific person requested pursuant to the law shall be disseminated upon receipt of an official request form that may be submitted directly to the Commonwealth's Department of State Police or to the State Police through a local law-enforcement agency. The Department of State Police shall make Registry information available, upon request, to criminal justice agencies including local law-enforcement agencies through the Virginia Criminal Information Network (VCIN). Registry information provided under this section shall be used for the purposes of the administration of criminal justice, for the screening of current or prospective employees or volunteers or otherwise for the protection of the public in general and children in particular. Uses of the information for purposes not authorized by this section are prohibited and a willful violation of this section with the intent to harass or intimidate another shall be punished as a Class 1 misdemeanor.

The Virginia State Police maintain a system for making certain Registry information on violent sex offenders publicly available by means of the internet. The information made available includes the offender's name; all aliases which the offender has used or under which the offender may have been known; the date and locality of the conviction and a brief description of the offense; the offender's date of birth, current address and photograph; and such other information as the State Police may from time to time determine is necessary to preserve public safety. The system is secure and is not capable of being altered except by or through the State Police. The system is updated each business day with newly received registrations and re-registrations.





# Discrimination, Harassment and Sexual Misconduct Policy

## A. Statement Of Policy

Christopher Newport University (CNU) is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination in admission, employment, and education programs or activities based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, marital status, military/veteran status, political affiliation, pregnancy, or any other status protected by law.

Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among everyone on campus. In pursuit of this goal, any question of impermissible discrimination and/or harassment on these bases will be addressed with efficiency and energy in accordance with this policy. This policy also addresses any reports of retaliation against individuals who under this policy have filed reports, have testified or otherwise participated in investigations or proceedings, or have intervened to prevent a violation of this policy.

CNU, an Equal Opportunity Employer, is fully committed to Access and Opportunity for all persons.

This policy prohibits specific forms of behavior as required by Title IX of the Education Amendments of 1972 (“Title IX”), the Americans with Disabilities Act of 1990, as amended; Section 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Genetic Information Nondiscrimination Act of 2008; the Virginia Human Rights Act; and other applicable state and/or federal laws. This policy also includes certain obligations that CNU must fulfill under the Violence Against Women Reauthorization Act of 2013 (“VAWA”) and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”).

**Prohibited Conduct** includes the following behavior as defined in Section D: Discrimination, Harassment, Sexual Misconduct (Non-Title IX Sexual Harassment, Title IX Sexual Harassment, Sexual Assault, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking), Complicity, and Retaliation.

## B. Statement of Purpose

The purpose of this policy is to establish clearly and unequivocally that CNU prohibits discrimination, harassment, sexual misconduct, and retaliation by individuals subject to its control or supervision and to set forth procedures by which such allegations shall be reported, investigated, and adjudicated.

The purpose of the procedures is to provide a prompt, fair, and impartial resolution of reports of discrimination and/or harassment based on race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, marital status, military/veteran status, political affiliation, pregnancy, or any other status protected by law. The procedures also address any reports of retaliation against individuals who under this policy have filed reports, have testified or otherwise participated in investigations or proceedings, or have intervened to prevent a violation of this policy.

This policy also provides for full and fair notice to anyone accused of conduct in violation of it, including all allegations, and evidence and a full and fair opportunity to respond to such allegations and evidence.

## C. Scope and Applicability

This policy and related procedures apply to **on-campus** Prohibited Conduct involving all students, employees, and Third Parties (i.e. volunteers, visitors to campus including, but not limited to, students participating in camp programs, non-degree-seeking students, exchange students, and other individuals taking courses or participating in programs at CNU, and contractors working on campus who are not CNU employees).

This policy and related procedures apply to **off-campus** Prohibited Conduct at CNU-sponsored programs or activities involving all students, employees, and Third Parties. This policy and related procedures are also applicable to any conduct occurring off-campus if it may have continuing effects that create a hostile environment on-campus.

This policy contains two separate procedures:

1. **Process A** applies to reports of Title IX Sexual Harassment (including Sexual Assault, Dating Violence, Domestic Violence, and Stalking) involving students and employees when the Prohibited Conduct:
  - a. Occurs within the United States; and
  - b. Occurs within CNU's education program and activity meaning 1) locations, events, or circumstances over which CNU exercises substantial control over both the Respondent and the context in which the Prohibited Conduct occurs and 2) any building owned or controlled by a student organization that is officially recognized by CNU); and
  - c. At the time of filing a Formal Complaint, a Complainant is participating in or attempting to participate in CNU's education program or activity.
2. **Process B** applies to reports of (1) Sexual Assault, Dating Violence, Domestic Violence, and Stalking when jurisdiction does not fall within Process A, as determined by the Director, (2) Non-Title Sexual Harassment, and (3) all other reports of Prohibited Conduct.

Allegations of either on-campus or off-campus violations of this policy should be reported to the Director's Office as stated in Section K. The Director will determine if the allegations are subject to resolution using the procedures in this policy.

Employees or students who violate this policy may face disciplinary actions up to and including termination or dismissal. Third Parties who violate this policy may be permanently barred from CNU property, from CNU programs, services or activities, or may be subject to other restrictions. CNU's ability to take appropriate corrective action against a Third Party will be determined by the nature of the relationship of the Third Party to CNU.

This policy applies to all reports of Prohibited Conduct received on or after the effective date of this policy. Where the date of the alleged incident precedes the effective date of this policy, the definitions used in the policy in existence at the time of the alleged incident(s) will be used. However, the procedures established under this policy will be used to address, investigate, and/or resolve all reports of Prohibited Conduct made on or after the effective date of this policy, regardless of when the incident(s) occurred.

**Complainant** refers to any individual who may have been a victim of a violation covered under this policy regardless of whether the Complainant makes a report or seeks action under this policy. **Respondent** refers to any individual who has been reported to be the perpetrator of conduct that could constitute a policy violation. **Parties** refers to the Complainant and the Respondent, collectively. **Report** refers to the process of giving a spoken or written account of a possible violation under this policy, either witnessed or experienced. **Formal Complaint** refers to a document filed or signed by a Complainant or signed by the Director alleging a violation of Title IX Sexual Harassment under this policy under Process A against a Respondent and requesting that CNU investigate the allegation(s). A Formal Complaint filed by a Complainant must contain a physical or digital signature or

otherwise indicate that the Complainant is the person filing the Formal Complaint. **Student** refers to any individual who has accepted an offer of admission; any individual registered or enrolled in courses through CNU; any individual not enrolled for a particular term but who has not officially separated from CNU; and any individual who is separated from CNU for academic or disciplinary reasons regardless of the duration of the separation. However, if an individual's enrollment lapses for more than twelve consecutive months, based on that individual's voluntary decision not to enroll, that individual will no longer be considered a Student for purposes of this policy.

## D. Definitions of Prohibited Conduct

1. **Discrimination** is inequitable treatment based on an individual's protected characteristics or statuses (race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, marital status, military/veteran status, political affiliation, pregnancy, or any other status protected by law) that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment, or participation in an educational program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.
2. **Harassment** is a form of discrimination in which unwelcome verbal, nonverbal, or physical conduct is directed toward an individual on the basis of his or her protected characteristics or statuses (race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, marital status, military/veteran status, political affiliation, pregnancy, or any other status protected by law). Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Harassment violates this policy (except for Title IX Sexual Harassment, as defined below) when it creates a hostile environment, as defined below.

**Hostile Environment** may be conduct in any medium (e.g. oral, written, graphic, or physical) that is sufficiently severe, persistent or pervasive and objectionably offensive that interferes with, limits or denies the ability of an individual to participate in or benefit from education programs, services, opportunities, or activities or the individual's employment access, benefits or opportunities. Mere subjective offensiveness is not enough to create a hostile environment. In determining whether conduct is severe, persistent or pervasive, and thus creates a hostile environment, the following factors will be considered:

- a. The degree to which the conduct affected one or more individuals' education or employment;
  - b. The nature, scope, frequency, duration, and location of the incident(s);
  - c. The identity, number, and relationships of persons involved;
  - d. The perspective of a "reasonable person" in the same situation as the person subjected to the conduct; and
  - e. The nature of higher education.
3. **Non-Title IX Sexual Harassment** is a form of discrimination based on sex that does not fall within the definition and/or jurisdiction of Title IX Sexual Harassment (i.e., behavior that did not occur within the United States such as study abroad and/or within a CNU program or activity such as an off-campus residence). It is defined as unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature including: verbal (e.g., specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats); non-verbal (e.g., sexually suggestive emails, other writings, articles or documents, objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures); or physical (e.g., touching, pinching, brushing the body, any unwelcome or coerced sexual activity, including sexual assault). Sexual harassment, including sexual assault, can involve persons of the same or different sexes.

This policy prohibits the following types of Non-Title IX Sexual Harassment:

- a. **Term or condition of employment or education:** This type of Non-Title IX Sexual Harassment (often referred to as “quid pro quo” harassment) occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a CNU activity are conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual’s employment, education, living environment, or participation in a CNU program or activity.
- b. **Hostile environment:** Acts that create a hostile environment, as defined above in Section D.2.

**4. Title IX Sexual Harassment<sup>1</sup>** is conduct on the basis of sex that satisfies one or more of the following:

- a. **Quid Pro Quo** is when an employee of CNU conditions the provision of an aid, benefit, or service of CNU on an individual’s participation in unwelcome sexual contact. (Quid Pro Quo is when a student, not in an employee role, of CNU conditions the provision of an aid, benefit, or service of CNU on another student’s participation in unwelcome sexual contact and shall be addressed under Process B.)
- b. **Hostile Environment** is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to CNU’s education program or activity.

Unwelcomeness is subjective. Severity, pervasiveness, and objective offensiveness are evaluated on the totality of the circumstances 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.

c. **Sexual Assault** is:

- (1) **Forcible Sex Offenses:** Any sexual act directed against another person without the consent of the Complainant including instances where the Complainant is incapable of giving consent. A “sexual act” is specifically defined by federal regulations to include one or more of the following:
  - (a) **Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the Complainant.
  - (b) **Sodomy:** Oral or anal sexual intercourse with another person, forcibly, and/or against that person’s will (non-consensual), or not forcibly or against the person’s will in instances in where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  - (c) **Sexual Assault with an Object:** The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will (non-consensual) or not forcibly or against that person’s will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
  - (d) **Fondling:** The touching of the private body parts of another person (buttocks, groin, genitalia, breasts, or the clothing covering those areas) for the purposes of sexual gratification, forcibly and/or against that person’s will (non-consensual) or not forcibly or against the person’s will in instances where the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

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<sup>1</sup> 34 CFR 106

(2) **Non-Forcible Sex Offenses:**

(a) **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by the law of the Commonwealth of Virginia. (See Va. Code §18.2-366).

(b) **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent in the Commonwealth of Virginia, which is 17.

- d. **Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

For purposes of this definition:

(1) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.<sup>2</sup>

(2) Dating violence does not include acts covered under the definition of domestic violence.

- e. **Domestic Violence** is a felony or misdemeanor crime of violence committed (1) by a current or former spouse or intimate partner of the Complainant; (2) by a person with whom the Complainant shares a child in common; (3) by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; (4) by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the Commonwealth of Virginia, and (5) 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 the Commonwealth of Virginia.

The relationship between the Complainant and Respondent 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.

- f. **Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for the person's safety; (2) the safety of others; or (3) suffer substantial emotional distress meaning significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

A "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.

5. **Sexual Misconduct** includes Non-Title IX Sexual Harassment, Title IX Sexual Harassment, Sexual Assault, Sexual Exploitation, Dating Violence, Domestic Violence, and Stalking.

6. **Sexual Violence** refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent including the criminal acts of rape, sexual assault, sexual battery, sexual abuse, and sexual coercion as found under Virginia Law (Article 4 of Chapter 4 of Title 18.2).

7. **Consent** is given by voluntary words or actions that communicate a willingness to engage in a specific sexual activity. The existence of consent will be inferred from all of the facts and circumstances. Consent may be withdrawn at any time. Silence, in and of itself, is not consent. Lack of protest or resistance is not consent. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. A previous or current relationship does not imply consent to sexual activity. Past consent does not imply future consent. Consent cannot be obtained by the use of force to include physical violence, threats, intimidating behavior, and/or coercion.

<sup>2</sup> For example, emotional, economic, or psychological actions or threats of actions that influence another person including behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

- a. **Physical Violence** means that a person is exerting control over another person through the use of physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, choking, strangulation, and brandishing or using any object as a weapon.
- b. **Threats** are words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person's reputation, or to cause a person academic or economic harm.
- c. **Intimidation** is an implied threat that menaces or causes reasonable fear in another person. A person's size, alone, does not constitute intimidation; however, a person can use their size or physical power in a manner that constitutes intimidation (i.e., by blocking access to an exit.)
- d. **Coercion** is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to engage in sexual activity. When a person makes clear that they do not want to participate in a particular form of sexual contact or sexual intercourse, that they want to stop or that they do not want to go beyond a certain sexual activity, continued pressure may be coercive. In evaluating whether coercion was used, the frequency of the application of pressure, the intensity of the pressure, the degree of isolation of the person being pressured, and the duration of the pressure are all relevant factors.

Consent cannot be given by the following individuals:

- Individuals who are asleep or unconscious;
- Individuals who are incapacitated due to the influence of drugs, alcohol, medication, or other substances;
- Individuals who are unable to consent due to a mental or physical condition; and
- Individuals who are minors.

If an individual knows or reasonably should know someone is incapable of giving consent, it is a violation of this policy to engage in sexual activity with that person.

**Incapacitation:** An incapacitated person is incapable of giving consent. Incapacitation means that a person lacks the ability to make informed, reasonable judgments about whether or not to engage in sexual activity. An incapacitated person lacks the ability to understand the who, what, when, where, why, and/or how of the sexual interaction. A person is not necessarily incapacitated merely as a result of consuming alcohol, drugs, medications, and/or other substances. The impact of alcohol, drugs, medications, and/or other substances varies from person to person. Incapacitation is not synonymous with intoxication, impairment, blackout, and/or being drunk.

**Alcohol, Medications, and Other Drugs:** The use of alcohol, medications, and other drugs by the Respondent is not an excuse for being unable to assess if the Complainant gave consent.

8. **Sexual Exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, when that behavior does not otherwise constitute Prohibited Conduct under this policy. Sexual exploitation includes, but is not limited to: prostituting another person, non-consensual recording or photographing sexual activity and/or a person's intimate body parts, non-consensual distribution of photos, other images, or recordings of an individual's sexual activity and/or intimate body parts, non-consensual voyeurism, knowingly transmitting HIV or an STD to another, causing or attempting to cause the incapacitation of another person for a sexual purpose, or exposing one's genitals to another in non-consensual circumstances.
9. **Complicity** is any act taken with the purpose of aiding, facilitating, promoting, or encouraging the commission of a violation of this policy by another person. Complicity is prohibited by this policy.

**10. Retaliation** is any adverse action taken or threatened against a person for making a good faith report of Prohibited Conduct or participating in any proceeding under this policy. Retaliation includes intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by this policy or law, or because the individual has made a report or Formal Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy. Retaliation is a separate offense and may result in disciplinary or other action independent of the sanctions or supportive measures imposed in response to the underlying allegations of Prohibited Conduct.

Charging an individual for making a materially false statement in bad faith in the course of the Resolution Process under this policy does not constitute retaliation, provided that the determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Retaliation does not include good faith actions lawfully pursued in response to a report of Prohibited Conduct or the exercise of rights protected under the First Amendment.

**11. Online Misconduct** occurring completely outside of CNU's control (i.e. not on CNU's networks, websites, or between CNU email accounts) will only be subject to this policy when such online conduct causes a substantial effect on a student's or employee's participation in a CNU education program or activity or infringement on the rights of others. Otherwise, such communication is considered speech protected by the First Amendment.

## E. Role of the Title IX Coordinator

The Director of Title IX and Equal Opportunity ("Director") is the Title IX Coordinator. The Director is charged with coordinating CNU's compliance with federal civil rights laws; overseeing the intake, investigation, resolution, and implementation of supportive measures to stop, remedy, and prevent Prohibited Conduct in accordance with this policy; and ensuring appropriate education and training. The Director may delegate responsibilities under this policy to Deputy Title IX Coordinators and other appropriate trained administrators.

The Director acts with independence and authority free from bias and conflicts of interest. The members of the Director's Office are trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents. The members of the Director's Office do not serve as advocates for either the Complainant or the Respondent.

Allegations of Prohibited Conduct against the Director should be made to the President.

## F. Supportive Measures

The Director will promptly offer and implement appropriate and reasonable supportive measures to either or both of the Parties upon receipt of a report of alleged Prohibited Conduct. Supportive measures are available regardless of whether resolution is pursued under this policy.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Parties in order to restore or preserve equal access to CNU's education programs or activities, without unreasonably burdening the other party, including measures designed to protect the safety of all Parties or CNU's educational environment, and/or to deter Prohibited Conduct.

The Director will consult with the Parties before taking supportive measures to the greatest degree possible. Both Parties will be notified in writing concerning the imposition of supportive measures that impact them.

CNU must maintain the privacy of supportive measures, provided that privacy does not impair CNU's ability to provide the supportive measures to the Parties.

Supportive Measures are not intended to be permanent resolutions. They may be amended or withdrawn as additional information is obtained and upon final resolution of the report or Formal Complaint.

Supportive measures may include, but are not limited to:

1. Academic arrangements;
2. Housing and dining arrangements;
3. Work-related arrangements;
4. Limitation on extracurricular or athletic activities;
5. No-contact order (that serves as notice to one or both Parties that they must not have verbal, electronic, written, or third-party communication with one another);
6. Limitations on access to campus, CNU facilities, and CNU events;
7. Visa and immigration assistance;
8. Referral and coordination of counseling and health services;
9. Referral to the Employee Assistance Program (EAP);
10. Training for students, faculty, and/or staff;
11. Administrative leave with or without pay; and
12. Any other measures that may be arranged by CNU (to the extent reasonably available) to ensure the safety and well-being of the Parties.

Individuals are encouraged to report concerns about failure of a party to abide by any restriction imposed by a supportive measure. CNU will take immediate action to enforce a previously implemented supportive measure, and disciplinary action may be imposed for failing to abide by a supportive measure.

## G. Expectations of the Parties

Under this policy, all Parties can expect:

1. Reasonably prompt and equitable resolution of allegations of Prohibited Conduct;
2. Written notice of an investigation, including the potential policy violation(s), nature of the allegation(s), the identities of the Parties involved, and the date, time and location of the incident (if known);
3. The opportunity to offer information, present evidence, and/or identify witnesses relevant to the allegation(s);
4. Reasonable notice of any meeting where the party's presence is requested;
5. The opportunity to have an Advisor of choice for matters involving Sexual Misconduct or when the allegation of Prohibited Conduct could result in suspension or dismissal, including the opportunity to have that Advisor attend any meetings where the party's presence is requested;
6. Appointment of an Advisor to conduct cross-examination during Process A if a party does not have an Advisor;
7. Timely and equal access to any information that will be used during the investigation, related meetings, and hearing (if applicable);
8. A reasonable length of time to prepare any response;



9. Written notice of any extension of time frames for good cause;
10. Privacy to every extent possible in accordance with this policy and legal requirements;
11. The opportunity to challenge a member of the Director's Office or the Decision-Maker for actual bias or conflict of interest;
12. Written notice of the outcome, imposition of any sanction(s), the rationale for each, appeal procedures, change to the finding and/or sanction, if any, after an appeal, and when the outcome and sanctions become final;
13. Reasonably available supportive measures;
14. Limited amnesty as stated in Section S;
15. No tolerance for false information as stated in Section T;
16. No unauthorized audio or video recording of any kind by the Director's Office, Party and/or witness during any meeting or interview where other employee's and/or student's information may be discussed, as it is not permitted. If the Director's Office decides to audio and/or video record any meeting or interview, all involved in the meeting or interview shall be made aware of the recording; and
17. Protection against retaliation.

## H. Privacy and Confidentiality

CNU is committed to protecting the privacy of any individual involved in the resolution of a report under this policy. With respect to any report under this policy, CNU will make reasonable efforts to protect the privacy of participants while balancing the need to gather information to assess the matter, take steps to eliminate the reported conduct, prevent its recurrence, and address its effects.

Privacy and confidentiality have distinct meanings under this policy.

**Privacy:** Privacy means that information related to a report or Formal Complaint will be shared with a limited circle of CNU employees identified as needing to know in order to assist the assessment, investigation, and resolution of the matter. While not subject to a legal obligation of confidentiality, these individuals will respect the privacy of all individuals involved in the process and will not share information except as necessary to effectuate this policy.

The privacy of student education records will be protected in accordance with CNU's policy for compliance with the Family Educational Rights and Privacy Act (FERPA). The privacy of an individual's medical and related records generally is protected by the Health Insurance Portability and Accountability Act (HIPAA), except health records protected by FERPA and by Virginia's Health Records Privacy statute, Va. Code § 32.1-127.1:03. Access to an employee's personnel records in Virginia may be limited in accordance with the Virginia Freedom of Information Act, Va. Code § 2.2-3700, and, where applicable, Department of Human Resources Management (DHRM) Policy 6.05.

**Confidentiality:** Confidentiality exists in the context of laws that protect certain relationships, including licensed health-care professionals and employees providing administrative support for such licensed health-care professionals, mental health providers, counselors, and ordained clergy, all of whom may engage in confidential communications under Virginia law. These individuals cannot violate their obligation of confidentiality unless (i) given written consent to do so by the person who disclosed the information; (ii) there is a concern of serious physical harm to self or others; (iii) the conduct involves suspected abuse or neglect of a minor under the age of 18; or (iv) as otherwise required or permitted by law or court order.

**Confidential Resources:** The CNU Office of Counseling Services and the community resources listed in Section I are Confidential Resources. Confidential Resources will not disclose information about a report of a possible violation of this policy to CNU (including the Director’s Office or University Police) without the Complainant’s permission (subject to the exceptions listed above under Confidentiality).

**Clery Act Reporting:** Pursuant to the Clery Act, CNU includes statistics about certain offenses in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about the individuals involved in the incident. The Clery Act also requires CNU to issue timely warnings to the CNU community about certain crimes that have been reported and may continue to pose a serious or continuing threat to the campus. Consistent with the Clery Act, CNU will ensure, to every extent possible, that personally identifying information of Reporting Parties is not included in timely warnings.

## I. Confidential Resources And Procedures For Anyone Who Has Experienced Sexual Misconduct

1. In a supportive manner, CNU will assist anyone who has experienced Sexual Misconduct by implementing the procedures set out herein. Due to the potential seriousness and sensitivity of the investigations involved, it is important to undertake these investigations properly. Preserving the evidence is often a key step of successful investigation of alleged Sexual Misconduct.
2. **Recommended Steps:** For anyone who has experienced Sexual Misconduct, the following steps are recommended.
  - a. Go to a safe place.
  - b. **Confidential Resources (Medical Assistance):** For your safety and confidential care, report promptly to one or more of the following Confidential Resources:

<b>On-Campus Confidential Resource</b>	
<b>CNU Health and Wellness Services</b> Freeman Center 1 <sup>st</sup> Floor	<ul style="list-style-type: none"> <li>• (757) 594-7661</li> <li>• uhws@cnu.edu</li> <li>• <a href="http://cnu.edu/life/health/">http://cnu.edu/life/health/</a></li> </ul>
<b>Off-Campus Confidential Resources</b>	
<b>Riverside Regional Medical Center</b> 500 J. Clyde Morris Boulevard Newport News, VA 23601	<ul style="list-style-type: none"> <li>• (757) 594-2000 or</li> <li>• Emergency-Trauma Center: (757) 594-2050</li> <li>• You may request a Sexual Assault Advocate if one is not provided.</li> <li>• You may receive a forensic sexual assault examination by a Sexual Assault Nurse Examiner (SANE Nurse).</li> <li>• Physical evidence may be usable if proper procedures are followed for evidence collection within 120 hours of the assault.</li> <li>• <a href="http://riversideonline.com/rrmc/">http://riversideonline.com/rrmc/</a></li> </ul>
<b>Nearest Medical Facility or Emergency Room</b>	

- c. **Confidential Resources (Support and Counseling):** For professional and confidential counseling support, the following on-campus and off-campus Confidential Resources may be contacted.

<b>On-Campus Confidential Resource</b>	
<b>CNU Office of Counseling Services</b> Freeman Center 2 <sup>nd</sup> Floor	<ul style="list-style-type: none"> <li>• (757) 594-7047</li> <li>• OCS@cnu.edu</li> <li>• <a href="http://cnu.edu/life/counseling/">http://cnu.edu/life/counseling/</a></li> </ul>
<b>Off-Campus Confidential Resources</b>	
<b>The Center for Sexual Assault Survivors (The Center)</b> 718 J Clyde Morris Boulevard Newport News, VA 23601	<ul style="list-style-type: none"> <li>• (757) 599-9844</li> <li>• Crisis Hotline: (757) 236-5260</li> <li>• Provides individual and group counseling, outreach, and information for survivors, family, and friends</li> <li>• <a href="http://visitthecenter.org/">http://visitthecenter.org/</a></li> </ul>
<b>Transitions</b>	<ul style="list-style-type: none"> <li>• (757) 722-2261</li> <li>• 24-Hour Hotline: (757) 723-7774</li> <li>• Provides comprehensive family violence services for Hampton, Newport News, and Poquoson, and a co-provider of services for York County</li> <li>• <a href="http://www.transitionsfvs.org/">http://www.transitionsfvs.org/</a></li> </ul>
<b>Newport News Victim Services Unit (Commonwealth Attorney's Office)</b> 2501 Washington Avenue, 6 <sup>th</sup> Floor, Newport News, VA 23607	<ul style="list-style-type: none"> <li>• (757) 926-7443</li> <li>• Victim advocate</li> <li>• <a href="https://www.nnva.gov/477/Victim-Services">https://www.nnva.gov/477/Victim-Services</a></li> </ul>
<b>Virginia Family Violence and Sexual Assault 24-Hour Hotline</b>	<ul style="list-style-type: none"> <li>• Call: (800) 838-8238</li> <li>• Text: (804) 793-9999</li> </ul>
<b>Virginia LGBTQ Partner Abuse and Sexual Assault 24-Hour Hotline</b>	<ul style="list-style-type: none"> <li>• Call: (866) 356-6998</li> <li>• Text: (804) 793-9999</li> </ul>
<b>LGBT Life Center of Hampton Roads</b> 5360 Robin Hood Road, Norfolk, VA 23513	<ul style="list-style-type: none"> <li>• (757) 640-0929</li> <li>• Provides resources, advocacy, and counseling</li> <li>• <a href="https://lgbtlifecenter.org/">https://lgbtlifecenter.org/</a></li> </ul>
<b>Planned Parenthood</b> Hampton Health Center, 403 Yale Drive, Hampton, VA 23666	<ul style="list-style-type: none"> <li>• (757) 826-2079</li> <li>• Provides reproductive health care and education</li> <li>• <a href="http://www.plannedparenthood.org/">http://www.plannedparenthood.org/</a></li> </ul>
<b>AVALON</b> Located in Williamsburg, VA	<ul style="list-style-type: none"> <li>• (757) 258-5022</li> <li>• 24-hour Helpline: (757) 258-5051</li> <li>• Provides prevention, education, shelter, and support services to survivors of domestic violence and sexual assault</li> <li>• <a href="http://www.avaloncenter.org/">http://www.avaloncenter.org/</a></li> </ul>

<b>Off-Campus Confidential Resources (continued)</b>	
<b>National Sexual Assault Hotline (RAINN)</b>	<ul style="list-style-type: none"> <li>• 24-hour Hotline: (800) 656-HOPE (4673)</li> </ul>
<b>Employee Assistance Program (EAP)</b>	<ul style="list-style-type: none"> <li>• Counseling provided by all health plans offered to Commonwealth of Virginia employees and their dependents</li> <li>• COVA CARE and COVA HDHP Anthem (855) 223-9277</li> <li>• COVA HealthAware Aetna (888-238-6232)</li> <li>• Optima Health Vantage HMO Optima (800) 899-8174</li> <li>• Kaiser Permanente HMO Kaiser (866) 517-7042</li> <li>• <a href="http://www.dhrm.virginia.gov/employeeprograms/employeeassistance">http://www.dhrm.virginia.gov/employeeprograms/employeeassistance</a></li> </ul>

- d. Contact a trusted friend or family member.
- e. **Preservation of Evidence:** It is your right to have evidence collected and retained anonymously by law enforcement while you consider whether to pursue criminal charges. Pending a decision to report, it is strongly encouraged that you take immediate steps to preserve all evidence that might support a future report. Evidence preservation is enhanced in the following ways:
- (1) Do not wash your hands, bathe, or douche. Do not urinate, if possible.
  - (2) Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if oral contact took place.
  - (3) Keep the clothing worn when the incident took place. If you change clothing, place the worn clothing in a paper bag (evidence deteriorates in plastic).
  - (4) Obtain a forensic sexual assault examination by a Sexual Assault Nurse Examiner (SANE Nurse) within 120 hours of the incident. (Regardless of whether a forensic exam is obtained within the first 120 hours after the incident, individuals are encouraged to seek care to address any medical concerns.)
  - (5) Do not destroy any physical evidence that may be found in the vicinity of the incident and do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.
  - (6) Tell someone all the details you remember and/or write them down as soon as possible.
  - (7) Maintain text messages, voice mails, pictures, online postings, video, and other documentary or electronic evidence that may corroborate a report.
3. There is no time limit for filing a report of Sexual Misconduct. However, Complainants should report as soon as possible to maximize CNU's ability to respond. Not reporting promptly may result in the loss of evidence and limit the investigation.
  4. The Complainant shall have the right to file a report with law enforcement and the option to be assisted by the Director's Office and other University authorities in notifying the proper law enforcement authorities of the alleged Sexual Misconduct.

5. CNU officials (excluding University Police) receiving reports of a possible Sexual Misconduct will follow the procedures listed in this policy. University Police will follow departmental procedures in accordance with standard law enforcement policies.
6. Resources for Anyone who has experienced Sexual Misconduct
  - a. Anyone who reports Sexual Misconduct to the Director's Office, the Office of Counseling Services, or University Police shall receive information, as those offices deem appropriate, outlining resources on and off campus and options.
  - b. Students and employees will be assisted with available options for supportive measures such as changing academic, transportation, parking, work, and/or living arrangements, after alleged Sexual Misconduct. Safety arrangements like no-contact orders may be made available as deemed necessary and reasonable.

## J. Reporting to the Police

In an emergency, contact the University Police on campus at extension 4-7777 or from outside the CNU telephone system at (757) 594-7777 or contact 911. Someone may also walk into the University Police Headquarters at 12270 Warwick Boulevard (across from the Ferguson Center for the Arts) and speak directly to a CNU police officer.

The Director will make all Complainants aware of the right also to file a report with the University Police or local law enforcement. CNU will comply with all requests by the University Police or local law enforcement for cooperation in investigations. Such cooperation may require the Director to temporarily suspend the fact-finding aspect of an investigation detailed in the procedures below while the University Police or other law enforcement agency gathers evidence. If the investigation is suspended, any supportive measures remain in place and available. The Director's Office will promptly resume its investigation as soon as notified by the University Police or other law enforcement agency that it has completed the evidence gathering process. Otherwise, the investigation will not be altered or precluded on the grounds that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

Some conduct in violation of this policy may also be a crime under Virginia law. Individuals are encouraged to report incidents of Sexual Misconduct to law enforcement, even if the reporting individual is not certain if the conduct constitutes a crime. Crimes dealing with minors must be reported to law enforcement.

A Protective Order may be available and enforced through the appropriate law enforcement agency. Protective Orders are legal documents issued by a judge or magistrate to protect the health and safety of a person who is alleged to be a victim of any act involving violence, force, or threat that results in bodily injury or places that person in fear of death, sexual assault, or bodily injury.

## K. Reporting to CNU

1. The Director and Deputy Title IX Coordinators are trained to help individuals find the resources they might need, explain all reporting options, and respond appropriately to the conduct of concern, including retaliation.
2. There is no time limit for filing a report under this policy. However, Complainants should report as soon as possible to maximize CNU's ability to respond. Not reporting promptly may result in the loss of evidence and/or jurisdiction over the Respondent if they are no longer affiliated with CNU and therefore limit the Resolution Process.
3. Any reports of Prohibited Conduct may be made to the Director, a Deputy Title IX Coordinator, or a Responsible Employee.

**Title IX Coordinator:** The Director of Title IX and Equal Opportunity is the Title IX Coordinator.

The members of the Director's Office are listed below with contact information:

**KATIE WELLBROCK**

**Assistant Vice President of Student Affairs**

**Interim Title IX Coordinator**

David Student Union Suite 3117

(757) 594-7160

[kathryn.wellbrock@cnu.edu](mailto:kathryn.wellbrock@cnu.edu)

**TAYLOR COBB, ESQ.**

**Assistant Director of Title IX and**

**Equal Opportunity Deputy Title IX Coordinator**

100 Newport Hall

(757) 594-8958

[taylor.cobb@cnu.edu](mailto:taylor.cobb@cnu.edu)

4. **Responsible Employee (Mandated Reporters of Sexual Misconduct):** All CNU employees, including full-time, part-time, and students, are Responsible Employees for purposes of reporting Sexual Misconduct as defined in Section D. This does not include employees of contractors. Student employees are Responsible Employees when they receive information while acting in their capacity as a CNU employee.

Once in receipt of information regarding Sexual Misconduct, the Responsible Employee must directly report the information obtained regarding the alleged incident to the Director's Office without delay and should otherwise respect the privacy of the individuals involved. No CNU employee shall undertake any independent efforts to determine whether or not the report has merit or can be substantiated before reporting it to the Director.

The report from the Responsible Employee must include all relevant details (obtained directly or indirectly) about an incident including the names of the Parties and witnesses (if known), and the date, time and location of the incident. The Responsible Employee may directly contact the Director's Office or submit a report online by completing the [Sexual Misconduct Responsible Employee Reporting Form](#).

Before someone reveals this type of information to the Responsible Employee, the Responsible Employee should make every effort to ensure that the person understands the Responsible Employee's obligation and that the person has the option to request confidentiality and share the information with a Confidential Resource either on campus or off campus as listed in Section I.

When a Responsible Employee fails to make a required report to the Director's Office, CNU is unable to acquire the information necessary to stop, remedy, and prevent Sexual Misconduct. As a result, the employee may face disciplinary consequences up to and including termination of employment.

5. **Online Reporting:** Any reports of Prohibited Conduct can be submitted through CNU's website for online reporting by completing the [Title IX and EO Community Reporting Form](#). This form also allows for anonymous reporting.
6. **Reports of Other Discrimination/Harassment Not Sexual Misconduct:** CNU administrators, supervisors, faculty, coaches, and assistant coaches should report other conduct in violation of this policy without undue delay after the incident. Any such report may be made orally or in writing, including electronic mail to the Director or completing the [Title IX and EO Community Reporting Form](#) online.

## L. Reporting to External Agencies

Inquiries or complaints concerning discrimination/harassment on the basis of race, color, national origin, sex including Sexual Misconduct, age, disability, or retaliation may be directed to the United States Department of Education's Office for Civil Rights (OCR).

<p><b>OCR National Headquarters</b></p>	<ul style="list-style-type: none"> <li>• U.S. Department of Education Office of Civil Rights Lyndon Baines Johnson Building 400 Maryland Avenue, SW Washington, D.C. 20202-1100</li> <li>• (800) 421-3481</li> <li>• <a href="mailto:OCR@ed.gov">OCR@ed.gov</a></li> <li>• <a href="http://www2.ed.gov/about/offices/list/ocr/index.html">http://www2.ed.gov/about/offices/list/ocr/index.html</a></li> </ul>
<p><b>OCR Regional Headquarters</b></p>	<ul style="list-style-type: none"> <li>• U.S. Department of Education Office of Civil Rights Lyndon Baines Johnson Building 400 Maryland Avenue, SW Washington, D.C. 20202-1475</li> <li>• (202) 453-6020</li> <li>• <a href="mailto:OCR.DC@ed.gov">OCR.DC@ed.gov</a></li> </ul>

Inquiries or complaints concerning discrimination and harassment of employees may also be directed to the following:

<p><b>EEOC National Headquarters</b></p>	<ul style="list-style-type: none"> <li>• U.S. Equal Employment Opportunity Commission 131 Main Street NE Washington, D.C. 20507</li> <li>• (800) 669-4000</li> <li>• <a href="mailto:info@eeoc.gov">info@eeoc.gov</a></li> <li>• <a href="http://www.eeoc.gov">http://www.eeoc.gov</a></li> </ul>
<p><b>EEOC Local Office</b></p>	<ul style="list-style-type: none"> <li>• U.S. Equal Employment Opportunity Commission 200 Granby Street Suite 739 Norfolk, VA 23510</li> <li>• (800) 669-4000</li> <li>• <a href="http://www.eeoc.gov/field-office/norfolk/location">http://www.eeoc.gov/field-office/norfolk/location</a></li> </ul>
<p><b>Commonwealth of Virginia:</b> Department of Human Resource Management Office of Workforce Engagement (Diversity, Equity and Inclusion Unit)</p>	<ul style="list-style-type: none"> <li>• 101 North 14<sup>th</sup> Street, 12<sup>th</sup> Floor Richmond, VA 23219</li> <li>• (800) 533-1414</li> <li>• <a href="https://www.dhrm.virginia.gov/employee-relations/equity-diversity-and-inclusion">https://www.dhrm.virginia.gov/employee-relations/equity-diversity-and-inclusion</a></li> </ul>
<p><b>Commonwealth of Virginia:</b> Office of the Attorney General (Office of Civil Rights)</p>	<ul style="list-style-type: none"> <li>• 202 North 9<sup>th</sup> Street Richmond, VA 23219</li> <li>• (804) 225-2292</li> <li>• <a href="mailto:CivilRights@oag.state.va">CivilRights@oag.state.va</a></li> <li>• <a href="https://www.oag.state.va.us/programs-initiatives/civil-rights">https://www.oag.state.va.us/programs-initiatives/civil-rights</a></li> </ul>



## M. Timely Warning

CNU is required by federal law, the Clery Act, to issue timely warnings for certain reported incidents. A Timely Warning Notification is defined as an alert notice provided to inform the community about a “serious or continuing threat to students, faculty, staff and guests.” Timely warnings are provided to alert the community to threats related to or arising from crimes specified in the Clery Act that are reported to a Campus Security Authority (CSA) and have occurred within the university’s Clery geography. Although Clery does not define “timely,” because the intent of a warning is to enable individuals to take protective steps, a warning will be issued as soon as the pertinent information is available. Timely warnings withhold the name(s) or identifying information of any victim but may have identifying information for a possible suspect(s).

## N. Initial Assessment

Upon the receipt of a report, the Director will make an initial assessment of the reported information and respond to any immediate health or safety concerns. In this initial assessment, the Director will:

1. Inform the Complainant of the option to seek medical treatment, and explain the process and importance of obtaining and preserving evidence and provide the appropriate assistance if requested;
2. Inform the Complainant of the option to contact law enforcement and provide the appropriate assistance if requested;
3. Inform the Complainant about CNU resources (including supportive measures) and community resources;
4. Consider whether supportive measures and involvement of other CNU leadership is appropriate;
5. Explain CNU’s prohibition against retaliation;
6. Determine if the report alleges Prohibited Conduct, thereby conferring jurisdiction on the Director’s Office. If the Director determines that the Director’s Office does not have jurisdiction under the policy, the Director shall forward the report to the appropriate office and notify Parties about appropriate resources;
7. Seek to determine whether the Complainant wishes to seek resolution under the policy and procedures or request confidentiality;
8. Inform the Complainant that they may seek supportive measures, Informal Resolution, or Formal Resolution under this policy and procedures, and explain each option and the process for filing a Formal Complaint (if necessary);
9. Seek to determine if the Complainant prefers a response of only supportive measures, Informal Resolution, or Formal Resolution;
  - a. If only supportive measures are preferred, the Director works with the Complainant to identify what is sought, assess the request, and implement any reasonably appropriate supportive measures.
  - b. If Informal Resolution is preferred, the Director determines whether the Director’s Office has jurisdiction under the policy, whether the matter is suitable for Informal Resolution, and whether the alleged Prohibited Conduct falls within the scope of Process A or Process B.
  - c. If Formal Resolution is preferred, the Director determines whether the Director’s Office has jurisdiction under the policy and whether the alleged Prohibited Conduct falls within the scope of Process A or Process B; and
10. Communicate with appropriate CNU officials regarding possible Clery Act obligations.

The Director will ensure that the Complainant receives an explanation of available options and resources and is offered the opportunity to meet to discuss those options and resources. When a decision is made to take action under this policy and procedures that impacts a Respondent, the Director will ensure that the Respondent is notified, receives an explanation of available options and resources, and is offered the opportunity to meet to discuss those options and resources.

## O. Request for Confidentiality and Anonymous Reporting

Any requests of confidentiality concerning matters of possible Sexual Violence will be handled as stated in Section P. All other requests of confidentiality will be handled as described below.

1. Request for Confidentiality or No Formal Action Be Taken: If the Complainant requests confidentiality or that the report not be pursued, CNU may be limited in the actions it is able to take and its ability to respond while respecting the request. The Director will seek confirmation from the Complainant regarding the desire for confidentiality or no formal action be taken, and the Director will take all reasonable steps to respond to the report consistent with the request. The Director will consider the reasons for the request along with CNU's obligation to provide a safe and nondiscriminatory learning and work environment and to comply with state and federal laws and regulations. The ability to maintain or respect the request is expressly limited by the threat assessment required in Section P for reports of Sexual Violence. The Director may initiate consultation with appropriate CNU leadership concerning the request for confidentiality or no formal action be taken. The Director shall make the ultimate decision on whether to conduct an Informal Resolution or a Formal Resolution or to respond in another manner, including use of supportive measures as stated in Section F. If it is determined that a Formal Resolution must proceed, the Director will inform the Complainant prior to notifying the Respondent about the Formal Resolution, but in no event will the Complainant be required to participate in the Formal Resolution. By proceeding with a Formal Resolution, the Director does not become the Complainant or a party in the matter. The Complainant is the person who allegedly experienced the Prohibited Conduct and retains the option to participate or not to participate in the Formal Resolution.

For matters under Process A, the Director will sign a Formal Complaint to initiate the Resolution Process.

Confidential Resources: The CNU Office of Counseling Services and the community resources listed in Section I are Confidential Resources. Confidential Resources are not permitted to disclose information about a report of a possible violation of this policy to CNU (including the Director's Office or University Police) without the Complainant's permission (subject to the exceptions listed above under Confidentiality in Section H).

Reports or Complaints Involving Minors: If the Complainant is (or was at the time of the incident) a minor (under 18), the University Police shall be notified.

2. Anonymous Report: A report may be made anonymously through CNU's website for online reporting by using the [Title IX and EO Community Reporting Form](#). The Director's Office may be limited in its ability to respond and investigate an anonymous report unless sufficient information is furnished to enable the Director's Office to conduct a meaningful and fair investigation.

## P. Threat Assessment for Sexual Violence

In addition to the steps taken during the initial assessment as stated in Section N, CNU shall submit every allegation of Sexual Violence that is alleged to have occurred (i) against any CNU student; or (ii) on campus, in or on a CNU building or property, or on public property that is within the campus or immediately adjacent to and accessible from campus to the Review Committee pursuant to Va. Code §23.1-806.

1. Review Committee: The Review Committee may include any and all members of CNU's Threat Assessment Team established under Va. Code §23.1-805 and shall include, at a minimum: (1) the Director or designee, (2) a representative of the University Police, and (3) a representative from the Office of Student Affairs. The Review Committee may also include a representative from the Office of Human Resources or the Office of the Provost or others as needed, depending on the status of the Respondent and the circumstances of the report.

The Review Committee operates pursuant to Va. Code §23.1-805 and has access, under Virginia law, to certain otherwise confidential information, including law enforcement records and criminal history information, as provided in Va. Code §19.2-389 and §19.2-389.1; health records, as provided in Va. Code §32.1-127.1:03; University disciplinary, academic and/or personnel records; and prior reports of misconduct maintained by the Director. The Review Committee shall have access to all available facts and circumstances, including personally identifiable information, and may seek additional information about the reported incident through any other legally permissible means.

2. **Risk Factors:** The Review Committee shall consider the following factors to determine whether there is an increased risk of the Respondent committing additional acts of Sexual Misconduct or other violence, including, but not limited to:
  - a. Whether the Respondent has prior arrests, reports and/or complaints related to any form of conduct in violation of this policy or any history of violent behavior;
  - b. Whether the Respondent has a history of failing to comply with any CNU No-Contact Order, other CNU protective measures, and/or any legal Protective Order;
  - c. Whether the alleged conduct involved multiple Respondents;
  - d. Whether the alleged conduct involved physical violence;
  - e. Whether the allegation reveals a pattern of conduct in violation of this policy (i.e., by the Respondent, by a particular group or organization, around a particular recurring event or activity, or at a particular location);
  - f. Whether the alleged conduct was facilitated through the possible use of “date-rape” or similar drugs or intoxicants;
  - g. Whether the alleged conduct occurred while the Complainant was unconscious, physically helpless or unaware that the conduct in question was occurring;
  - h. Whether the Complainant is (or was at the time of the alleged incident) under the age of 18; and/or
  - i. Whether any other aggravating circumstances or signs or predatory behavior are present.
  
3. **Review Committee Procedures and Determinations:** Upon the Director’s receipt of information of an alleged act of Sexual Violence, the Review Committee shall meet (in person, electronically, by telephone, or by videoconference) within seventy-two (72) hours to review the information and shall meet again as necessary as new information becomes available.

If the Review Committee determines that there is a significant and articulable threat to the health or safety of the Complainant or to any other member of the campus community and that disclosure of personally identifiable information is necessary in order to protect the health or safety of the Complainant or other members of the campus, the representative of University Police on the Review Committee shall immediately disclose such information to the law enforcement agency that would be responsible for investigating the alleged act of Sexual Violence. This determination will be based on the totality of the known circumstances and Risk Factors listed above in Section P.2. If the Review Committee cannot reach a consensus, the representative of the University Police on the Review Committee shall make the determination. This disclosure shall be for the purposes of investigation and other actions by law enforcement. The Director shall immediately notify the Complainant if such a disclosure is made. The provisions of this paragraph shall not apply if the law enforcement agency responsible for investigating the alleged incident is located outside of the United States.

In cases in which the alleged act of Sexual Violence would constitute a felony violation under Virginia law (Article 7 of Chapter 4 of Title 18.2), the representative of the University Police on the Review Committee shall inform the other members and shall within twenty-four (24) hours consult with the appropriate Commonwealth Attorney and provide to him or her the information received by the Review Committee without disclosing personally identifiable information, unless such information was disclosed to a law enforcement agency pursuant to the paragraph above. If such consultation

does not occur and any other Review Committee member individually concludes that the alleged act of Sexual Violence would constitute a felony violation under Virginia law, that member shall within twenty-four (24) hours consult the appropriate Commonwealth Attorney and provide to him or her the information received by the Review Committee without disclosing personally identifiable information, unless such information was already disclosed to the University Police as allowed above.

The Review Committee shall also consider and recommend other appropriate or necessary actions including supportive measures beyond any already in place.

4. Actions Following Threat Assessment: At the conclusion of the Threat Assessment, the Director and representative of the University Police shall each retain (i) the authority to proceed with any further investigation or adjudication allowed under state or federal law and (ii) independent records of the review committee's determination considerations, which shall be maintained under applicable state and federal law.

## Q. Emergency Removal

CNU may remove a Respondent who is a student or student-employee, entirely or partially, from its education programs and activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual (including themselves, the Respondent, the Complainant, or any other individual) justifies removal. This risk analysis is performed by the Behavioral Intervention Team ("BIT").

The Respondent shall be given notice and the opportunity to challenge the decision by the BIT either prior to such removal being imposed, or as soon thereafter as reasonably possible.<sup>3</sup> The challenge shall be considered by three (3) members of the Threat Assessment Team as identified by the co-chairs of the Threat Assessment Team described in Section P of this policy. The Respondent shall provide a statement regarding why the removal should not be implemented or why it should be modified to the Director within twenty-four (24) hours of the decision by the BIT. If the Respondent does not submit this within twenty-four (24) hours, objections to the removal are considered waived. The Director shall provide Respondent's statement to the Threat Assessment Team members as designated by the co-chairs as soon as reasonably possible once received.

The decision of the three (3) members of the Threat Assessment Committee is final.

This section applies to any restrictions a coach or athletic administrator may place on a student-athlete arising from allegations of Prohibited Conduct under Process A.

Violations of an emergency removal under this policy will be grounds for further disciplinary action, which may include dismissal.

Where the Respondent is an employee, existing provisions for interim action are applicable.

## R. Academic Record Hold and Transcript Notation

For alleged violations of this policy when the Respondent is a CNU student, the Director upon the initiation of a Formal Resolution under Process B shall immediately notify the University Registrar who shall immediately place a "hold" on the student's academic record to prevent registration or release of an academic transcript.

If the student requests an academic transcript during a Formal Resolution under Process B for an alleged violation of this policy, the University Registrar shall place a prominent notation on the student's academic transcript reading "*Under Investigation – Sexual Misconduct*" and/or "*Under Investigation – Discrimination/Harassment*" depending on the charge(s) being investigated. It shall also be noted on the academic transcript that the inclusion of this language is not intended to indicate a finding of responsibility for the pending charge, but is included to comply with Va. Code §23.1-900.<sup>4</sup>

<sup>3</sup> The decision by the BIT remains in effect unless and until any appeal results in a different decision.

<sup>4</sup> Pursuant to the U.S. Department of Education's Title IX Regulations effective August 14, 2020, the academic hold and transcript notation of "*Under Investigation – Sexual Misconduct*" are not available for allegations falling under Process A.

If the student leaves while a Formal Resolution is pending under Process A or Process B, the investigation may be suspended or may proceed at the direction of the Director, and a finding of responsibility and imposition of sanctions may occur without the participation of the student. If the Formal Resolution is suspended, the “hold” on the student’s academic record to prevent registration and the prominent notation on the student’s academic transcript reading “*Under Investigation – Sexual Misconduct*” and/or “*Under Investigation – Discrimination/Harassment*” will remain for Process B matters and both the “hold” and notation will be added for Process A matters.

If the Formal Resolution under Process B continues to its conclusion including any appeal and the student is found not responsible or if the sanction is other than a suspension or a dismissal, the Director shall notify the University Registrar to remove the “hold” and transcript notion.

If the sanction is suspension or dismissal from CNU under Process A or Process B, the Director shall notify the University Registrar who shall place a prominent notation on the Respondent’s academic transcript reading “*Suspended – Sexual Misconduct*,” “*Dismissed – Sexual Misconduct*,” “*Suspended – Discrimination/Harassment*,” and/or “*Dismissed – Discrimination/Harassment*” depending on the violation.

- Such notation for a suspension or a dismissal shall be removed if the Respondent is subsequently found not to have committed the offense.
- Such notation will be removed for a suspension or dismissal pursuant to University Policy 9045 (Transcript Notation Policy).

If a Formal Resolution is pending at the time of anticipated degree conferral, the conferral of a student’s degree may be deferred until the completion of the investigation, applicable hearing, applicable appeals, and associated requirements pursuant to University Policy 9055 (Conduct Violation, Degree Conferral and Graduation Policy). Any such student may not participate in graduation-related activities or ceremonies.

## S. Amnesty

CNU encourages the reporting of violations of this policy. Alcohol and/or drug violations should not be a deterrent to reporting or cooperating during the Resolution Process. CNU’s primary focus shall be on addressing any alleged Prohibited Conduct and not on alcohol and drug violations that may be discovered or disclosed. CNU does not condone underage drinking or illicit drug use; however, except in compelling circumstances, CNU will extend limited amnesty from consequences related to the personal consumption of drugs or alcohol to individuals who in good faith report alleged incidents of Prohibited Conduct and/or participate in an investigation. CNU may provide referrals to counseling and may require educational initiatives, rather than disciplinary sanctions, in such cases.

## T. False Information

CNU is a community grounded in honor; our Honor Code serves as a guide to our university experience. It provides clarity on behavior expected of all members of the community. Engaging in Prohibited Conduct is a serious offense against an individual and the community. It requires every person’s efforts in order to address this unacceptable behavior. Those efforts are undermined by the presentation of false information.

Any individual who knowingly provides false information, who intentionally withholds information or who intentionally misleads individuals who are involved in the investigation or resolution of a report of Prohibited Conduct shall be subject to disciplinary action which can include dismissal or termination from CNU. However, that an allegation of Prohibited Conduct cannot be proven by a preponderance of the evidence is not evidence of a false report.

## U. Violations of Law

Behavior that violates this policy also may constitute a crime under the laws of the jurisdiction in which the incident occurred. For example, the Commonwealth of Virginia criminalizes and punishes sexual assault, dating/domestic violence, sexual exploitation, stalking, and physical assault. The criminal statutes that may apply in cases of Physical Assault and Dating/Domestic Violence are found in various sections of Chapter 4, Articles 1 (Homicide) and 4 (Assaults and Bodily Woundings), of Title 18.2 of the Code of Virginia. The criminal statutes relating to Sexual Assault are found in Sections 18.2-61 to 18.2-67.10 of the Code of Virginia. Section 18.2-60.3 of the Code of Virginia defines and identifies the penalty for criminal Stalking. Finally, Sections 18.2-386.1 and 18.2-386.2 of the Code of Virginia provide for criminal penalties in some cases of Sexual Exploitation.

This compilation of criminal statutes is not exhaustive but is offered to notify the CNU community that, in some cases, the alleged conduct may also constitute a crime under Virginia law, which may subject a person to criminal prosecution and punishment in addition to any sanctions under this policy.

## V. Education and Awareness

1. For information about Prohibited Conduct including Sexual Misconduct and resources available on and off-campus, please visit the CNU Office of Title IX and Equal Opportunity website at <http://cnu.edu/titleix-ee/> and the CNU Sexual Assault and Violence Education (S.A.V.E.) website at <http://cnu.edu/save/>.
2. The Director together with other institutional leaders oversees education, training, and awareness programs on Prohibited Conduct for students and employees, including training on primary prevention, bystander intervention, risk reduction, consent, and other pertinent topics.
  - a. Incoming students and new employees shall participate in primary prevention and awareness programming as part of their orientation.
  - b. Returning students and employees shall have ongoing opportunities for additional training and education.
3. This policy shall be disseminated widely to the CNU community through electronic mail, publications, websites, new employee orientation, student orientation, and other appropriate channels of communication.

## W. Academic Freedom and Free Speech

This policy does not allow curtailment or censorship of constitutionally protected expression. The fact that speech or a particular expression is offensive is not, standing alone, a sufficient basis to establish a violation of this policy. In addressing all complaints and reports of alleged violations of this policy, CNU will take all permissible actions to ensure the safety of students and employees while respecting the free speech rights of students and employees. This policy does not in any way apply to curriculum and curriculum decisions or abridge the use of particular textbooks or curricular materials.

This policy is maintained by the Office of Title IX and Equal Opportunity. The Director shall review it on an annual basis to capture evolving legal requirements, evaluate resources available to the Parties, and assess the effectiveness of the investigation and resolution process. Any suggestions and comments shall be sent to the Director through the year for consideration. Any proposed amendments shall be submitted to the appropriate administrative body for further review and approval. This policy shall be amended in any manner deemed necessary without the need for further approval from the CNU Board of Visitors.

### **Approval and Revisions:**

**Approved By:** CNU Board of Visitors, June 19, 2015.

**Revision 1:** July 1, 2016

**Revision 2:** July 1, 2017

**Revision 3:** July 1, 2018

**Revision 4:** July 1, 2019

**Revision 5:** August 14, 2020

**Revision 6:** July 1, 2021

**Revision 7:** August 30, 2021

**Revision 8:** July 1, 2022

**Revision 9:** August 1, 2023

# Appendix A: Process A Procedures

## A. Scope

These procedures apply to reports of Title IX Sexual Harassment (including Sexual Assault, Dating Violence, Domestic Violence, and Stalking) involving students and employees when the Prohibited Conduct:

1. Occurs within the United States; and
2. Occurs within CNU's education program and activity meaning 1) locations, events, or circumstances over which CNU exercises substantial control over both the Respondent and the context in which the Prohibited Conduct occurs and 2) any building owned or controlled by a student organization that is officially recognized by CNU); and
3. At the time of filing a Formal Complaint, a Complainant is participating in or attempting to participate in CNU's education program or activity.

All other reports of Prohibited Conduct including Non-Title IX Sexual Harassment and reports of Sexual Assault, Dating Violence, Domestic Violence, and Stalking when jurisdiction does not fall within Process A, as determined by the Director, will be resolved under the procedures in Process B.

Process A may be used to address collateral Prohibited Conduct arising from the investigation of or occurring in conjunction with the alleged policy violation. All other allegations of misconduct unrelated to incidents of the alleged violation will be referred to the appropriate office.

## B. Notice, Initial Assessment, and Formal Complaint

Upon receipt of a report of Title IX Sexual Harassment (including Sexual Assault, Dating Violence, Domestic Violence, and Stalking), the Director shall seek to meet with the Complainant within five (5) business days and engage in an initial assessment under Section N of the policy. The Director will seek to determine if the Complainant wishes to file a Formal Complaint (a document submitted/signed by a Complainant or signed by the Director alleging a violation of Title IX Sexual Harassment under the policy by a Respondent and requesting that CNU investigate the allegation), and will assist in doing so, if desired.

If the Complainant declines to file a Formal Complaint, the Director will decide if there is a need to initiate a Formal Complaint due to concerns about the continued safety of the Complainant and/or members of the CNU community or at the conclusion of the Threat Assessment in Section P of the policy, the Review Committee determined that the presence of one or more risk factors requires Formal Resolution regardless of the Complainant's decision not to file a Formal Complaint.

## C. Dismissals (Mandatory and Discretionary)

Once a Formal Complaint is filed, the Director shall review it at the filing and continuously assess throughout the investigation and hearing whether one or more of the following dismissals of the Formal Complaint is applicable.

### 1. MANDATORY DISMISSAL

The Director shall dismiss a Formal Complaint or allegation therein, at any time during the investigation or hearing, if it is determined that:

- a. The conduct alleged in the Formal Complaint would not constitute Title IX Sexual Harassment as defined in the policy, even if proved; and/or



- b. The conduct did not occur in an education program or activity controlled by CNU (including buildings or property controlled by recognized student organizations), and/or CNU does not have control of the Respondent; and/or
- c. The conduct did not occur against a person in the United States; and/or
- d. At the time of filing the Formal Complaint, the Complainant was not participating in or attempting to participate in CNU's education programs or activities.

## 2. DISCRETIONARY DISMISSAL

The Director may dismiss a Formal Complaint or any included allegation therein, at any time during the investigation or hearing if:

- a. A Complainant notifies the Director in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
- b. The Respondent is no longer enrolled in or employed by CNU; and/or
- c. Specific circumstances prevent CNU from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

The Director will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the Complainant and the Respondent.

The dismissal decision is appealable by the Complainant and/or the Respondent as described in Section I below. A Complainant who withdraws a Formal Complaint may later request to reinstate it or refile it.

Dismissal of a Formal Complaint does not automatically prohibit CNU from possibly addressing a report of alleged Prohibited Conduct under Process B of this policy or another appropriate CNU policy.

## D. Resolution Process

There are two possible methods for resolution of a Formal Complaint alleging violations of this policy: 1) Informal Resolution and 2) Formal Resolution (Investigation and Hearing). The Director shall explain the Informal Resolution and Formal Resolution procedures to the Complainant and the Respondent, if known.

CNU will make every effort to avoid any actual bias or conflict of interest during the Resolution Process

Recording of Meetings/Interviews: No unauthorized audio or video recording of any kind is permitted during any meetings and/or interviews where other employee's and/or student's information may be discussed, as it is not permitted. If the Director's Office decides to audio and/or video record any meeting or interview, all involved in the meeting or interview shall be made aware of the recording.

## E. Informal Resolution

Informal Resolution resolves a Formal Complaint by the Parties reaching a mutually agreed upon resolution that does not involve a full investigation and adjudication. Informal Resolution is voluntary by both Parties. Under Informal Resolution, there is no disciplinary action taken against the Respondent, and the resolution will not appear on the Respondent's disciplinary record. Methods of Informal Resolution may include, but are not limited to: conflict resolution, mediation, facilitated conversations, counseling, training, and/or educational projects.

### 1. ELIGIBILITY

The Director has the discretion to determine whether the nature of allegation of Prohibited Conduct is appropriate for Informal Resolution and the method of Informal Resolution that may be appropriate in a specific case. Informal Resolution must adequately address the concerns of the Complainant and the Respondent and the overall interest of CNU addressing, remedying, and preventing the Prohibited Conduct. Informal Resolution is not available to resolve allegations that an employee sexually harassed a student.

### 2. INITIATION OF INFORMAL RESOLUTION

To initiate Informal Resolution, a Complainant must submit a Formal Complaint and inform the Director that Informal Resolution is the preferred resolution option. If a Respondent wishes to initiate Informal Resolution, the Respondent should contact the Director.

It is not necessary to pursue Informal Resolution first in order to pursue Formal Resolution. Any party participating in Informal Resolution may stop the process at any time before agreeing to a resolution and may begin or resume Formal Resolution.

### 3. NOTICE OF INFORMAL RESOLUTION

Prior to beginning the Informal Process, the Director will provide the Parties with written notice disclosing: (1) the alleged Prohibited Conduct, (2) the requirements of the Informal Resolution including the circumstances under which it precludes the Parties from resuming a Formal Complaint arising from the same allegations, (3) the option of each Party to withdraw from the Informal Resolution and initiate or resume a Formal Resolution, and (4) any outcomes that may result from participating in Informal Resolution including information regarding any records that will be maintained or shared by CNU.

The Director will obtain voluntary, written confirmation that all Parties wish to resolve the matter through Informal Resolution before proceeding and will not compel the Parties to participate in Informal Resolution. CNU will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of a Formal Complaint. Similarly, CNU will not require, encourage, or discourage the parties from participating in an Informal Resolution.

### 4. TIME FRAME

An Informal Resolution will typically be completed within thirty (30) business days after both Parties have agreed in writing to Informal Resolution. If an extension beyond thirty (30) business days is necessary, all parties will be notified in writing of the expected resolution time frame. If at any point during the Informal Resolution procedure, the Complainant, Respondent, or the Director wish to proceed with a Formal Resolution instead, such request shall be granted and every effort will be made to complete the Formal Resolution within ninety (90) business days of that decision.

### 5. OUTCOME

Any resolution of a Formal Complaint through the Informal Resolution must adequately address the concerns of the Complainant, as well as the interests of the Respondent and the responsibility of CNU to prevent, address, and remedy alleged violations of this policy. Any agreement reached during Informal Resolution must be acceptable to the Director, the Complainant, and the Respondent with both Parties receiving simultaneous written notification of the outcome.

Upon completion of Informal Resolution, the matter is considered resolved and closed. There shall be no right of appeal afforded to the Complainant or the Respondent following Informal Resolution.

Informal Investigation resolution remedies may include, but are not limited to, the following:

- a. Training;
- b. Adjustments to work, academic, or housing arrangements;
- c. Informal counseling with a Respondent whose conduct, if not ceased, could rise to the level of discrimination or harassment;
- d. Advisory discussion with the Respondent's supervisor, professor, coach, etc.;
- e. No-contact order;
- f. Written notice or written warning; and/or
- g. Other actions as deemed appropriate.

If Informal Resolution does not produce an agreement acceptable to the Director, the Complainant, and the Respondent, and the Director determines that further action is necessary, Formal Resolution may be initiated.

If the Complainant or the Respondent withdraws from Informal Resolution or Informal Resolution is otherwise terminated for any reason, any statements or disclosures made by the Parties during the course of the Informal Resolution shall not be considered during the Formal Resolution without the written consent of the Parties.

If a Respondent fails to comply with the terms of the Informal Resolution, disciplinary action may be imposed and/or Formal Resolution may be initiated.

## F. Formal Resolution (Investigation and Hearing)

### 1. INITIATION OF FORMAL RESOLUTION

Formal Resolution is initiated when (1) a Complainant submits a Formal Complaint requesting that CNU investigate allegations of Prohibited Conduct or (2) the Director signs a Formal Complaint to initiate Formal Resolution based upon a determination that there is a risk to health and/or safety that requires CNU to pursue Formal Resolution to protect the CNU community.

### 2. NOTICE OF INVESTIGATION AND ALLEGATION(S)

Upon receipt of a Formal Complaint that is not subject to dismissal, as described in Section C of this procedure, the Director will provide written notice of the investigation and allegation(s) ("NOIA") to the Respondent upon commencement of Formal Resolution. The Complainant will receive a copy of the NOIA.

The NOIA will include:

- a. The identities of the Parties (if known);
- b. The specific section of the policy allegedly violated;
- c. The precise conduct allegedly constituting the potential violation;
- d. The date, or a reasonable approximate date, and location of the alleged incident (if known);
- e. A description of the applicable procedures including the Informal Resolution;
- f. A statement of the potential sanctions/remedies that could result;

- g. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the Formal Resolution;
- h. A statement that Parties may have an Advisor of their choice, who may be, but is not required to be, an attorney;
- i. A statement that Parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the investigation;
- j. A statement that the policy prohibits knowingly making false statements, including knowingly submitting false information during the Resolution Process;
- k. A statement instructing the Parties to preserve and not destroy any potentially relevant evidence;
- l. A statement about CNU's prohibition against retaliation; and
- m. Information on how a party may request disability accommodations during the interview process.

The Director may amend the NOIA as the investigation progresses and more information becomes available regarding the addition or dismissal of charges.

Notice will be made in writing and may be hand-delivered or emailed to the party's email account. Once received in-person or emailed, notice is presumed delivered.

### **3. RESOLUTION TIMELINE**

CNU will make a good faith effort to complete the Formal Resolution within ninety (90) business days after the issuance of the NOIA, excluding any appeal. This can be extended as necessary for appropriate good cause by the Director, who will provide notice and rationale for any extensions or delays to the Parties and the expected time frame.

### **4. ENSURING IMPARTIALITY**

Any individual materially involved in the administration of the Resolution Process (including the Director, Investigator(s), and Decision-Maker) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

Formal Resolution consists of an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence that 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.

### **5. ADVISOR**

The Complainant and the Respondent may be accompanied by an Advisor of their choice at meetings, interviews, and the hearing within the Formal Resolution. The Advisor may be an attorney, advocate, support person, family member, friend, or any other individual a party chooses. An Advisor shall not be another party, witness, or otherwise have any role in the process that would create a conflict of interest.

Advisors are expected to maintain the privacy of any records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by CNU.

A party may decide to change Advisors during the Formal Resolution. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be obtained.

Advisors are expected to make themselves available for meetings, interviews, and the hearing throughout the Resolution Process as reasonably scheduled by CNU.

- a. Meetings and Interviews: The Advisor may not speak on behalf of the party during, or participate in, meetings or interviews. The Advisor may be excluded if they fail to respect this limitation and may be prohibited from participating in future meetings and/or proceedings.
- b. Hearing: Cross-examination is required during the hearing and must be conducted by each Party's Advisor. The Parties are not permitted to directly cross-examine each other or any witnesses. If a party does not have an Advisor for the hearing, the Director will appoint an Advisor for the limited purpose of conducting any cross-examination. A party may decline this appointment and choose their own Advisor. A party may not proceed in a hearing without an Advisor. If the party's Advisor will not conduct cross-examination, the Director will appoint an Advisor who will.

The Advisor may not speak on behalf of the party during the hearing other than to conduct the cross-examination. Otherwise, the Advisor may be excluded if they fail to respect this limitation and may be prohibited from participating in future meetings and/or proceedings. The Advisor will conduct cross-examination by asking questions of the other party and witnesses that have been provided by the party they are advising.

Parties are expected to inform the Director of the identity of their Advisor at least three (3) business days before the hearing if the Parties are going to use an Advisor of their choice.

If one party selects an Advisor who is an attorney, CNU is not obligated to provide an attorney for the other party.

## 6. INVESTIGATION

- a. Investigation Process

The Director will designate one or more Investigators from the Director's Office to conduct a prompt, thorough, reliable, and impartial investigation of the Formal Complaint. Only a trained member of the Director's Office or a trained investigator assigned to the Director's Office shall conduct the investigation. All investigations shall be overseen by the Director. If a member of the Director's Office is found to have an actual bias or conflict of interest in the matter, that person will not be allowed to participate in the investigation.

Investigations involve interviews with all relevant Parties and witnesses and obtaining available, relevant evidence. The Director's Office shall explain to the Parties that each has the opportunity to suggest witnesses and questions to be asked of the witnesses, to provide evidence and expert witnesses, and to fully review and respond to all of the evidence on the record.

When participation of a party is expected, that party will be notified in writing of the date, time, and location of the meeting. Written notification will be by hand-delivery or email to the party's email account. Once received in-person or emailed, notice is presumed delivered.

The Director may temporarily delay the investigation for good cause, including but not limited to, the absence of a party and/or witness, concurrent law enforcement activity, the need for language assistance, and/or accommodations for disabilities.

- b. Presumption of Non-Responsibility

The investigation is a neutral fact-gathering process. The Respondent is presumed to be not responsible. This presumption may be overcome only where the Decision-Maker concludes that there is sufficient evidence, by a preponderance of the evidence, to support a finding that the Respondent violated the policy.

c. Participation by Parties and Witnesses

No party or witness is required to participate in Formal Resolution, and the Investigator(s), Decision-Maker, and Appeal Officer will not base a finding of responsibility solely on a party's decision not to participate. If either party or any witness declines to participate or limits the extent of their participation, it may limit the ability of CNU to thoroughly investigate and resolve the Formal Resolution. Neither the Complainant nor Respondent is required to participate in the investigation and/or hearing and no adverse inferences may be drawn from a decision by either party not to participate. However, the investigation and hearing may proceed and a finding of responsibility and imposition of sanctions may occur without the participation of the Complainant and/or the Respondent.

Parties and witnesses may not indefinitely delay Formal Resolution by refusing to cooperate. While CNU will attempt to accommodate the schedules of the Parties and witnesses, Formal Resolution may proceed to conclusion even in the absence of a party or witness.

d. Party and Witness Interviews

While in-person interviews for Parties and witnesses are ideal, circumstances may require individuals to be interviewed remotely. CNU will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

e. Investigation Evidentiary Considerations

The investigation does not consider: 1) incidents not directly related to the alleged policy violation unless they evidence a pattern of behavior; or 2) questions and evidence about the Complainant's sexual predispositions 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. In addition, prior sexual history may be relevant to explain the presence of a physical injury or to help resolve other questions raised by the report or during the investigation. Prior sexual history shall not be used to prove character or reputation.

Within the boundaries stated above, the Investigator(s) can consider character evidence generally, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

The Investigator(s) must not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

f. Draft Investigation Report and Evidence Inspection and Review

Prior to the conclusion of the investigation, the Parties and their Advisors shall be provided a Draft Investigation Report that fairly summarizes the relevant evidence in a secured electronic format or a hard copy. The Parties will have an opportunity to review the Draft Investigation Report and all of the evidence obtained as part of the investigation that is directly related to the alleged policy violation(s), including evidence upon which CNU does not intend to rely in reaching a determination, for a ten (10) business day review and written comment period so that each party may meaningfully respond to the evidence by submitting additional comments and information; identifying any additional witnesses or evidence for the Investigator(s) to pursue; and identifying any further topics that they believe the Investigator(s) should address with the other party or any witness. The Parties may elect to waive the full ten (10) days. The Parties shall submit any response in writing to the Investigator(s) within ten (10) business days from receipt of the Draft Investigation Report and the file containing the evidence gathered.

The Parties and their Advisors will be provided with each party's written responses, in electronic format or hard copy.

Evidence that is reasonably available to the Parties that is not provided to the Investigator(s) at this point in the process shall not be considered at the hearing or on any appeal unless the Decision-Maker agrees to the admission of the evidence at the hearing.

g. Final Investigation Report

Upon receipt of the Parties' responses to the Draft Investigation Report, the Investigator(s) will identify any additional investigative steps requested by the Parties or identified by the Investigator(s), and determine the extent to which such steps are relevant and appropriate. Following the conclusion of any such additional investigative steps, 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, finalize the Investigation Report, and forward it to the Director. The Final Investigation Report will not include any findings regarding responsibility.

The Director shall provide the Final Investigation Report with all Parties and their Advisors through secure electronic format or hard copy at least ten (10) business days prior to the hearing and will also provide access to the information gathered during the investigation, the information submitted by the Parties to the Draft Investigation Report, and the information gathered during any additional investigative steps taken after the review of the Draft Investigation Report in order to prepare for the hearing.

The Parties may choose to provide a written response to the Final Investigation Report, which must be submitted to the Director at least five (5) business days prior to the start of the hearing. The Parties and their Advisors will be provided with the other party's written response if one is received and any response(s) received will be provided to the Decision-Maker prior to the start of the hearing.

## 7. HEARING

The hearing is an opportunity for the Parties to address the Decision-Maker about issues relevant to the determination of responsibility. Each party will have the opportunity to be heard (in opening and closings statements, and when subject to cross-examination), to respond to any questions of the Decision-Maker, and to have each party's Advisor cross-examine the other party and any witnesses. The Decision-Maker will objectively evaluate all relevant evidence gathered during the investigation and/or hearing to reach a determination regarding responsibility and, if applicable, in consultation with necessary CNU Administrators and the Director whether remedies and/or any sanctions are appropriate.

a. Hearing Referral

The Director shall refer the matter to a hearing once the Final Investigation Report is shared with the Parties provided that the Formal Complaint has not been dismissed or resolved through Informal Resolution.

The Director shall contact the Parties separately regarding the submission of the names of the witnesses that each party would like for the Director to contact and request their participation at the hearing for purposes of cross-examination.

The hearing shall be held no less than ten (10) business days from the time the Final Investigation Report is provided to the Parties and the Decision-Maker.

b. Decision-Maker

The Director shall designate a Decision-Maker for the hearing. The Decision-Maker must be an individual that has not previously been involved in the investigation, is impartial, and free from actual bias or conflict of interest. The Director shall not serve as the Decision-Maker but may serve as the administrative facilitator of the hearing.

Prior to the hearing, the Decision-Maker shall be provided with the Final Investigation Report, the evidence obtained as part of the investigation that is directly related to the alleged policy violation, including relevant evidence upon which CNU does not intend to rely in reaching a determination, and any written responses regarding the Final Investigation Report.

c. Hearing Evidentiary Considerations

The Decision-Maker does not consider: 1) incidents not directly related to the alleged policy violation unless they evidence a pattern of behavior; or 2) questions and evidence about the Complainant's sexual predispositions 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. In addition, prior sexual history may be relevant to explain the presence of a physical injury or to help resolve other questions raised by the report or during the investigation. Prior sexual history shall not be used to prove character or reputation.

Within the boundaries stated above, the Decision-Maker may consider character evidence generally, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

The Decision-Maker shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

d. Notice of Hearing

The Director shall provide written notice no less than ten (10) business days prior of the hearing to the Parties by hand-delivery or email to the party's email account. Once received in-person or emailed, notice is presumed delivered.

The Notice of Hearing will include:

- (1) A description of the alleged policy violation(s) and the policy(s) allegedly violated;
- (2) The time, date, and location of the hearing;
- (3) The identity of the Decision-Maker and a statement that a party may object to the Decision-Maker on the basis of demonstrated bias by notifying the Director in writing detailing the rationale for the objection within three (3) business days prior to the hearing.
- (4) Notification that the Parties may have an Advisor at the hearing and shall be required to have one present for any cross-examination they want to conduct on the other party and/or witnesses. The party must notify the Director if they do not have an Advisor at least three (3) days prior to the hearing, and the Director will appoint one for that party for purposes of conducting cross-examination;
- (5) Any technology that will be utilized for the hearing;
- (6) Information about the option for the live hearing to occur with the Parties located in separate rooms using technology that allows the Decision-Maker and Parties to see and hear a party or witness answering questions. If a party wishes to request this option, the Director must be notified at least three (3) business days prior to the hearing;
- (7) Information on how the hearing will be recorded and on how the Parties may access the recording after the hearing;
- (8) A statement that if any party or witness does not appear at the hearing, the hearing may be held in their absence; and
- (9) Information on how a party may request disability accommodations, language assistance, and/or interpretation services during the hearing at least seven (7) business days prior to the hearing.



e. Pre-Hearing

The Director shall provide the Final Investigation Report with all Parties and their Advisors through secure electronic format or hard copy at least ten (10) business days prior to the hearing and will also provide access to the information gathered during the investigation, the information submitted by the Parties to the Draft Investigation Report, and the information gathered during any additional investigative steps taken after the review of the Draft Investigation Report in order to prepare for the hearing.

The Parties may choose to provide a written response to the Final Investigation Report, which must be submitted to the Director at least five (5) business days prior to the start of the hearing. The Parties and their Advisors will be provided with the other party's written response if one is received and any response(s) received will be provided to the Decision-Maker prior to the start of the hearing.

A party may object to the Decision-Maker on the basis of demonstrated bias by notifying the Director in writing detailing the rationale for the objection within three (3) business days prior to the hearing. Decision-Makers will only be removed if the Director concludes that their actual bias or conflict of interest precludes an impartial hearing.

f. Joint Hearings

Hearings that involve more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the Director may combine the hearings. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

g. Hearing Format

The Decision-Maker has absolute discretion with respect to administering the hearing, and may change the order of the hearing. A typical hearing may include brief opening statements by the Complainant and/or the Respondent; Investigator(s) summary of the Final Investigation Report; direct and/or cross-examination of the Investigator(s), the Parties, and any witnesses by the Decision-Maker; cross-examination of the Parties, the Investigator(s), and any witnesses by the Parties' Advisors; and brief closing statements by the Complainant and/or Respondent.

The Hearing Facilitator may oversee the following, but is not limited to, the logistics of rooms for the Parties and/or witnesses, the flow of Parties and/or witnesses to and from the hearing room, ensuring recording and/or virtual conferencing technology is working properly, etc. The Director's Office or another appropriate office may serve as the Hearing Facilitator.

h. Investigator(s) Presentation of Final Investigation Report

The Investigator(s) will present a summary of the Final Investigation Report and will be subject to questions by the Decision-Maker and the Parties through their Advisors. The Investigator(s) will be present during the entire hearing except for the deliberations of the Decision-Maker.

Neither the Parties nor the Decision-Maker should ask the Investigator(s) their opinion on credibility, recommended findings, or determinations, and the Investigator(s), Advisors, and Parties must refrain from discussion of or questions about these assessments. If such information is introduced, the Decision-Maker must direct that it will be disregarded.

i. Direct Examination

The Decision-Maker may ask questions of the Parties, witnesses, and/or the Investigator(s) to aid the Decision-Maker objectively evaluate all relevant evidence and to reach a determination regarding responsibility and, if applicable, in consultation with necessary CNU Administrators and the Director whether remedies and/or any sanctions are appropriate. The Parties and their Advisors may not engage in the Direct Examination of any individual at the Hearing.

j. Cross-Examination

The Parties may not question each other or any witness. Instead, cross-examination must be conducted directly, orally, and in real time by the party's Advisor and never by a party personally. The Decision-Maker shall permit each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions designed to test the veracity and accuracy of these individuals' statements, including those challenging credibility.

(1) Relevancy Determinations

All questions of Parties and witnesses are subject to a relevance determination by the Decision-Maker. The Advisor, who will remain seated during questioning, will offer the proposed question orally, electronically, or in writing (orally is preferred, but other means may be permitted by the Decision-Maker upon request if agreed to by all Parties and the Decision-Maker). The proceeding will pause to allow the Decision-Maker to consider the proposed question, and the Decision-Maker will determine if the question is allowed, disallowed, or needs to be rephrased.

The Decision-Maker may, but is not required to, allow arguments regarding relevance with the Advisors. The Decision-Maker will state the decision about the question on the record and advise the party/witness to whom the question was directed. The Decision-Maker will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Decision-Maker will limit or disallow questions on the basis that they are irrelevant, unduly repetitious, or abusive. The Decision-Maker's determination is final. The Decision-Maker will not hear arguments from an Advisor on relevance once the Decision-Maker has ruled on a question.

(2) Refusal to Submit to Cross-Examination and Inferences

Any party or witness may choose not to answer questions at the hearing, either because they do not attend the hearing or because they attend but decline to participate in some or all questioning. The Decision-Maker is entitled to rely on relevant evidence gathered during the investigation from any such non-participating party or witness. The Decision-Maker shall make the determination regarding responsibility based on all relevant evidence gathered during the investigation and/or hearing.

The Decision-Maker shall not draw any inference solely from a party's or witness's absence from the hearing or refusal to submit to cross-examination or other questions.

k. New Evidence Offered at Hearing

In the absence of good cause, information including the identification of witnesses that was discoverable through the exercise of due diligence, that was not provided to the Investigator(s) during the investigation, will not be considered during the Hearing. Unless the Decision-Maker agrees to the admission of new evidence offered at the Hearing, the Decision-Maker may delay the Hearing and instruct that the investigation needs to be re-opened to consider any new evidence.

In order to submit to Direct or Cross-Examination at the Hearing, any Party or witness must have first been interviewed during the Investigation.

l. Hearing Recording

The hearing (not including any deliberations by the Decision-Maker) are recorded by CNU for the purpose of review in the event of an appeal. The Parties shall not record the proceedings and no other unauthorized recordings are permitted.

The hearing recording will be available for inspection and review by the Decision-Maker, the Parties (and their Advisors), and appropriate CNU administration in a controlled environment determined by the Director. No person will be given or be allowed to make a copy of the recording without permission of the Director.

m. Standard of Evidence

At the conclusion of the hearing, the Decision-Maker shall determine whether a preponderance of the evidence substantiates that a violation of the policy occurred. A Respondent will not be found in violation of the policy absent a finding by a preponderance of the evidence that the violation occurred.

The “preponderance of the evidence” standard requires that the evidence, in totality, supports a finding that it is more likely than not that the alleged policy violation occurred.

n. Determination of Hearing and Sanctions

The Decision-Maker will deliberate in private to determine whether the Respondent is responsible or not responsible for the alleged policy violation(s) on the basis of the preponderance of the evidence.

The Decision-Maker will determine the appropriate sanction(s) in consultation with necessary CNU Administrators and the Director, as stated in Section G below.

The Decision-Maker will provide in writing to the Director the Decision-Maker’s Report detailing the determination, rationale, the evidence used in support of the determination, the evidence disregarded, credibility assessments, and any sanction recommendation(s) within ten (10) business days of the conclusion of the hearing. The Decision-Maker may request an extension. Such extension must be deemed necessary by the Director who will notify the Parties in writing of any extension and expected time frame.

o. Notice of Outcome

The Director will provide the Notice of Outcome in writing to the Parties simultaneously within five (5) business days of receiving the Decision-Maker’s Report by hand-delivery or email to the party’s email account. Once received in-person or emailed, notice is presumed delivered.

The Notice of Outcome will include:

- i. A description of the alleged policy violation(s) and the policy(s) allegedly violated;
- ii. A description of the procedural steps taken by CNU from the receipt of the report/Formal Complaint to the determination, including any and all notifications to the Parties, interviews with the Parties and witnesses, site visits, methods used to gather evidence, and hearings held;
- iii. Finding of each alleged policy violation and the findings of fact that support the determination(s);
- iv. Conclusions regarding the application of the relevant policy to the facts at issue;
- v. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
- vi. Any sanctions issued that CNU is permitted to share according to state or federal law;
- vii. Any remedies provided to the Complainant designed to ensure access to CNU’s educational or employment programs or activities to the extent CNU is permitted to share according to state or federal law. (This information is normally not shared with the Respondent unless the remedy directly relates to the Respondent.);
- viii. Information on when the Resolution Process is considered final; and
- ix. The procedure and permissible bases for any available appeal for either party.

## G. Sanctions

Consequences for violating this policy will depend on the facts and circumstances of each particular situation, the frequency and severity of the offense, and any history of past misconduct. Sanctions may include penalties up to and including dismissal for students and termination for employees. In addition to sanctions that may be imposed on an individual found in violation of this policy, CNU will take any necessary steps to prevent the recurrence of any Prohibited Conduct and to remedy discriminatory effects on the Complainant and others, if appropriate. If it is determined that conduct in violation of this policy has occurred, sanctions will be determined as follows:

1. Students: Sanctions for students shall be determined by the Decision-Maker in consultation with the Dean of Students or designee and the Director. Sanctions may include, but are not limited to, disciplinary penalties described in the Student Handbook which include, but are not limited to, verbal warning, written warning, restitution, fees/fines, parental notification, community service, educational and reflective experience, loss of privilege/delayed privilege, restriction, deferred sanction, disciplinary probation, removal from CNU housing, suspension, and/or dismissal.

Transcript Notation: If the sanction is suspension or dismissal from CNU for a violation(s) of this policy, the Director shall notify the University Registrar who shall place a prominent notation on the Respondent's academic transcript reading "*Suspended – Sexual Misconduct*," "*Dismissed – Sexual Misconduct*," "*Suspended – Discrimination/Harassment*," and/or "*Dismissed – Discrimination/Harassment*" depending on the violation.

- a. Such notation for a suspension or a dismissal shall be removed if the Respondent is subsequently found not to have committed the offense.
  - b. Such notation will be removed for a suspension or a dismissal pursuant to University Policy 9045 (Transcript Notation Policy).
2. Administrative/Professional Faculty: Sanctions for Administrative/Professional Faculty shall be determined by the Decision-Maker in consultation with the appropriate Vice President or designee, and the Director. Sanctions may include, but are not limited to, counseling, training, reassignment, admonition, written warning, suspension, or dismissal/termination of employment.
  3. Classified Employees: Sanctions for classified employees shall be determined by the Decision-Maker in consultation with the appropriate Director, the Director of Human Resources, and Director. Sanctions may include, but are not limited to, counseling, training, issuance of a written notice, suspension, or termination of employment.<sup>5</sup>
  4. Hourly Employees: Sanctions for hourly employees shall be determined by the Decision-Maker in consultation with the appropriate Director or designee, the Director of Human Resources, and the Director. Sanctions may include, but are not limited to, counseling, training, reassignment, suspension, or termination of employment.
  5. Instructional Faculty: Sanctions for Instructional Faculty shall be determined by the Decision-Maker in consultation with the Provost and the Director. Sanctions may include, but are not limited to, counseling, training, admonition, written warning, suspension, or termination.<sup>6</sup>
  6. Multiple Capacities: If the Respondent serves in multiple capacities at CNU (i.e., student and employee), the Decision-Maker may consult with more than one CNU authority and the Director.

<sup>5</sup> The federal regulations adopted for the enforcement of Title IX expressly preempt the Commonwealth of Virginia's Standards of Conduct Policy and applicable Commonwealth of Virginia personnel procedures, effective August 14, 2020.

<sup>6</sup> The federal regulations adopted for the enforcement of Title IX expressly preempt the University Handbook procedures regarding Instructional Faculty personnel procedures, effective August 14, 2020.

Sanctions will be implemented either upon the outcome of any appeal or after the time to appeal has expired and no appeal was requested.

All Respondents are expected to comply with sanctions within the timeframe specified. Failure to abide by any sanction may result in additional sanctions/disciplinary actions including suspension, dismissal, and/or termination from CNU.

## H. Remedies

Remedies may be provided in addition to any sanctions. The Decision-Maker shall consult with the Director regarding the implementation of remedies with respect to the Parties and/or campus community that are intended to stop the Prohibited Conduct, remedy its effects, and prevent its reoccurrence.

Remedies may include, but are not limited to:

1. Academic arrangements;
2. Housing and dining arrangements;
3. Work-related arrangements;
4. Limitations on extracurricular or athletic activities;
5. No-contact order;
6. Limitations on access to campus, CNU facilities, and CNU events;
7. Referral and coordination of counseling and health services;
8. Referral to the Employee Assistance Program (EAP);
9. Training for students, faculty, and/or staff;
10. Informal counseling with a Respondent whose conduct, if not ceased, could rise to the level of discrimination or harassment;
11. Advisory discussion with the Respondent's supervisor, professor, coach, etc;
12. Any other remedy that may be arranged by CNU (to the extent reasonably available) to ensure the safety and well-being of the Parties and the CNU community.

CNU will maintain the privacy of any remedies, provided privacy does not impair CNU's ability to provide these services. All Respondents are expected to comply with remedies within the timeframe specified. Failure to abide by them may result in additional sanctions/disciplinary actions including suspension, dismissal, and/or termination from CNU.

When no policy violation is found, the Director may provide supportive measures and/or remedies to the Parties if deemed necessary and reasonable.

## I. Appeals

Appeals under this procedure will be heard by an Appeals Officer. Appeals may be filed by either party at the following junctures during the process:

1. Upon the dismissal of a Formal Complaint or any allegation therein.
2. Upon receiving the Notice of Outcome of the hearing.

Once the Notice of Outcome has been provided, both Parties have seven (7) business days from the date notice is hand-delivered to the party or received into the party's email account to file an appeal.

An appeal is available only based on one or more of the following grounds:

1. Procedural irregularity that affected the outcome of the matter; and/or
2. 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/or
3. The Director, Investigator(s), Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The sufficiency of the evidence and the severity of the sanction are not available as grounds for an appeal.

A request for an appeal must be submitted in writing to the Director and must set forth the grounds upon which the appeal is based and the evidence supporting the appeal. Except for the grounds of newly discovered evidence, an appealing party is prohibited from submitting evidence that was available but not previously submitted to the Investigator or Decision-Maker. If a party files a timely appeal, the Director will promptly notify the other party in writing and provide a copy of the appeal. The non-appealing party may, but is not required to, submit a written response to the Director regarding the appeal within five (5) business days from receipt of the copy of the appeal. At the expiration of the deadline for the non-appealing party's written response, the Director shall confirm that the appeal and written response, if any, is timely and shall forward it and any written response within three (3) business days to the Chief of Staff or designee who shall assign the appeal to the Appeals Officer within five (5) business days of receipt. If an extension beyond five (5) business days is necessary, all Parties will be notified in writing of the expected time frame. The Director will notify the Parties in writing of the date the appeal was assigned for review.

If adequate grounds for appeal have been stated, the Appeals Officer will consider the merits of the appeal. In considering the merits of the appeal, the Appeals Officer may review any pertinent materials in the record and meet with the Parties and witnesses as needed. Any information included in the appeal that does not support one of the above three reasons for fining an appeal shall not be considered in the appeal process.

The decision of the Appeals Officer shall be final. The decision and the rationale for the decision shall be provided in writing to the Director who will then forward it to both Parties simultaneously within twenty (20) business days from the Appeals Officer receiving the appeal. If an extension beyond twenty (20) business days is necessary, all Parties will be notified in writing of the expected time frame.

Notification will be made in writing and may be hand-delivered or emailed into the Parties' email account. Once received in-person or emailed, notice is presumed delivered.

If an appeal is not filed within the appeal period, the findings of the hearing become final and are not subject to further review.

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated. CNU may still place holds on official transcripts, course registration, and graduation (pursuant to University Policy 9055: Conduct Violation – Degree Conferral and Graduation Policy) pending the outcome of an appeal when the original sanctions included suspension or dismissal.

The decision of the Appeals Officer shall be final.

## J. Withdrawal or Resignation Before Conclusion of Formal Resolution

If a party decides not to participate in the Formal Resolution, the process may proceed. A finding of responsibility and imposition of sanctions may occur without the participation of the Respondent.

If a student leaves while a Formal Resolution is pending, the investigation may be suspended or may proceed at the direction of the Director, and a finding of responsibility and imposition of sanctions may occur without the participation of the student. If the Formal Resolution is suspended, a “hold” shall be placed on the student’s academic record to prevent registration and a prominent notation shall be placed on the student’s academic transcript reading “*Under Investigation – Sexual Misconduct*” and/or “*Under Investigation – Discrimination/Harassment.*”

If an employee leaves while a Formal Resolution is pending, the investigation may be suspended or may proceed at the direction of the Director, and a finding of responsibility and imposition of sanctions may occur without the participation of the employee.

## K. Documentation and Recordkeeping

CNU will maintain for at least ten (10) years records of the following pertaining to matters handled under Process A:

1. Each Title IX Sexual Harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal law;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to CNU’s education programs or activities;
4. Any appeal and the result;
5. Any Informal Resolution and the result;
6. All materials used to train the Director, Investigators, Decision-Makers, and any person who facilitates an Informal Resolution; and
7. Any actions, including any supportive measures, taken in response to a report or Formal Complaint of Title IX Sexual Harassment, including:
  - a. The basis for all conclusions that the response was not deliberately indifferent;
  - b. Any measures designed to restore or preserve equal access to CNU’s education programs and activities; and
  - c. If no supportive measures were provided to the Complainant, the reason(s) why such a response was not unreasonable in light of the known circumstances.

# Appendix B: Process B Procedures

## A. Scope

These procedures apply to reports of Prohibited Conduct not covered by Process A.

## B. Resolution Process

There are two possible methods for resolution of a report alleging violations of this policy: 1) Informal Resolution and 2) Formal Resolution (Investigation). The Director shall explain the Informal Resolution and Formal Resolution procedures to the Complainant and the Respondent, if known.

CNU will make every effort to avoid any actual bias or conflict of interest during the Resolution Process.

Recording of Meetings/Interviews: No unauthorized audio or video recording of any kind is permitted during any meetings and/or interviews where other employee's and/or student's information may be discussed, as it is not permitted. If the Director's Office decides to audio and/or video record any meeting or interview, all involved in the meeting or interview shall be made aware of the recording.

### 1. INFORMAL RESOLUTION

- a. If the Complainant, Respondent, and the Director all agree that an Informal Resolution should be pursued, the Director shall attempt to facilitate a resolution that is agreeable to the Parties. Under this procedure, the Director will conduct a preliminary investigation only to the extent fact-finding is needed to resolve the conflict and to protect the interests of the Parties, CNU, and the campus community. Both Parties will be permitted to request witnesses to be interviewed by the Director and other evidence to be considered in the preliminary investigation. Typically, Informal Resolution will be completed within thirty (30) business days after both Parties have agreed to Informal Resolution. If an extension beyond thirty (30) business days is necessary, all Parties will be notified of the expected resolution time frame. If at any point during Informal Resolution, the Complainant, Respondent, or the Director wish to proceed with Formal Resolution instead such request shall be granted and every effort will be made to complete Formal Resolution within ninety (90) business days of that decision.

Under Informal Resolution, there is no disciplinary action taken against the Respondent, and the resolution will not appear on the Respondent's disciplinary record.

- b. Any resolution of a report through Informal Resolution must adequately address the concerns of the Complainant, as well as the interests of the Respondent and the responsibility of CNU to prevent, address, and remedy alleged violations of this policy.

Informal Resolution remedies may include the following:

- (1) Training;
- (2) Adjustments to work, academic, or housing arrangements;
- (3) Informal counseling with a Respondent whose conduct, if not ceased, could rise to the level of discrimination or harassment;
- (4) Advisory discussion with the Respondent's supervisor, professor, coach, etc.;
- (5) No-contact order;
- (6) Written notice or written warning; and
- (7) Other actions as deemed appropriate.



All Parties, supervisors, and other necessary parties will be provided written notification of the resolution of the report upon completion of Informal Resolution.

- a. Upon completion of Informal Resolution, the matter is considered resolved and closed. There shall be no right of appeal afforded to the Complainant or the Respondent following Informal Resolution.
- b. If Informal Resolution does not produce an agreement acceptable to the Director, the Complainant, and the Respondent, and the Director determines that further action is necessary, Formal Resolution may be initiated. If a Respondent fails to comply with the terms of Informal Resolution, disciplinary action may be imposed and/or Formal Resolution may be initiated.
- c. If the Complainant or the Respondent withdraws from Informal Resolution or Informal Resolution is otherwise terminated for any reason, any statements or disclosures made by the Parties during the course of the Informal Resolution shall not be considered during the Formal Resolution without the written consent of the Parties.

## 2. FORMAL RESOLUTION (INVESTIGATION)

### a. Initiation of Formal Resolution

Formal Resolution is commenced when one of the following occurs:

- (1) A Complainant verbally or in writing informs the Director's Office that someone has engaged in Prohibited Conduct and wants to pursue a Formal Resolution.
- (2) Informal Resolution did not resolve a report of Prohibited Conduct and the Complainant or the Director decides that Formal Resolution is appropriate.
- (3) The Director initiates Formal Resolution based upon a determination that there is a risk to health and/or safety that requires CNU to pursue Formal Resolution to protect the CNU community regardless of the Complainant's request that no investigation be pursued.

If a Complainant has requested Formal Resolution and the Director has determined that the information available does not provide a reasonable basis/cause for conducting an investigation under the policy or that the policy is not applicable, the Director will notify the Complainant.

- b. Transcript Hold and Notation: For alleged violations of this policy when the Respondent is a CNU student, the Director upon the initiation of Formal Resolution shall immediately notify the University Registrar who shall immediately place a "hold" on the student's academic record to prevent registration or release of an academic transcript.

If the student requests an academic transcript while involved in a Formal Resolution, the University Registrar shall place a prominent notation on the student's academic transcript reading "*Under Investigation – Sexual Misconduct*" and/or "*Under Investigation – Discrimination/Harassment*" depending on the charges being investigated. It shall also be noted on the academic transcript that the inclusion of this language is not intended to indicate a finding of responsibility for the pending charge but is included to comply with Va. Code §23.1-900.

- c. Investigation Timeframe: Every effort will be made to issue a finding and sanctions, if any, within ninety (90) business days after the issuance of the NOIA, excluding any appeal. If an extension beyond ninety (90) business days is necessary, all Parties will be notified in writing of the expected revised time frame.
- d. Overview of Investigation: The Director's Office shall conduct a prompt, thorough, reliable, and impartial investigation of the report. The Director's Office shall discuss the report with the Complainant and Respondent as appropriate and provide information about Formal Resolution and available resources. The report may be supplemented by additional supporting documents, evidence, or recommendations of witnesses to be interviewed during the course of the investigation. The Complainant must also disclose if a formal complaint has been filed with another local, state, or federal entity for the same offense.

Notice of Investigation and Allegation(s) (“NOIA”): The Respondent will be provided written notice of the investigation and allegations upon commencement of the investigation. Such notice will be provided in advance of any interview of the Respondent with sufficient time to prepare for meaningful participation. The Complainant will receive a copy of the NOIA. Notice may be hand-delivered or emailed to the party’s email account. Once received in-person or emailed, notice is presumed delivered.

The NOIA will include:

- (1) The identities of the Parties involved (if known);
- (2) The specific section of the policy allegedly violated;
- (3) The precise conduct allegedly constituting the potential violation; and
- (4) The date, or a reasonable approximate date, and location of the alleged incident.

The Director may amend the NOIA as the investigation progresses and more information becomes available regarding the addition of charges.

The Director’s Office shall explain to the Parties that each has the opportunity to provide evidence and to suggest witnesses to be interviewed during the course of the investigation. The Director’s Office will notify and seek to meet separately with the Complainant, Respondent, and witnesses, and will gather other relevant evidence and information. Both the Complainant and Respondent shall have the same opportunity to review and respond to evidence obtained during the investigation. The Complainant and Respondent shall be presented with all of the evidence gathered during the investigation in separate meetings. During these meetings, the Parties will be allowed to respond at that time and shall have five (5) business days after the meeting to provide any further comments and/or information for consideration during the Formal Resolution.

Only the Director, a trained member of the Director’s Office, or a trained investigator assigned to the Director’s Office shall conduct the investigation. All investigations of reports alleging violations of this policy shall be overseen by the Director. If a member of the Director’s Office is found to have an actual bias or conflict of interest in the matter, that person will not be allowed to participate in the Formal Resolution.

Witnesses who are CNU employees are expected to cooperate with and participate in investigations. Failure to cooperate with and/or participate may warrant disciplinary action.

While in-person interviews for Parties and witnesses are ideal, circumstance may require individuals to be interviewed remotely. CNU will take appropriate steps to reasonably ensure the security/privacy or remote interviews.

- e. Presumption of Non-Responsibility and Participation by the Parties: The investigation is a neutral fact-finding process. The Respondent is presumed to be not responsible. This presumption may be overcome only where it is concluded during the investigation that there is sufficient evidence, by a preponderance of the evidence, to support a finding that the Respondent violated the policy. Neither the Complainant nor Respondent is required to participate in the investigation and no adverse inferences may be drawn from a decision by either party not to participate. However, the investigation may proceed and a finding of responsibility and imposition of sanctions may occur without the participation of the Complainant and/or the Respondent.
- f. Acceptance of Responsibility: The Respondent may accept responsibility for the Prohibited Conduct.
- g. Advisor: For reports involving Sexual Misconduct or when the allegations of Prohibited Conduct could result in suspension or dismissal, the Complainant and Respondent may be accompanied by an Advisor or support person of their choice (who is not otherwise a party or a witness) to meetings and interviews at which they are present. The Advisor or support person may not speak on behalf of the individual during, or participate directly in, meetings or interviews.

The Advisor may be excluded if they fail to respect this limitation. Advisors are expected to maintain the privacy of any records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by CNU.

A party may decide to change Advisors during the Formal Resolution. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be obtained.

Advisors are expected to make themselves available for meetings and interviews throughout the Formal Resolution as reasonably scheduled by CNU.

- h. Prior or Subsequent Conduct: Prior or subsequent conduct of the Respondent may be considered in determining pattern, knowledge, intent, motive, or absence of mistake. The determination of relevance of pattern evidence will be based on an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar conduct. Evidence of a pattern of conduct by the Respondent, regardless of whether there has been a prior finding of a policy violation, may be deemed relevant to the determination of the Prohibited Conduct under investigation.
- i. Prior Sexual History: The sexual history or sexual character of a Complainant or Respondent will not be used to prove character or reputation. Where there is a current or ongoing relationship between the Complainant and Respondent, and the Respondent alleges consent, the prior sexual history between the Parties may be relevant to assess the manner and nature of the communications between the Parties. However, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. In addition, prior sexual history may be relevant to explain the presence of a physical injury or to help resolve other questions raised by the report or during the investigation.
- j. Credibility: Discretion exists to assess and make findings that consider the credibility and truthfulness of the Parties and witnesses interviewed.
- k. Relevance: Discretion exists to determine the relevance of any proffered evidence and to include or exclude certain types of evidence. In general, statements of personal opinion, rather than direct observations or reasonable inferences from the facts, or statements as to any party's general reputation for any character trait will not be considered.
- l. Standard of Evidence: At the conclusion of the investigation, the Director shall determine whether a preponderance of the evidence substantiates that a violation of this policy occurred. A Respondent will not be found in violation of this policy absent a finding by a preponderance of the evidence that the violation occurred.

The “preponderance of the evidence” standard requires that the evidence, in totality, supports a finding that it is more likely than not that the alleged misconduct occurred.

In determining whether alleged conduct has created a hostile environment that interferes with, limits, or denies the ability of an individual to participate in or benefit from educational programs, services, opportunities, or activities or the individual's employment access, benefits, or opportunities, the Director shall consider not only whether the conduct was unwelcome to the Complainant, but also whether the conduct was sufficiently severe, pervasive, or persistent and whether a reasonable person similarly situated to the Complainant would have perceived the conduct to be offensive.

- m. Notification of Outcome and Sanctions: The Director shall issue a written investigation report, which shall be provided to both the Complainant and the Respondent separately but concurrently with the sanctions, if any, and notification of the right to appeal as stated in Section E below. In most cases the written investigation report shall

be provided to both Parties within ninety (90) business days after the issuance of the NOIA. If extension of the time frame for the Director to finalize the investigation report beyond ninety (90) business days is necessary, all Parties shall be notified in writing of the expected time frame for completion of the investigation report. Notice will be made in writing and may be hand-delivered or emailed to the party's email account. Once received in-person or emailed, notice is presumed delivered.

- (1) Finding of No Policy Violation: If the Director does not find by a preponderance of the evidence that a violation of this policy occurred, the matter will be documented as closed for purposes of this policy, unless the Complainant or the Respondent submits an appeal as stated in Section E below.
- (2) Finding of Policy Violation: If the Director finds by a preponderance of the evidence that a violation of this policy did occur, the investigation report shall contain recommendations for steps that should be taken to prevent recurrence of any such violation and, as appropriate, remedies for the Complainant and the campus community. The investigation report shall include a recommendation on sanctions. If supportive measures as stated in Section F of the policy are in place, the Director shall include a recommendation regarding continuation, suspension, or modification of any such supportive measures. The Director shall provide the investigation report to both the Complainant and Respondent including the steps the Director has recommended to eliminate a hostile environment, if one was found to exist, and to prevent its recurrence.

Notwithstanding any other provision of this policy, the Respondent shall not be provided information about the individual remedies offered or provided to the Complainant, but such information shall be provided to the Complainant.

The investigation report shall also be provided to the appropriate CNU authority for the determination and imposition of appropriate sanctions as stated in Section C below.

## C. Sanctions

Consequences for violating this policy will depend on the facts and circumstances of each particular situation, the frequency and severity of the offense, and any history of past misconduct. Sanctions may include penalties up to and including dismissal for students and termination for employees. In addition to sanctions that may be imposed on an individual found in violation of this policy, CNU will take any necessary steps to prevent the recurrence of any Prohibited Conduct, including Sexual Misconduct, and to remedy discriminatory effects on the Complainant and others, if appropriate. If it is determined that conduct in violation of this policy has occurred, sanctions will be determined as follows:

### 1. STUDENTS

Sanctions for students shall be determined by the Dean of Students or designee in consultation with the Director. Sanctions may include, but are not limited to, disciplinary penalties described in the Student Handbook which include, but are not limited to, verbal warning, written warning, restitution, fees/fines, parental notification, community service, educational and reflective experience, loss of privilege/delayed privilege, restriction, deferred sanction, disciplinary probation, removal from CNU housing, suspension, and/or dismissal.

Transcript Notation: If the sanction is suspension or dismissal from CNU for a violation(s) of this policy, the Director shall notify the University Registrar who shall place a prominent notation on the Respondent's academic transcript reading "*Suspended – Sexual Misconduct*," "*Dismissed – Sexual Misconduct*," "*Suspended – Discrimination/Harassment*," and/or "*Dismissed – Discrimination/Harassment*" depending on the violation.

- a. Such notation for a suspension or a dismissal shall be removed if the Respondent is subsequently found not to have committed the offense.
- b. Such notation will be removed for a suspension or a dismissal pursuant to University Policy 9045 (Transcript Notation Policy).

## **2. ADMINISTRATIVE/PROFESSIONAL FACULTY**

Sanctions for Administrative/Professional Faculty shall be determined by the appropriate Vice President or designee, in consultation with the Director. Sanctions may include, but are not limited to, counseling, training, reassignment, admonition, written warning, suspension, or dismissal/termination of employment.

## **3. CLASSIFIED EMPLOYEES**

Sanctions for classified employees shall be determined by the appropriate Director in consultation with the Director of Human Resources and Director in accordance with the Commonwealth of Virginia's Standards of Conduct Policy and applicable Commonwealth of Virginia personnel procedures. Sanctions may include, but are not limited to, counseling, training, issuance of a written notice, suspension, or termination of employment.

## **4. HOURLY EMPLOYEES**

Sanctions for hourly employees shall be determined by the appropriate Director or designee, in consultation with the Director of Human Resources and the Director. Sanctions may include, but are not limited to, counseling, training, reassignment, suspension, or termination of employment.

## **5. INSTRUCTIONAL FACULTY**

Sanctions for Instructional Faculty or referral to a Faculty Dismissal Hearing Panel shall be determined by the Provost in consultation with the Director. Sanctions may include, but are not limited to, counseling, training, admonition, written warning, suspension, or initiation of termination proceedings according to procedures in the University Handbook.

## **6. CONTRACTORS**

Contractors shall assign for duty only employees acceptable to CNU. CNU reserves the right to require the Contractor to remove from campus any employee who violates this policy.

## **7. VISITORS**

Visitors who violate this policy will be directed to immediately leave campus and may be subject to a permanent bar from campus.

## **8. MULTIPLE CAPACITIES**

If the Respondent serves in multiple capacities at CNU (i.e., student and employee), the Respondent may be sanctioned by more than one CNU authority.

The Respondent shall be informed in writing of any sanctions imposed for a violation of this policy at the same time the Respondent receives the investigation report and notice of the right to appeal. The Director shall be provided a copy of such written notification by the person imposing the sanctions. The Director shall disclose to the Complainant separately but concurrently to the notification provided to the Respondent, any sanctions that directly affect the Complainant as permitted by state and federal law including the Federal Educational Rights and Privacy Act (FERPA) and the Virginia Freedom of Information Act along with the investigation report and notice of the right to appeal. The Director also will disclose in writing to the Complainant separately but concurrently to the notification provided to the Respondent, the findings of any investigation involving Sexual Misconduct, as permitted by state and federal law including FERPA and the Virginia Freedom of Information Act.

All Respondents are expected to comply with sanctions within the timeframe specified. Failure to abide by any sanction may result in additional sanctions/disciplinary actions including suspension, dismissal, and/or termination from CNU.

## D. Remedies

Remedies may be provided in addition to any sanctions. The individual determining the sanctions shall consult with the Director regarding the implementation of remedies with respect to the Parties and/or campus community that are intended to stop the Prohibited Conduct, remedy its effects, and prevent its reoccurrence.

Remedies may include, but are not limited to:

1. Academic arrangements;
2. Housing and dining arrangements;
3. Work-related arrangements;
4. Limitations on extracurricular or athletic activities;
5. No-contact order;
6. Limitations on access to campus, CNU facilities, and CNU events;
7. Referral and coordination of counseling and health services;
8. Referral to the Employee Assistance Program (EAP);
9. Training for students, faculty, and/or staff;
10. Informal counseling with a Respondent whose conduct, if not ceased, could rise to the level of discrimination or harassment;
11. Advisory discussion with the Respondent's supervisor, professor, coach, etc;
12. Any other remedy that may be arranged by CNU (to the extent reasonably available) to ensure the safety and well-being of the Parties and the CNU community.

CNU will maintain the privacy of any remedies, provided privacy does not impair CNU's ability to provide these services. All Respondents are expected to comply with remedies within the timeframe specified. Failure to abide by them may result in additional sanctions/disciplinary actions including suspension, dismissal, and/or termination from CNU.

When no policy violation is found, the Director may provide supportive measures and/or remedies to the Parties if deemed necessary and reasonable.

## E. Appeal

Once written notification of the outcome of the Formal Resolution including the investigation and sanctions has been provided, the Complainant and the Respondent have seven (7) business days from the date notice is hand-delivered to the party or received into the party's email account to file an appeal. All appeals will be reviewed and decided by at least one Appeals Officer.

An appeal is available only based on one or more of the following grounds:

1. Procedural irregularity that affected the outcome of the matter; and/or
2. New evidence that was not reasonable available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or
3. The Director and/or Investigator(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The sufficiency of the evidence and the severity of the sanction are not available as grounds for an appeal.

A request for an appeal must be submitted in writing to the Director and must set forth the grounds upon which the appeal is based and the evidence supporting the appeal. Except for the grounds of newly discovered evidence, an appealing party is prohibited from submitting evidence that was available but not previously submitted to the Investigator or Decision-Maker. If a party files a timely appeal, the Director will promptly notify the other party in writing and provide a copy of the appeal. The non-appealing party may, but is not required to, submit a written response to the Director regarding the appeal within five (5) business days from receipt of the copy of the appeal. At the expiration of the deadline for the non-appealing party's written response, the Director shall confirm that the appeal and written response, if any, is timely and shall forward it and any written response within three (3) business days of receipt to the Chief of Staff or designee who shall assign the appeal to an Appeals Officer within five (5) business days of receipt. If an extension beyond five (5) business days is necessary, all Parties will be notified in writing of the expected time frame. The Director will notify both Parties in writing of the date the appeal was assigned for review.

If adequate grounds for appeal have been stated, the Appeals Officer will consider the merits of the appeal. In considering the merits of the appeal, they may review any pertinent materials in the record and meet with the Parties and witnesses as needed. Any information included in the appeal that does not support one of the above three reasons for filing an appeal shall not be considered in the appeal process.

Disciplinary actions, sanctions, and/or supportive measures, if any, taken as a result of the original report may be implemented and enforced even while an appeal is pending. The Director may temporarily suspend the imposition of the sanction(s) and/or remedies while the appeal is pending.

The decision of the Appeals Officer shall be final. It shall be provided in writing to the party who filed the appeal and to the Director within ten (10) business days from the Appeals Officer receiving the appeal. If an extension beyond ten (10) business days is necessary, all Parties will be notified in writing of the expected time frame. The non-appealing party shall be notified separately but concurrently of the decision.

Notification will be made in writing and may be hand-delivered or emailed into the Parties' email account. Once received in-person or emailed, it is presumed delivered.

If an appeal is not filed within the appeal period, the findings of the investigation become final and are not subject to further review.

Exceptions to Appeal Process: This appeal process is not available in addition to, or in lieu of, the processes already provided for Instructional Faculty and Classified Employees who are found responsible for a violation of this policy.

## F. Withdrawal or Resignation Before Conclusion of Formal Resolution

If a party decides not to participate in the Formal Resolution, the process may proceed. A finding of responsibility and imposition of sanctions may occur without the participation of the Respondent.

If a student leaves while a Formal Resolution is pending, the investigation may be suspended or may proceed at the direction of the Director, and a finding of responsibility and imposition of sanctions may occur without the participation of the student. If the Formal Resolution is suspended, a "hold" shall be placed on the student's academic record to prevent registration and a prominent notation shall be placed on the student's academic transcript reading "*Under Investigation – Sexual Misconduct*" and/or "*Under Investigation – Discrimination/Harassment.*"

If an employee leaves while a Formal Resolution is pending, the investigation may be suspended or may proceed at the direction of the Director, and a finding of responsibility and imposition of sanctions may occur without the participation of the employee.

## G. Documentation and Record Keeping

The Director shall maintain, in a confidential manner, for at least ten (10) years, paper or electronic files of all complaints and reports, witness statements, documentary evidence, written investigation reports, resolutions, and appeals and associated documents.



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## 2020 Crime Statistics

	REPORTED TO UPD	REPORTED TO LOCAL PD	REPORTED TO NON-POLICE	UNFOUNDED	SUB-TOTAL	REPORTED TO UPD	REPORTED TO LOCAL PD	REPORTED TO NON-POLICE	UNFOUNDED	SUB-TOTAL	REPORTED TO UPD	REPORTED TO LOCAL PD	REPORTED TO NON-POLICE	UNFOUNDED	SUB-TOTAL	GRAND TOTAL	REPORTED TO UPD	REPORTED TO LOCAL PD	REPORTED TO NON-POLICE	SECTION TOTAL
	ON-CAMPUS PROPERTY					NON-CAMPUS PROPERTY					PUBLIC PROPERTY						ON-CAMPUS RESIDENCES			
<b>Murder/ Non-Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Manslaughter by Negligence</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>	0	0	3	0	3	0	0	0	0	0	0	0	0	0	0	3	0	0	3	3
<b>Fondling</b>	1	0	4	0	5	0	0	0	0	0	0	0	0	0	0	5	1	0	4	5
<b>Incest</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	4	0	0	0	4	0	0	0	0	0	0	0	0	0	0	4	0	0	0	0
<b>Arson</b>	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
<b>Burglary</b>	4	0	0	0	4	0	0	0	0	0	0	0	0	0	0	4	1	0	0	1
<b>Stalking</b>	2	0	9	0	11	0	0	0	0	0	0	0	0	0	0	11	0	0	3	3
<b>Dating Violence</b>	1	0	7	0	8	0	0	0	0	0	0	0	0	0	0	8	0	0	2	2
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Liquor Law Arrest</b>	13	0	0	0	13	0	0	0	0	0	1	1	0	0	2	15	3	0	0	3
<b>Drug Law Arrest</b>	3	0	0	0	3	0	0	0	0	0	6	11	0	0	17	20	0	0	0	0
<b>Weapon Law Arrest</b>	0	0	0	0	0	0	0	0	0	0	1	3	0	0	4	4	0	0	0	0
<b>Liquor Law Judicial Referral</b>	59	0	184	0	243	0	0	0	0	0	2	0	0	0	2	245	37	0	184	221
<b>Drug Law Judicial Referral</b>	16	0	0	0	16	0	0	0	0	0	0	0	0	0	0	16	10	0	0	10
<b>Weapon Law Judicial Referral</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Alcohol, Drug and Weapon arrests and judicial referrals do not include laws related to Public Intoxication, DUI or University policy violations.

## 2020 Hate Crimes

There was one incident reported:

February 19, 2020

An incident that involved the crime of intimidation that had a bias classification for sexual orientation that occurred on the core campus (but not in a residence hall).

## 2021 Crime Statistics

	REPORTED TO UPD	REPORTED TO LOCAL PD	REPORTED TO NON-POLICE	UNFOUNDED	SUB-TOTAL	REPORTED TO UPD	REPORTED TO LOCAL PD	REPORTED TO NON-POLICE	UNFOUNDED	SUB-TOTAL	REPORTED TO UPD	REPORTED TO LOCAL PD	REPORTED TO NON-POLICE	UNFOUNDED	SUB-TOTAL	GRAND TOTAL	REPORTED TO UPD	REPORTED TO LOCAL PD	REPORTED TO NON-POLICE	SECTION TOTAL
	ON-CAMPUS PROPERTY					NON-CAMPUS PROPERTY					PUBLIC PROPERTY						ON-CAMPUS RESIDENCES			
<b>Murder/ Non-Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Manslaughter by Negligence</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>	3	0	8	0	11	0	0	0	0	0	0	0	0	0	0	11	2	0	7	9
<b>Fondling</b>	0	1	5	0	6	0	0	0	0	0	0	0	0	0	0	6	0	0	5	5
<b>Incest</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	1	1	0	0	2	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0
<b>Stalking</b>	7	0	4	0	11	0	0	0	0	0	0	0	0	0	0	11	2	0	1	3
<b>Dating Violence</b>	5	0	6	0	11	0	0	0	0	0	0	0	0	0	0	11	3	0	5	8
<b>Domestic Violence</b>	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
<b>Liquor Law Arrest</b>	3	0	0	0	3	0	0	0	0	0	3	0	0	0	3	6	2	0	0	2
<b>Drug Law Arrest</b>	4	0	0	0	4	0	0	0	0	0	0	0	0	0	0	4	3	0	0	3
<b>Weapon Law Arrest</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Liquor Law Judicial Referral</b>	40	0	135	0	175	0	0	0	0	0	0	0	0	0	0	175	39	0	135	174
<b>Drug Law Judicial Referral</b>	13	0	0	0	13	0	0	0	0	0	0	0	0	0	0	13	13	0	0	13
<b>Weapon Law Judicial Referral</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Alcohol, Drug and Weapon arrests and judicial referrals do not include laws related to Public Intoxication, DUI or University policy violations.

## 2021 Hate Crimes

There was one incident reported:

September 18, 2021

An incident that involved the crime of intimidation that had a bias classification for both race and sexual orientation that occurred on the core campus and in a residence hall.

## 2022 Crime Statistics

	REPORTED TO UPD	REPORTED TO LOCAL PD	REPORTED TO NON-POLICE	UNFOUNDED	SUB-TOTAL	REPORTED TO UPD	REPORTED TO LOCAL PD	REPORTED TO NON-POLICE	UNFOUNDED	SUB-TOTAL	REPORTED TO UPD	REPORTED TO LOCAL PD	REPORTED TO NON-POLICE	UNFOUNDED	SUB-TOTAL	GRAND TOTAL	REPORTED TO UPD	REPORTED TO LOCAL PD	REPORTED TO NON-POLICE	SECTION TOTAL
	ON-CAMPUS PROPERTY					NON-CAMPUS PROPERTY					PUBLIC PROPERTY					GRAND TOTAL	ON-CAMPUS RESIDENCES			
<b>Murder/ Non-Negligent Manslaughter</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Manslaughter by Negligence</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>	2	1	15	0	18	0	0	0	0	0	0	0	0	0	0	18	2	0	14	16
<b>Fondling</b>	1	0	5	0	6	0	0	0	0	0	0	0	0	0	0	6	0	0	5	5
<b>Incest</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>	2	0	0	0	2	0	0	0	0	0	0	0	0	0	0	2	1	0	0	1
<b>Motor Vehicle Theft</b>	3	0	0	0	3	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0
<b>Arson</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>	4	0	0	0	4	0	0	2	0	2	0	0	0	0	0	6	4	0	0	4
<b>Stalking</b>	7	0	6	0	13	0	0	0	0	0	0	0	0	0	0	13	2	0	1	3
<b>Dating Violence</b>	6	0	18	0	24	0	0	0	0	0	0	0	0	0	0	24	5	0	15	20
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Liquor Law Arrest</b>	5	0	0	0	5	0	0	0	0	0	0	0	0	0	0	5	2	0	0	2
<b>Drug Law Arrest</b>	2	0	0	0	2	0	0	0	0	0	0	1	0	0	1	3	0	0	0	0
<b>Weapon Law Arrest</b>	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	1	0	0	0	0
<b>Liquor Law Judicial Referral</b>	20	0	134	0	154	0	0	0	0	0	3	0	0	0	3	157	15	0	134	149
<b>Drug Law Judicial Referral</b>	2	0	1	0	3	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0
<b>Weapon Law Judicial Referral</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Alcohol, Drug and Weapon arrests and judicial referrals do not include laws related to Public Intoxication, DUI or University policy violations.

## 2022 Hate Crimes

There were no hate crimes reported.

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# Campus Fire Safety Annual Compliance Report

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008, requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics related to student housing. The following public disclosure report details all information required by this law as it relates to Christopher Newport University.

## On Campus Housing Fire Safety Equipment

All Main Campus residence halls (Santoro Hall, James River Hall, York River Hall, Potomac River Hall and Warwick River Hall), East Campus apartment complexes (CNU Apartments, CNU Village Apartments and Presidents Hall) and North Campus facilities (Rappahannock River Hall, Greek Village), are fully equipped with a fire alarm system and fire sprinkler system, which are centrally monitored 24 hours a day, seven days a week. The fire alarm systems consist of audible horn and visual strobelight signals that can be activated from any manual pull box or the fire alarm control panel in the event of fire, fire drills, or bomb threats. CNU Landing (also on East Campus), is equipped with individual smoke detectors and portable fire extinguishers. With the exception of the townhomes at CNU Landing, all residential buildings are equipped with emergency lighting; upon loss of power, these systems automatically activate to assure adequate egress lighting in hallways and emergency exit stairwells. Everyone will evacuate the building upon activation of the fire alarm and University Police shall be notified of the situation. All fire safety systems and equipment are strictly maintained and tested in accordance with applicable regulations and national standards.

Tampering with smoke/heat detectors, fire alarms, fire extinguishers, emergency lights sprinklers, valves or any other fire safety equipment is expressly prohibited. Hanging items from sprinkler heads could cause flooding and significant damage to personal and University property and is considered tampering.

University provided fire extinguishers in units or apartments with kitchens or kitchenettes are placed in cooking areas and not in bedrooms. They are mounted in the kitchen (when applicable), near the refrigerator or under the kitchen sink. Extinguishers are not placed on or over the stove where a likely fire might prevent reaching the extinguisher.

## Fire Safety Education, Training, Emergency Evacuation Drills and Inspections

The Fire Safety Plan establishes the policies, procedures, and guidelines for fire prevention and fire safety for the University community. The plan covers emergency response and evacuation procedures, legal requirements for compliance with building fire codes in operations and activities on campus, guidelines for fire prevention and safety, inspections, and training.

The Residence Life Handbook includes additional information on fire safety and the appropriate actions to take during a fire alarm or fire emergency. Residents are required to comply with the safety requirements outlined in the handbook.

## Fire and Life Safety Education

Fire and life safety training is available to the campus community. Training on fire and life safety is provided to on-campus residence hall staff members including resident assistants, front desk assistants, Residential Fellows, and Residence Life Central Office Staff the beginning of the fall and spring semesters. Training for staff include procedures individuals should follow in case of a fire and what their role s in the event of a fire drill and evacuation. All on-campus residents are briefed on fire safety issues at the beginning of each year through floor meetings to include specific procedures to follow in case of a fire.

## Emergency Activation & Evacuation Drills

The University Police and Residence Life staff coordinate and complete four emergency activation drills in the residence halls. The drills, which occur quarterly, are conducted to ensure proper functioning of the building fire alarm system and to familiarize residents with the process of evacuation. Occupants must evacuate for a drill just as they would for a real fire.

When the fire alarm sounds, all occupants including residents, visitors and employees are required to evacuate the building immediately. All occupants are expected to react to the fire alarm like an active fire situation. Failure to evacuate the building in a timely manner may result in corrective action through the appropriate processes. In addition, anyone involved in initiating a false alarm or inappropriately discharging a fire extinguisher will face administrative action. At least annually, and as needed, representatives from University Police, Residence Life, Housing Maintenance, the Director of Emergency Management, and the Environmental Health & Safety Manager debrief activation results and discuss necessary improvements for future evacuations.

## Inspections

The Residence Life staff perform Health and Safety Inspections every semester. Staff members enter each room in the residence halls and inspect the room to ensure that fire prevention policies are being followed by the residents. The residents are notified of the inspections, which occur in October and February, in advance. Additional Health and Safety Inspections may occur as a result of a complaint.

The Main Campus residence halls are also inspected for fire hazards during the Closing Inspections. These inspections are conducted prior to the University's planned closings, to include, Thanksgiving, Winter break, Spring break and the end of year. East Campus and North Campus facilities are not required to close during break periods; however, these facilities are inspected for fire hazards at the conclusion of the students' lease term upon the vacation of the apartment/room.

Consistent with the Virginia Statewide Fire Prevention Code, residential buildings are mandated for fire safety inspection by the local State fire marshal who may conduct announced or unannounced inspections of residential rooms during the course of the year. Violations discovered by the fire marshal are subject to a fine, administrative and/or judicial action.

## Residential Building Fire Prevention Policy – Prohibited Items

### APPLIANCES

Cooking in a residence hall room can be dangerous; student rooms are not designed for that purpose. Therefore, the use of cooking appliances in rooms other than a kitchen is limited. Appliances with open flames, open or exposed heating elements, or hot plate features intended for cooking or warming consumables are prohibited. Examples of prohibited appliances in student rooms include: coffee pots, toasters, toaster ovens, “George Foreman” style grills, electric frying pans, deep fryers, air fryers, hot plates, and rice cookers. However, single cup brew type coffee makers with no external or exposed heating element are permitted.

Approved appliances are those not utilized for cooking or heating of consumables. These items must be a UL listed device (ensuring it has been torture tested by Underwriting Laboratories). They must have an automatic shut off feature. Some examples of approved UL devices include: hair curling / flat irons, hot curlers, heating blankets, clothes irons, etc.

Residents living in an apartment or unit with a university-designated and approved kitchen may use commonly accepted household cooking appliances (including those listed above) with caution. The appliances must be stored and used strictly in the kitchen areas only. All appliances must be used only for their intended purpose and proper cookware, utensils and kitchen textiles (i.e. pot holders, oven mitts, etc.) are highly recommended. Failure to follow these guidelines or maintain a healthy and safe cooking environment in the kitchen may result in residents of the apartment or unit losing the privilege to have personal cooking appliances.

Residents are instructed to never leave cooking food, irons, electric blankets, heating pads, hot curlers, or curling irons on and unattended.

## **CANDLES AND OPEN FLAMES**

Due to fire safety concerns, all candles (burned or not) are prohibited in campus residential buildings. Open flames, burning incense, incense and candle warmers and cigarette smoking or vaping are also prohibited. Residents may grill outside in designated grilling areas. Residents may not bring grills to campus.

## **DECORATIONS**

Residents are provided the following fire safety information regarding decorating their rooms and apartments. Fire safety equipment must remain intact and uncovered. Tapestries, posters and other large wall coverings may not be hung from or across the ceiling; these materials may not cover over 50% of the aggregate wall space within the room; all items must have a clearance of 24 inches from the ceiling and three feet from any fire detection or suppression device.

Decorations must not obstruct exits or access to fire safety equipment. Decorations, such as curtains, may be hung only if they meet Virginia Statewide Fire Prevention Code guidelines and clearly marked as “flame retardant”

Live garland, wreaths or trees are prohibited in residence hall rooms.

Decorative and holiday lights must be UL approved. Each string must have a direct connection to an outlet and may not be “daisy-chained” (linked to one another) or plugged end-to-end. They may not be activated and left unattended. They may not be strung through doorways or windows. Lava Lamps are prohibited.

## **ELECTRIC CORDS**

Extension cords are prohibited in the residence halls. Students should use Relocatable Power Taps (a.k.a. RPTs or power strips) with surge protection. Power strips may not be “daisy chained” (linked one to another). Outlet splitters, multipliers, and pass through plugs and chargers are also prohibited. RPTs must be directly connected to the power source and should not be overloaded. These power strips should be a UL listed device, ensuring it has been torture tested by Underwriters Laboratories.

All devices which possess a “pass through electrical plug” are prohibited. This includes such items as lamps and bed risers. Devices with a “pass through USB charging port” are permitted.

## **FIREWORKS**

Sparklers, fireworks and other explosives are prohibited in campus buildings.

## **FLAMMABLE LIQUIDS, FUEL POWERED EQUIPMENT, AND BOTTLED GAS**

Flammable liquids such as lighter fluid, gasoline, turpentine, paint thinners/solvents may not be stored in the residence halls.

Storage of generators, mopeds, motorcycles and other fuel powered equipment is prohibited. Bottled gas is also prohibited in the residence halls.

Due to a documented fire hazard, all self-balancing scooters (e.g., hoverboards or hands-free segways) are prohibited on campus. In addition, E-Scooters or E-Bikes are prohibited within campus buildings.

Torchiere style halogen lamps and lamps with a pass-through plug are prohibited. Downward-facing halogen desk lamps are permitted. Exceeding recommended light bulb size/wattage in any lamp is a fire hazard and is prohibited in the residence hall.

## **HEATERS**

Heaters and Portable Electrical Devices are prohibited unless approved or furnished by the University.

## **PLUG-IN AIR FRESHENERS**

Plug-in air fresheners and any air freshener with an exposed heating element or exposed heated medium (i.e. wax) are prohibited and are considered unsafe for residence hall use by the Virginia State Fire Marshal.

## **PRESSURIZED ITEMS**

Pressurized items, to include scuba equipment, CO<sub>2</sub>, helium and propane canisters, may not be kept in campus buildings unless authorized by the appropriate University department.

## **SMOKING**

Smoking is not permitted in any University facility. Additionally, individuals smoking outside of these facilities are encouraged to be aware of the smoke-free lifestyle of others and not place tobacco smoke in the path of the residence halls. Individuals should refrain from smoking within 25 feet of building entrances. Shisha pipes, Hookahs and electronic cigarettes of any type are prohibited in University housing. Fog machines may not be used in the residence halls.

## **Procedures for On-Campus Fire Emergencies**

The University fire alarm system consists of an audible signal that can be activated in most buildings from any pull box or from the alarm control panel. All faculty, students, residents, guests and employees will evacuate the residential, academic or public use building upon activation of the fire alarm; the University Police will be notified of the situation. The University fire alarm system should be activated only in case of fire, fire drills, or bomb threats. A fire alarm should not be activated in the event of a gas leak, as any electrical spark could ignite an explosion.

In the event of fire, the following actions should be taken:

Activate the University fire alarm system in the building in which the fire is suspected by pulling the nearest fire alarm box.

Notify the University Police. Tell the communication officer the type of emergency and exact location where the fire department should respond. The University Police will contact the fire department and advise them of the exact location of the incident.

Unless threatened by fire, smoke, or heat, a trained individual may use available fire extinguishing equipment and remain on the scene until assistance arrives. When in doubt, evacuate the building.

Do not use the elevator. Elevator shafts may fill with smoke or the power may fail, causing an entrapment.

All building occupants, other than those assigned specific duties, will comply with the following:

Evacuate the building, closing residential room doors, and office or classroom doors, as appropriate.

Follow orders issued by delegated authority. All persons who have evacuated buildings should move to an open grassy area away from the building and stay clear of roads and fire hydrants.

Throughout the duration of a fire alarm all building patrons should remain calm, move promptly to a point well outside the building and follow directions provided by members of the administration and emergency personnel. Patrons having evacuated the building should not depart the campus until an announcement has been made to that effect, nor should they return to the building until appropriate notice has been announced by the University Police or other appropriate administrator.

## Fire Emergency Evacuation Procedures

In the event of a fire emergency requiring evacuation, all occupants, other than those assigned specific duties, will evacuate based on the following procedure:

If a fire is discovered, activate the University building fire alarm system by pulling the nearest fire alarm box. Alternatively, if the fire alarm system is not operational, notify occupants of the need to evacuate by saying “FIRE!” loudly while knocking on doors.

Remain calm and evacuate the building using the nearest exit, including emergency exits.

Touch a door before opening. If the door is hot, do not exit; instead proceed to an alternate exit route. Know an alternate exit(s) in case your primary route is obstructed.

As you leave, close residential, office or classroom doors, as appropriate to contain the spread of smoke and fire. Do not use elevators. Elevator shafts may fill with smoke or the power may fail, causing an entrapment.

If it is safe to do so, assist anyone who may be in danger. Otherwise notify emergency response personnel once you have evacuated the building.

On your way out, notify other occupants; knock loudly on doors and say, “FIRE!!” to alert other occupants to evacuate.

Report to the evacuation assembly point outside of your building and remain at a safe distance (at least 50 feet), off of roadways and clear of fire hydrants to allow a clear path for emergency responders.

Notify University Police by calling (757) 594-7777; tell the communication officer the type of emergency and exact location where the fire department should respond. The University Police will contact the fire department and advise them of the exact location of the incident.

Follow orders issued by delegated authority. Do not re-enter the building until a crowd control staff member /supervisor or other official tells you it is safe to do so. The fire department and/or police department will notify you with an “All Clear” signal.

Students, faculty and staff having evacuated the building should not depart the campus until an announcement has been made to that effect, nor should they return to the building until appropriate notice has been announced by the University Police or other appropriate administrator.

The University Police will initiate the Incident Command Structure (ICS) upon arrival.

A Unified Command Structure (UCS) will occur upon arrival of the Newport News Fire Department.

If trapped in a room, stuff the door cracks and vents with damp towels, and hang a sheet from the window to alert rescue personnel. Stay low to the floor and breathe through a damp cloth.

If trapped in an elevator or stairwell, use an available telephone to call for help.

An individual may use an available portable fire extinguisher to extinguish a fire under the following conditions:

They have been trained in the proper use of a fire extinguisher and are confident in their abilities to cope with the hazards of the fire

The fire is a small, incipient fire (no larger than a waste basket)

As a means of escape if the individual's evacuation route is obstructed by fire Fire-fighting efforts should be terminated when there is danger from smoke, heat, or flames by fire

If in doubt, evacuate the building, and remain on the scene until assistance arrives.

## Occupants Requiring Assistance

Residential building staff members provide assistance during evacuation to occupants who are mobility, audibly, or visually impaired. In multi-level buildings, occupants requiring assistance during building evacuation should go to a designated "Area of Refuge" located within the building. Areas of Refuge are generally located in stairwells on each floor. Occupants who are requiring assistance should push the button on the two-way communication system and then call University Police at (757) 594-7777 for response.

## Reporting a Fire Emergency

All fire emergencies are to be reported to the University Police Department. Contact with the University Police may be made to the University Police Communication Center at (757) 594-7777. Additionally, any fire that has occurred but is not active should also be reported to University Police.

Callers should be prepared to provide the communication officer with specific information, including name, location of the incident and nature of the emergency.

## Statistical Report for Fire Response to Residence Halls

A "Fire Log" of all residence hall fires reported is maintained by the University Police and is available as a part of the Crime Log for public view at the University Police Headquarters (for the previous 60 days). An electronic version is also available on the University Police website, located at: <http://cnu.edu/police/>.

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## Fire Summary 2020

RESIDENTIAL FACILITY	TOTAL FIRES	REASON/ CAUSE	TOTAL INJURIES	TOTAL DEATHS	VALUE OF PROPERTY DAMAGE
SANTORO HALL	0	N/A	0	0	0
JAMES RIVER HALL	0	N/A	0	0	0
YORK RIVER HALL	0	N/A	0	0	0
POTOMAC RIVER HALL	0	N/A	0	0	0
WARWICK RIVER HALL	0	N/A	0	0	0
CNU APARTMENTS	0	N/A	0	0	0
CNU VILLAGE APARTMENTS	0	N/A	0	0	0
GREEK VILLAGE	0	N/A	0	0	0
CNU LANDING	0	N/A	0	0	0
RAPPAHANNOCK RIVER HALL	1	Unintentional (Cooking Incident)	0	0	\$100-\$999
PRESIDENTS HALL	0	N/A	0	0	0
1201 RIVERSIDE DRIVE	0	N/A	0	0	0
<b>TOTAL</b>	<b>1</b>		<b>0</b>	<b>0</b>	<b>\$100-\$999</b>

All campus buildings on Main Campus, East Campus and North Campus (Core Campus) have the address of 1 Avenue of the Arts Newport News, VA 23606. No buildings on the core campus actually have an individual building address with one exception, (1201 Riverside Drive). There are no residence hall facilities located off campus or on non-campus properties.



## Fire Summary 2021

RESIDENTIAL FACILITY	TOTAL FIRES	REASON/ CAUSE	TOTAL INJURIES	TOTAL DEATHS	VALUE OF PROPERTY DAMAGE
SANTORO HALL	0	N/A	0	0	0
JAMES RIVER HALL	0	N/A	0	0	0
YORK RIVER HALL	0	N/A	0	0	0
POTOMAC RIVER HALL	0	N/A	0	0	0
WARWICK RIVER HALL	0	N/A	0	0	0
CNU APARTMENTS	0	N/A	0	0	0
CNU VILLAGE APARTMENTS	0	N/A	0	0	0
GREEK VILLAGE	0	N/A	0	0	0
CNU LANDING	0	N/A	0	0	0
RAPPAHANNOCK RIVER HALL	0	N/A	0	0	0
PRESIDENTS HALL	0	N/A	0	0	0
1201 RIVERSIDE DRIVE	0	N/A	0	0	0
<b>TOTAL</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>

All campus buildings on Main Campus, East Campus and North Campus (Core Campus) have the address of 1 Avenue of the Arts Newport News, VA 23606. No buildings on the core campus actually have an individual building address with one exception, (1201 Riverside Drive) as it is reasonably contiguous to the main campus. There are no residence hall facilities located off campus or on non-campus properties.

## Fire Summary 2022

RESIDENTIAL FACILITY	TOTAL FIRES	REASON/ CAUSE	TOTAL INJURIES	TOTAL DEATHS	VALUE OF PROPERTY DAMAGE
SANTORO HALL	0	N/A	0	0	0
JAMES RIVER HALL	0	N/A	0	0	0
YORK RIVER HALL	0	N/A	0	0	0
POTOMAC RIVER HALL	0	N/A	0	0	0
WARWICK RIVER HALL	0	N/A	0	0	0
CNU APARTMENTS	0	N/A	0	0	0
CNU VILLAGE APARTMENTS	0	N/A	0	0	0
GREEK VILLAGE	0	N/A	0	0	0
CNU LANDING	0	N/A	0	0	0
RAPPAHANNOCK RIVER HALL	0	N/A	0	0	0
PRESIDENTS HALL	0	N/A	0	0	0
1201 RIVERSIDE DRIVE	0	N/A	0	0	0
<b>TOTAL</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>

All campus buildings on Main Campus, East Campus and North Campus (Core Campus) have the address of 1 Avenue of the Arts Newport News, VA 23606. No buildings on the core campus actually have an individual building address with one exception, (1201 Riverside Drive) as it is reasonably contiguous to the main campus. There are no residence hall facilities located off campus or on non-campus properties.

*Beginning in the academic year 2023-2024, Presidents Hall will be considered to be a part of the CNU Apartments complex and not a stand-alone building*

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CHRISTOPHER NEWPORT  

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UNIVERSITY

**UNIVERSITY POLICE**

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NEWPORT NEWS, VIRGINIA 23606