



S E A T T L E P A C I F I C U N I V E R S I T Y

2025 ANNUAL SECURITY AND FIRE SAFETY REPORT

Data collected for years: 2022, 2023, 2024

About This Report

Seattle Pacific University publishes the Annual Security and Fire Safety Report (ASFSR) each year to give students, employees, families, and prospective community members a clear picture of campus safety. This report is prepared by the Office of Safety and Security (OSS) in compliance with the Jeanne Clery Campus Safety Act (Clery Act).

The ASFSR combines important safety policies with required statistics about certain crimes and fire incidents. It also describes the prevention programs, services, and procedures SPU has in place to help keep our community safe.

Why We Publish This Report

The Clery Act requires all universities that receive federal financial aid to publish an annual security and fire safety report. The purpose is to ensure transparency about campus crime, prevention programs, fire safety, and the policies that guide how SPU responds to emergencies and misconduct.

For our community, this report serves to:

- Summarize the services and resources offered by OSS.
- Share campus crime statistics for the past three calendar years.
- Outline fire safety practices and statistics for student housing.
- Explain emergency preparedness and response procedures.
- Provide information about policies on sexual misconduct, alcohol and drugs, and grievance processes for students and employees.

In short, the report is both a compliance requirement and a safety resource for students, employees, visitors, and prospective members of the SPU community

How to Get a Copy

The ASFSR is available each year by October 1:

- Current students and employees receive an email with a link to the online version.
- Printed copies are available upon request by contacting OSS at 206-281-2922 or by emailing securityinfo@spu.edu.
- Prospective students and employees receive a notice about the report's availability, a summary of its contents, and instructions for requesting a copy.

The most up-to-date electronic version is also available on the SPU Office of Safety and Security website. Printed copies can be mailed upon request at no cost.

About the Office of Safety and Security

The mission of Seattle Pacific University's Office of Safety and Security is to provide a safe working, learning, and living environment for the SPU community and to protect University assets through sound crime prevention and safety practices.

The Office of Safety and Security (OSS) provides continuous, year-round security and emergency response services to the Seattle Pacific University community. OSS operates a Security Operations Center that integrates alarm and surveillance monitoring and dispatches assistance at all times. Non-commissioned officers patrol the campus 24 hours a day, 7 days a week, to render immediate aid, respond to incidents, and provide a variety of safety-related programs and services.

Role, Authority, and Training

SPU security officers are empowered by the University to enforce institutional policies and regulations on all property owned or controlled by SPU. By arrangement, OSS also patrols the grounds of the First Free Methodist Church (3200 3rd Ave W, Seattle, WA).

OSS officers are not sworn police and do not possess law enforcement or arrest authority. However, officers provide escorts, medical assistance, and support in other areas near campus as needed. Officers are trained in advanced first aid skills, fire response tactics, crisis intervention, and campus emergency response procedures. They also receive training from the Washington State Criminal Justice Training Commission in crisis intervention and de-escalation tactics, as well as mental health first aid and defensive tactics. All officers are certified in first aid, CPR, and AED use.

Safety Escort Service

The Office of Safety and Security (OSS) operates a safety escort service 24 hours a day, 365 days a year. Escorts can be requested by calling 206-281-2922. For health and safety reasons, modifications may be made to the service (for example, offering walking escorts only instead of driving escorts).

Safety and Security Policies

How to Report a Crime or Emergency

Students, staff, and faculty are strongly encouraged to promptly report all crimes, accidents, emergencies, and other public safety related incidents to the Office of Safety and Security ("OSS"). Reporting these incidents to OSS is important because: (1) it can help the University take action that may prevent harm to yourself and other members of the community (e.g., by sending emergency notifications or timely warning messages, as described more fully later in this report), (2) it can help law enforcement officials apprehend perpetrators and seek justice for victims, and (3) it enables the University to record and publish the incidents as part of the crime statistics that the Clery Act requires the University to disclose (as described below).

Reporting to Campus Safety or University Employees

If You Experience or Witness a Crime, Fire, Medical Issue, or Any Other Emergency On Campus:

- Call the Office of Safety and Security (OSS) FIRST at 206-281-2911 (24/7). You can also press the call button on any yellow-sided campus emergency phone.

- Why call OSS first? OSS can respond to any incident on campus in less than 2 minutes on average. Security officers know the exact address of every campus location (most community members only know building names), are trained in defensive tactics and medical response up to EMT level, and are equipped to handle fire response. OSS will immediately send officers to your location and will call 911 with the correct and exact address to dispatch fire, EMS, or police as needed.
- You may also dial 911 directly for immediate police, fire, or medical response if you prefer.
- For non-emergency situations, call 206-281-2922.

Any crime against property or persons that is committed on campus should be reported immediately. When making a report, gather as much pertinent information about the suspect and the incident as you can, such as sex, race, hair color and length, body size, clothing description, scars and other noticeable characteristics, modes of travel, type of vehicle, vehicle color and license plate information, and information about location.

Campus community members are encouraged to program the OSS phone numbers into their cell phones to reduce emergency response time.

Off-Campus Incidents

Crimes that occur off-campus should be reported to your local law enforcement agency by calling 911. OSS will assist you in making a report to a local law enforcement agency if you wish, or if you are unable to make such a report. OSS encourages the prompt and accurate reporting of all crimes to OSS and (where appropriate) to the applicable police agency when the victim of a crime elects to, or is unable to, make such a report.

Emergency Telephones

The University has installed emergency phones throughout the campus, including inside residence halls and at the entrances to several academic and office buildings. The emergency telephones are rectangular boxes, have yellow sides, and automatically dial the Office of Safety and Security at the push of a button.

Reporting to Campus Security Authorities (CSAs)

In addition to OSS, certain employees and students at SPU are federally designated as Campus Security Authorities (CSAs). These individuals are required to share crime information with OSS for Clery Act reporting purposes. While they are not investigators, they ensure crimes are properly recorded. Personally identifying details are kept confidential whenever possible; only general crime type, date, and location are passed on.

SPU's CSAs include (but are not limited to):

- OSS staff and student employees
- Human Resources staff
- Office of Student Life staff
- Athletic directors and coaches

- Faculty with significant responsibility for student activities (e.g., conductors, advisors, study abroad leaders)
- Resident Assistants (RAs)
- Building Emergency Coordinators (BECs) and building monitors
- Student employee supervisors
- Ministry and counseling staff (with confidentiality exceptions for pastoral/professional counselors)

CSAs play a vital role in ensuring the University meets its federal obligation to collect and publish complete and accurate campus crime statistics.

What CSAs Report

When a CSA receives a report of a Clery Act crime, they are required to document and forward the following information to OSS:

- The nature of the crime or incident
- The date, time, and location of the occurrence
- The general circumstances of the incident

What CSAs Do NOT Report

CSAs report crimes for statistical purposes and campus safety assessment. Depending on the nature and context of the report, CSAs may not include personally identifying information about victims in their reports to OSS. Individuals who report crimes to a CSA should understand that:

- The CSA will forward information to OSS for statistical and safety purposes
- The individual may still choose whether to pursue a formal investigation or speak with law enforcement
- Making a report to a CSA does not automatically trigger a criminal investigation or disciplinary process

Confidential Reporting Options

The following employees are NOT considered Campus Security Authorities and are not required to report crimes for Clery Act statistical purposes when they are functioning in their designated confidential role:

- Professional, licensed counselors at the SPU Counseling Center when functioning in their role as counselors
- Pastoral counselors when functioning in their role as pastoral counselors
- Healthcare providers when functioning in their role as healthcare providers (when applicable)

Important Note About Dual Roles

Some SPU employees may serve in multiple capacities. For example, a faculty member who is also a pastoral counselor is only exempt from CSA reporting obligations when they receive information while functioning specifically in their role as a pastoral counselor (e.g., during a scheduled pastoral counseling session or while providing pastoral care). If the same individual receives information in their capacity as a faculty member, teacher, advisor, or in any other university role, they are obligated to report that information to OSS as a Campus Security Authority.

What Does "Functioning in Their Role" Mean?

An employee is functioning in their confidential role when:

- They are providing professional counseling services during a scheduled counseling appointment
- They are providing pastoral counseling as part of a formal pastoral care relationship
- The person disclosing information reasonably believes they are speaking to the employee in their confidential capacity
- The conversation occurs in the context of seeking confidential support or spiritual guidance

An employee is NOT functioning in their confidential role when:

- They are teaching a class
- They are serving as an academic advisor
- They are supervising student activities or organizations
- They are interacting with students or colleagues in their general university responsibilities
- They encounter information incidentally or in casual conversation

If you are uncertain whether a conversation with a pastoral counselor or other employee will be confidential, you should ask the employee directly before disclosing sensitive information.

These confidential employees will maintain confidentiality as described in the "How Counselors Fit into the Reporting Process" section above.

Questions About CSA Reporting

If you have questions about Campus Security Authority reporting obligations or wish to know whether a specific employee is designated as a CSA, please contact the Office of Safety and Security at 206-281-2911 or securityinfo@spu.edu.

Options for Confidential or Anonymous Reports

SPU recognizes that some individuals may prefer to report crimes or incidents confidentially or anonymously. The following options are available:

Anonymous Reporting

Reports can be submitted anonymously 24/7 using the **Report a Concern** form at <https://spu.edu/administration/human-resources/nondiscrimination-title-ix-hr/report-a-concern>. Anonymous reports are received by SPU's Response Team. **Important:** The Report a Concern form is for delayed or anonymous reports and does not result in an immediate response to an emergent or urgent in-progress incident. For emergencies requiring immediate response, contact OSS at 206-281-2911.

Confidential Reporting to Professional Counselors

Individuals may also speak confidentially with professional, licensed counselors at the SPU Counseling Center. These conversations are confidential and will not be reported to OSS or included in crime statistics unless you provide written consent. See the section below for more information about how counselors fit into the reporting process.

Reporting with Limited Confidentiality

If you wish to report a crime to OSS but request that your identity remain confidential or that no investigation be conducted, OSS will evaluate your request in the context of providing a safe environment for the entire campus community. In cases involving alleged sexual misconduct, you may request confidentiality or that no investigation be pursued; however, the University's ability to honor such requests may be limited by its obligation to provide a safe environment for all students, employees, and campus visitors.

When anonymous or confidential reports are made, the University's ability to investigate and respond may be limited. However, such reports are still valuable as they contribute to our understanding of campus safety concerns and help inform crime prevention efforts and statistical reporting under the Clery Act.

How Counselors Fit into the Reporting Process

Confidential Resources

Professional, licensed counselors at the SPU Counseling Center are designated as confidential resources under the Clery Act. When you speak with a counselor about a crime or incident, that information is kept confidential and is not automatically reported to the Office of Safety and Security, the Title IX Coordinator, or other university officials.

Student Counseling Center – Watson Hall, 1st Floor | Mon–Fri, 9am–4pm (closed on SPU holidays)
| scc@spu.edu | 206-281-2657

Statistical Reporting Only

While counselors do not report identifying information about individuals or specific incidents to OSS, they do provide aggregate, non-identifying statistical information about the types of crimes disclosed to them during counseling sessions. This allows the University to include these incidents in its annual crime statistics as required by the Clery Act, without compromising the confidentiality of counseling relationships.

Exceptions to Confidentiality

Counselors may be required to break confidentiality in limited circumstances as required by law, such as:

- When there is an imminent threat of harm to self or others
- When there is suspected abuse or neglect of a minor or vulnerable adult
- When a court order requires disclosure

Seeking Support While Maintaining Privacy

Students, faculty, and staff are encouraged to seek support from the Counseling Center if they have experienced or witnessed a crime and wish to discuss their options in a confidential setting. Counselors can provide emotional support, discuss reporting options, explain available resources, and help individuals make informed decisions about whether and how to report to university officials or law enforcement.

For more information about the SPU Counseling Center and to access services, visit [insert Counseling Center website] or call [insert Counseling Center phone number].

Other Reporting Options

Individuals who wish to make a formal report for investigation and response should contact OSS at 206-281-2911. For incidents involving sexual misconduct, dating violence, domestic violence, or stalking, individuals may also contact the **Title IX Coordinator, Cheryl Logsdon, Assistant Vice President of Safety and Security | Title IX Coordinator:** (206) 281-2678; michac@spu.edu; on campus -- 601 West Emerson; by mail - Seattle Pacific University, 3307 Third Avenue West, Suite 302, Seattle, WA 98119.

OR

Christina Traverso, Deputy Title IX Coordinator and Special Investigator: (206) 281-2626; traversoc@spu.edu; on campus -- 601 West Emerson; by mail - Seattle Pacific University, 3307 Third Avenue West, Suite 302, Seattle, WA 98119.

Alerts and Warnings You May Receive

Timely Warnings (for certain crimes that may pose an ongoing threat)

Seattle Pacific University may issue a Timely Warning when certain crimes covered by the Clery Act are reported to the Office of Safety and Security (OSS), a Campus Security Authority, or local police, and it is determined that the crime poses a serious or continuing threat to students, employees, or visitors.

- Timely Warnings are designed to help prevent similar crimes by keeping the community informed.
- They are issued on a case-by-case basis, considering the nature of the crime, potential ongoing risk, and any possible impact on law enforcement investigations.
- Victim identities and other personally identifying details are withheld to protect privacy.
- The Associate Vice President of Safety and Security typically leads this decision in consultation with other university leaders.
- Warnings are most often distributed by SPU email but may use other channels depending on the situation.

Emergency Notifications (for urgent threats to health or safety)

In addition to Timely Warnings, SPU may issue an Emergency Notification when there is a significant emergency or dangerous situation that poses an immediate threat to the health or safety of the campus community. Examples include severe weather, fires, active threats, or chemical spills.

- OSS is responsible for verifying emergency situations using available information (such as SPD/Fire Department reports, alarms, cameras, or direct reports) and will generally err on the side of caution if uncertain.
- The SPU Alert Emergency Notification System delivers mass messages by email, text message, loudspeakers, electronic reader boards, and pop-up alerts on university-managed computers. Recorded voice calls and social media posts (via @SPUnews) may also be used.
- Building Emergency Coordinators (BECs) and other staff may assist with in-person communication.
- The University's Emergency Communications Team, led by University leadership, coordinates follow-up messages and determines whether to extend notifications beyond the campus community through the website, Twitter, or local media.

SPU-Alert Enrollment Instructions

To receive text message alerts, your mobile phone number must be listed in Workday:

- Mobile phone numbers listed in Workday are automatically enrolled in SPU-Alert.
 - You are strongly encouraged to review your information in Workday and to list your mobile phone number if it is not already there. Please add or update your contact information in the Workday system by selecting the profile icon (top right of your Workday homepage), click View Profile, click Contact (on the left side of the screen), and make sure your contact information is correct in the Contacts tab.
- All SPU email addresses are automatically enrolled in SPU-Alert.
- Students and employees are reminded annually to review and update their contact information.

Guest Users (such as parents, visitors, or contractors) may also sign up to receive SPU-Alert text and email notifications:

- Go to: <https://www.getrave.com/login/spu>
- Review and accept the terms and conditions before enrollment

Key Distinction

- **Timely Warnings:** Issued for specific Clery crimes that may continue to pose a threat, focused on crime prevention.
- **Emergency Notifications:** Issued for any urgent emergency or dangerous situation, focused on immediate safety.

Daily Crime Log

In accordance with the Clery Act, Seattle Pacific University maintains a Daily Crime Log. This log includes information about crimes reported to the Office of Safety and Security (OSS) that occur within SPU's Clery geography (on-campus, non-campus, and adjacent public property).

- The log contains the nature of the crime, date and time reported, general location, and disposition of the complaint, if known.
- Entries are made in a timely manner and are normally updated within two business days of the report being received.
- To protect privacy, the log does not include personally identifying information.

Where you can view daily crime reports

- The crime log for the most recent 60-day period is open for public review during normal OSS business hours (Monday through Friday, excluding holidays).
- Any portion of the log older than 60 days will be made available within two business days of a request.

Building Access and Security

Seattle Pacific University is a private campus, intended for students, faculty, staff, and their guests. Because SPU is located in a residential neighborhood with public streets, it is possible for non-SPU individuals to be present near or on campus. The University reserves the right to issue trespass admonishments if a person disrupts the community, creates disturbances, or interferes with University activities.

Administrative and Academic Buildings

- Many academic and office buildings are unlocked during normal business hours.
- Several facilities use electronic access control systems requiring an SPU ID card to enter.
- OSS has the ability to remotely lock building entrances in the event of a threat.
- All faculty, staff, and students are issued SPU ID cards, though access can be restricted or revoked if University expectations are not met.

Residence Halls

- Access is restricted to residents, approved guests, and staff with a business need.
- Exterior entrances are secured by ID card access; individual rooms require keys issued to occupants. Lost keys result in lock changes.
- Security/fire doors may not be propped open; violations may result in discipline.
- Residence floors are segregated by sex, and visitation by the opposite sex is limited by hours.

Guest Policies

- All guests must abide by SPU rules and be approved by the host and RA (or Housing Services in graduate housing).
- Guests may only enter residence halls if escorted by a resident, as halls are locked at all times.
- Overnight guests must be the same gender as the host, limited to four nights per quarter.
- Guests under 18 (unless visiting for Admissions events) require prior approval from a Residence Life Coordinator.
- Undergraduate halls are for students 25 and under; guests must also meet this age limit.
- For graduate housing, guests require written approval from Housing Services and housemates.
- Hosts must have the consent of all roommates and are responsible for their guests' behavior.
- SPU reserves the right to remove any guest at any time for policy violations or if they disturb others.

After-Hours Entry and Security Patrols

- Security officers patrol the campus, including residence halls, 24 hours a day.
- OSS also monitors the campus using an extensive network of surveillance cameras.
- Residence life staff provide on-duty coverage with 24-hour assistance available for residential students.

Facilities and Maintenance

- The Office of Facility and Project Management regularly inspects, maintains, and repairs buildings and grounds with attention to safety and security.
- Custodial and maintenance staff wear SPU uniforms to ensure they are easily identifiable as authorized personnel.

Campus Safety and Local Police

Authority of campus safety/security

The Office of Safety and Security (OSS) provides continuous, year-round protection for the SPU community. OSS officers are non-commissioned personnel empowered by the University to enforce its rules and regulations on property owned or controlled by SPU, as well as on property belonging to First Free Methodist Church under a standing agreement.

- OSS officers do not have law enforcement powers or arrest authority.

- Officers are trained in first aid, CPR, AED use, fire response, crisis intervention, de-escalation, defensive tactics, and mental health first aid.
- They staff a 24/7 Security Operations Center, conduct patrols, respond to alarms, and provide escorts, emergency response, and safety education.

Relationship with Seattle Police (MOUs, cooperation)

Seattle Pacific University maintains an excellent working relationship with the Seattle Police Department (SPD) and other emergency responders.

- While SPU does not have a formal Memorandum of Understanding (MOU) with SPD, OSS collaborates closely with SPD in investigating crimes on or near campus.
- OSS notifies SPD when a situation requires law enforcement authority, and SPD informs OSS if it becomes aware of threats relevant to campus.
- OSS participates in the SPD West Precinct Private Security Forum, sharing information on community policing issues.
- OSS also coordinates closely with the Seattle Fire Department for joint emergency response.

Encouragement of accurate reporting

SPU strongly encourages accurate and prompt reporting of all crimes to OSS, SPD, or a Campus Security Authority (CSA).

- All employees are encouraged to report incidents that occur on or near campus.
- Campus Security Authorities (CSAs) are specifically designated to ensure certain crimes are reported for Clery Act compliance.
- Most employees are also Title IX Responsible Employees, required to report sexual misconduct incidents.
- Crime reports may be made with attribution, confidentially, or anonymously. OSS maintains confidentiality to the extent possible while ensuring compliance with Clery and other legal requirements.

Information about Registered Sex Offenders

Federal law (the Jacob Wetterling Act) and Washington's Community Protection Act (RCW 9A.44.130) require certain individuals to register as sex offenders. The Clery Act also requires institutions to provide a statement "advising the campus community where law enforcement agency information provided by a State under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), concerning registered sex offenders may be obtained" (34 CFR §668.46(b)(12)).

In Washington, this information is maintained by law enforcement and made available through the Washington Association of Sheriffs and Police Chiefs (WASPC):

- Search the Washington sex offender registry:
<http://www.icrimewatch.net/index.php?AgencyID=54528&disc=>

- About offender levels and classification:
http://sheriffalerts.com/cap_safety_1.php?office=54528

SPU does not maintain or independently verify the accuracy of this data. Community members should rely on information published by the appropriate law-enforcement agencies.

Note: Washington State's implementation of the Adam Walsh Act has been the subject of state-level review (e.g., 2016 Sex Offender Policy Board memorandum). SPU's role under Clery is to direct the campus community to the State's official registry resources listed above.

Crime Prevention Tips

Seattle Pacific University promotes safety awareness and crime prevention through policies, training, and common-sense precautions. All community members are encouraged to take proactive steps to protect themselves and others:

- Report suspicious activity immediately by calling the Office of Safety and Security (OSS) at 206-281-2911.
- Avoid walking alone at night. Use the Safety Escort Service (206-281-2922), available 24 hours a day, 365 days a year.
- Do not permit "tailgating" through locked entrances; access to residence halls is restricted to residents and their authorized guests.
- Be aware of the locations of emergency telephones across campus.
- Program the OSS emergency number (206-281-2911) into your phone.
- Lock residence hall rooms, offices, and vehicles when unattended; secure valuables out of sight.
- Mark personal items with identifying information to discourage theft and aid in recovery.
- Never leave laptops, backpacks, or other valuables unattended in public spaces.
- Keep windows and doors secured in residence halls and apartments, especially at night.
- Immediately report any lost keys, fobs, or ID cards to OSS to prevent unauthorized access.

OSS also partners with Residence Life, Human Resources, and Student Life to provide educational programs throughout the year that reinforce these safety practices.

Safety Education and Prevention Programs

Seattle Pacific University provides a variety of education, awareness, and prevention programs for students and employees to support personal safety, crime prevention, and community well-being. These programs are offered throughout the year and are designed to meet both federal requirements and the University's commitment to a safe, supportive campus environment.

Orientation and Onboarding

- First-Year Student Orientation includes in-person and online training on gender-based violence prevention, definitions of consent, bystander intervention, and University policies and resources.
- Resident Advisors (RAs) host hall meetings at the beginning of each year to review building-specific safety practices and invite OSS to present additional programs upon request.
- New employees complete online courses such as “Preventing Sexual Violence” and training on sexual harassment and misconduct.

Ongoing Education and Workshops

- OSS and campus partners conduct presentations, workshops, and webinars for students and employees on topics such as emergency preparedness, personal safety, and crime prevention.
- Annual evacuation and lockdown drills are conducted for the campus, and quarterly fire drills are held in residence halls.
- OSS promotes a bicycle registration program and provides ongoing crime prevention tips through email and the OSS website.

Campaigns and Awareness Efforts

- The University circulates the Annual Security and Fire Safety Report each fall and sends additional safety reminders and Timely Warning notices throughout the year.
- SPU provides ongoing awareness campaigns about hazing, dating violence, domestic violence, sexual assault, and stalking, emphasizing that such conduct is prohibited and offering resources for support and reporting.
- Campaigns encourage positive bystander intervention and promote the use of confidential and anonymous reporting options.

Alcohol and Drug Policies

Seattle Pacific University (SPU) is committed to maintaining a safe, healthy, and productive learning and working environment. Consistent with University standards, state and federal law, and federal requirements under the **Drug-Free Schools and Campuses Act (DFSCA)**, the following policies apply to all students and employees.

Expectations for students and employees

Seattle Pacific University does not permit faculty, staff, or students to unlawfully possess, use, or distribute illicit drugs or alcohol. In addition, SPU policy prohibits alcohol use in certain circumstances even if permitted by law.

- Students must comply with the Student Standards of Conduct (undergraduate and graduate handbooks).

- Employees must comply with the Employee Handbook and are expected to model lawful, healthy, and professional behavior.
- Marijuana possession or use is prohibited at all times on campus and during any University activity, regardless of Washington State law. This prohibition aligns with federal law and University policy.

Sanctions for Violations

SPU enforces its alcohol and drug policies through disciplinary processes for both students and employees:

- Students may face sanctions ranging from warnings, probation, fines, restitution, and community service to suspension or dismissal. Housing-related sanctions (relocation, suspension from housing) may also be imposed. Students who host or promote gatherings involving alcohol or drugs are subject to mandatory fines (\$100 for violations; \$300 for hosting). Appeals may be filed under the Student Accountability Process.
- Employees may be subject to sanctions including verbal counseling, written warnings, withholding of wage increases, suspension (with or without pay), demotion, or termination of employment.

Federal and State Laws

In addition to University rules, students and employees must follow all applicable federal and state laws:

- Alcohol laws in Washington State: It is illegal for anyone under 21 to purchase, possess, or consume alcohol. It is also illegal to provide alcohol to minors or to allow minors to consume alcohol on one's property. Violations can result in fines up to \$5,000 and imprisonment up to 12 months.
- Drug laws: Federal and Washington State laws prohibit possession, distribution, or manufacture of controlled substances, with penalties including fines, prison terms, and loss of federal student aid eligibility.

Health Risks of Alcohol and Drug Use

Substance abuse poses serious short- and long-term health risks:

- Alcohol: Even small amounts impair judgment and coordination, increasing accident risk. Moderate to high doses can cause aggression, memory loss, liver damage, and dependence. Heavy use may lead to respiratory depression, coma, or death. Alcohol use during pregnancy can cause fetal alcohol syndrome.
- Stimulants (e.g., amphetamines, cocaine): Can cause heart problems, hypertension, insomnia, paranoia, seizures, stroke, and long-term psychological dependence.
- Depressants (e.g., barbiturates, benzodiazepines): Carry risk of severe withdrawal, impaired judgment, respiratory depression, and physical dependence.
- Marijuana: Impairs memory, attention, and coordination; frequent use may lead to chronic cough, lung issues, and dependency.

- Opioids and heroin: Risk of overdose, respiratory failure, collapsed veins, infections, and death.
- Hallucinogens (e.g., LSD, ecstasy): May trigger panic reactions, hallucinations, psychosis, and lasting brain chemistry changes.

Resources and Support

SPU is committed to supporting community members who struggle with alcohol or drug use:

- Students: Counseling and referrals through the Student Counseling Center (see resources).
- Employees: Confidential support through the Employee Assistance Program (EAP), available 24/7 via Health Advocate (1-888-293-6948, [HealthAdvocate.com/Standard](https://www.healthadvocate.com/Standard)).
- Community resources: Washington Recovery Help Line (206-461-3610 TTY or 866-789-1511).

SPU's goal is to maintain a healthy, safe, and drug-free environment. Individuals struggling with substance abuse are encouraged to seek help early.

Compliance with the Drug-Free Schools and Campuses Act (DFSCA)

Seattle Pacific University complies with the Drug-Free Schools and Campuses Act (DFSCA). As required by federal law, SPU annually distributes written information to all students and employees regarding:

- standards of conduct,
- legal and institutional sanctions,
- health risks,
- available treatment and counseling resources, and
- disciplinary consequences.

This annual distribution is met, in part, through inclusion in the Annual Security and Fire Safety Report (ASFSR). The full Drug-Free Schools and Campuses Policy is provided in Appendix F of this report. SPU also completes a Biennial Review of its alcohol and drug programs, which is available upon request from the Office of Safety and Security or the Office of Human Resources.

Sexual Misconduct, Dating/Domestic Violence, and Stalking

Seattle Pacific University prohibits all forms of **sexual misconduct**, including sexual assault, dating violence, domestic violence, and stalking. These behaviors violate federal law, Washington State law, and University policy, and they undermine the safety and dignity of our community.

Definitions of key terms (Clery + Washington State law)

For clarity and compliance with the Clery Act, Title IX regulations, and Washington State law, the following terms are defined in University policy:

- **Sexual Assault:** Any sexual act directed against another person without the person's consent, including when the person is incapable of giving consent.
- **Dating Violence:** Violence committed by a person who is or has been in a romantic or intimate relationship with the victim.
- **Domestic Violence:** Violence committed by a current or former spouse, cohabitant, or intimate partner, or by another person protected under Washington State's domestic violence laws.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or suffer substantial emotional distress.

(Complete definitions, including those drawn from Washington State law, are provided in SPU's Nondiscrimination/Title IX Policy.)

How to reduce risk and support others (bystander info, safety tips)

SPU encourages community members to take steps to reduce risk and intervene safely when they see concerning behavior:

- **Bystander Intervention:** Speak up when safe, distract the person, or get help from others.
- **Consent Awareness:** Understand that consent must be clear, voluntary, informed, and ongoing.
- **Safety Tips:** Travel with friends when possible, look out for one another, and report suspicious behavior to OSS.

Prevention and Education Programs

As noted in the "Safety Education and Prevention Programs" section, SPU provides ongoing education for all students and employees. In compliance with VAWA, these programs include:

- **New Student Orientation:** Mandatory training on consent, definitions of prohibited conduct, bystander intervention, risk reduction, and campus resources.
- **New Employee Training:** Required modules on sexual harassment, Title IX, and mandatory reporting responsibilities.
- **Ongoing Campaigns:** Annual awareness activities during Sexual Assault Awareness Month, Domestic Violence Awareness Month, and other campus-wide campaigns.

University Response and Disciplinary Procedures

SPU follows established procedures to ensure reports of sexual misconduct, dating/domestic violence, and stalking are addressed promptly, fairly, and impartially.

- **How Cases Are Handled:** Reports may be resolved through informal or formal processes, depending on the circumstances.
- **Rights of Complainant and Respondent:** Both parties are entitled to an advisor of their choice, to present evidence, and to appeal decisions.

- **Standard of Evidence:** SPU uses the preponderance of the evidence standard (more likely than not).
- **Possible Outcomes and Sanctions:** May include no-contact directives, probation, suspension, expulsion, or termination of employment.
- **Supportive Measures Offered:** Academic accommodations, housing changes, counseling support, workplace adjustments, and safety escorts are available regardless of whether a formal complaint is filed.

Resources and Services for Survivors

See Appendix B, for Resource Guide 2025 for those that have experienced sex-based harassment or sexual misconduct in Appendix

Campus Crime Statistics

What Campus Areas Are Covered

When Seattle Pacific University reports crime and fire statistics, we must follow the definitions in the **Clery Act** about which areas to include. These areas are:

On-Campus Buildings and Property

This includes all buildings and property SPU owns or controls within the main campus boundaries that are used for educational purposes, such as classrooms, offices, libraries, dining facilities, and residence halls. It also covers nearby properties that SPU owns but are managed by another entity if they serve students (for example, food or retail vendors inside campus buildings).

Non-Campus Buildings and Property

This includes buildings or property outside of the main campus area that are:

- Owned or controlled by a student organization officially recognized by SPU, or
- Owned or controlled by SPU, used for educational purposes, and frequently used by students (such as leased classroom or activity spaces not directly next to campus).

Public Property

This includes public streets, sidewalks, parking areas, and other public spaces that are immediately adjacent to campus and accessible from campus. It does not include privately owned homes or businesses located next to the university.

How statistics are collected and what areas are included

Seattle Pacific University prepares its annual crime statistics in compliance with Jeanne Clery Campus Safety Act.

Sources of Data: Statistics are compiled by the Office of Safety and Security (OSS) from incident reports, Campus Security Authorities (CSAs), the Seattle Police Department (SPD), and other relevant law enforcement agencies.

- **Geography Covered:** In accordance with federal regulations, statistics reflect incidents that occur in the following Clery-defined areas:

- On-Campus Property: All buildings and property within the SPU main campus boundaries, including residence halls.
- Non-Campus Property: Property owned or controlled by SPU or by officially recognized student organizations, used for educational purposes, and frequently used by students (such as leased spaces or off-site activity locations).
- Public Property: Streets, sidewalks, and parking areas immediately adjacent to and accessible from the campus.
- Inclusion Rules:
 - Only crimes reported to OSS, CSAs, or law enforcement that meet Clery Act definitions are included.
 - Reports are included whether or not the person involved is affiliated with SPU.
 - Crimes are recorded by type, location, and calendar year in which they were reported.

These statistics are published each fall in the Annual Security and Fire Safety Report (ASFSR) and made available to all current and prospective students and employees.

Crime Statistics Tables (Most Recent 3 Calendar Years)

Below are the federally required crime statistics for the three most recent calendar years. These tables are provided in compliance with the Clery Act and include both on-campus and non-campus categories.

Primary Crimes

- Criminal Homicide: Murder/Non-Negligent Manslaughter, Negligent Manslaughter
- Sexual Assault (Rape, Fondling, Incest, Statutory Rape)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

VAWA Offenses

- Dating Violence
- Domestic Violence
- Stalking

Arrests and Disciplinary Referrals

- Liquor Law Violations
- Drug Law Violations
- Illegal Weapons Possession

Hate Crimes

- Any of the above crimes, plus larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or other crimes, if motivated by bias related to race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, or disability.

Hazing

Beginning in 2025, hazing is included as a Clery-reportable offense, consistent with the Stop Campus Hazing Act. Data for 2022–2024 do not include hazing statistics.

Tables for 3 Most Recent Calendar Years

Primary Crimes

Crime Statistics	2022				2023				2024			
Criminal Offenses	On campus (student housing only)	On campus (total)	Non-campus	Public Property	On campus (student housing only)	On campus (total)	Non-campus	Public Property	On campus (student housing only)	On campus (total)	Non-campus	Public Property
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	2	2	0	0	3	13	0	0	0	0	0	0
Fondling	1	2	0	0	4	6	0	0	1	1	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	1	0	0	0	0	0	2
Aggravated assault	0	0	0	0	1	2	0	3	1	3	0	1
Burglary	6	14	0	0	3	14	2	0	1	9	0	0
Motor vehicle theft	0	5	0	4	0	6	0	6	0	2	0	1
Arson	1	3	0	2	0	4	0	4	0	1	0	1

VAWA Offenses

Crime Statistics	2022				2023				2024			
VAWA Offenses	On campus (student housing only)	On campus (total)	Non-campus	Public Property	On campus (student housing only)	On campus (total)	Non-campus	Public Property	On campus (student housing only)	On campus (total)	Non-campus	Public Property
Domestic violence	1	3	0	0	4	4	0	0	1	1	0	0
Dating violence	2	2	0	0	2	3	0	0	2	3	0	0
Stalking	5	6	0	0	5	9	0	0	4	10	0	0

Hate Crimes

Crime Statistics	2022				2023				2024			
Hate Crimes	On campus (student housing only)	On campus (total)	Non-campus	Public Property	On campus (student housing only)	On campus (total)	Non-campus	Public Property	On campus (student housing only)	On campus (total)	Non-campus	Public Property
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	1 (SO)	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0

Key: Ra = Race; Re = Religion; SO = Sexual Orientation; G = Gender; GI = Gender Identity; D = Disability; E = Ethnicity; NO = National Origin

Arrests and Disciplinary Referrals

Arrests & Judicial Referrals	2022				2023				2024			
Arrests	On campus (student housing only)	On campus (total)	Non-campus	Public Property	On campus (student housing only)	On campus (total)	Non-campus	Public Property	On campus (student housing only)	On campus (total)	Non-campus	Public Property
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0
Judicial Referrals	On campus (student housing only)	On campus (total)	Non-campus	Public Property	On campus (student housing only)	On campus (total)	Non-campus	Public Property	On campus (student housing only)	On campus (total)	Non-campus	Public Property
Weapons: carrying, possessing, etc.	0	0	0	0	2	2	0	0	1	1	0	0
Drug abuse violations	9	10	0	3	19	19	0	0	21	21	0	0
Liquor law violations	29	29	0	0	37	41	0	0	24	24	0	0

Fire Safety in Student Housing

Seattle Pacific University (SPU) maintains fire safety systems, policies, and reporting mechanisms to protect students living in on-campus housing. The following information is provided in compliance with the Clery Act and the Higher Education Opportunity Act (HEOA).

Fire Safety Systems

All on-campus student housing facilities are equipped with fire safety systems. These include:

- **Fire Alarms:** Audible and visual alarms installed throughout residence halls and apartments.
- **Monitoring Systems:** Fire alarms are monitored onsite by OSS or a contracted central station.
- **Sprinklers:** Some facilities have full sprinkler systems (in both rooms and common areas), while others have partial systems in designated areas such as trash disposal rooms.
- **Detection Systems:** Smoke detectors are installed in student units; some facilities also include heat detection systems.
- **Fire Extinguishers:** At least one extinguisher is located on each residence hall floor and in every student apartment. Tenants are instructed not to relocate extinguishers and to notify OSS if they are discharged or inspected as out of range

Description of On-Campus Student Housing Facility Fire Safety Systems

The following table summarizes the fire safety systems in each on-campus student housing facility, along with the number of fire drills conducted in each facility during the most recent three calendar years.

On-Campus Student Housing Facility Fire Safety Systems

Building Name	Building Address	Fire Alarm Monitored	Partial*	Full**	Smoke	Heat	Fire	Evacuation	# of fire
		On Site by OSS or Central Station	Sprinkler System	Sprinkler System	Detection	Detection	Extinguisher Devices	Plans & Placards	drills each calendar year
Wesley Cremona Apt.s	13 W Cremona St	X		X	X	X	X	X	3
14 W Cremona St	14 W Cremona St				X		X		0
18 W Cremona St	18 W Cremona St				X		X		0
Wesley Dravus Apt.s	20 W Dravus St	X		X	X	X	X	X	3
22 W Cremona St	22 W Cremona St				X		X		0
26 W Cremona St	26 W Cremona St				X		X		0
Davis Apartments	3019 Third Ave W	X	X		X	X	X		0
Kingswood House Apt.	303 W Dravus St				X		X		0
Bailey Apartments	3041-55 Third Ave West				X		X		0
3201-03 5th Ave W	3201-03 5th Ave W				X		X		0
3205 5th Ave W	3205 5th Ave W				X		X		0
3212 6th Ave W	3212 6th Ave W				X		X		0
3214 6th Ave W	3214 6th Ave W				X		X		0
Hill Hall	3231 Sixth Ave W	X	X		X	X	X	X	3
Moyer Hall	3236 Fifth Avenue West	X			X	X	X	X	3
Arnett Hall	3309 6th Ave W	X		X	X	X	X	X	3
Cremona Apts	34 W Cremona St	X			X	X	X		0
Falcon Duplex	3463 Sixth Ave W				X		X		0
Falcon Fourplex	3469-75 Sixth Ave W				X		X		0
Sprague Apts	35 W Cremona St	X			X	X	X		0
Andrews Apts	37 W Dravus St				X		X		0
Emerson Hall	500 W Emerson St	X		X	X	X	X	X	3
528 W Dravus St	528 W Dravus St				X		X		0
Falcon Apts	600 W Emerson St	X			X	X	X		0
605 W Emerson St	605 W Emerson St				X		X		0
Falcon Twin Apts	608 W Emerson St	X			X	X	X		0
Ashton Hall	611 W Dravus St	X	X		X	X	X	X	3
Emerson Triplex	617 W Emerson St				X		X		0
650 W Bertona St	650 W Bertona St	X			X	X	X		0
Theme House	651 W Bertona St				X		X		0
703 W Bertona St	703 W Bertona St				X		X		0

* Partial sprinkler systems include sprinklers in common areas but not in individual units.

** Full sprinkler systems include sprinklers throughout residential rooms and common areas.

Fire Safety Policies

SPU enforces fire safety through education, drills, and restrictions on high-risk items.

Education and drills

OSS and Residence Life conduct fire drills quarterly in each residence hall and the Wesley Apartments (Cremona and Dravus). Drills are typically unannounced and ensure that residents know evacuation routes and assembly points.

Evacuation procedures

In the event of fire or visible smoke, residents are instructed to pull the nearest fire alarm, evacuate immediately, and follow posted assembly instructions. Building Emergency Coordinators (BECs) assist with roll call and evacuation accountability.

Prohibited items (candles, appliances, etc.)

The following items are not allowed in student housing:

- Barbecue grills, space heaters, halogen lamps, propane, gasoline, kerosene, or other flammable materials.
- Hoverboards, fireworks, explosives, and weapons.
- Candles, incense, or any open flame devices, even during power outages (students are encouraged to use flashlights).
- Certain electrical appliances such as non-UL-approved lighting, multi-socket adapters without surge protection, and extension cords without grounding or surge suppression

Fire Alarms and Evacuation Procedures for Student Housing

When a **fire alarm sounds in a residence hall or apartment**, all occupants must evacuate the building immediately.

- **Exit Procedures:** Residents should use the nearest safe exit, avoid elevators, and proceed outside to the designated assembly area posted for that building.
- **Accountability:** Building Emergency Coordinators (BECs) and Residence Life staff assist in evacuations and account for residents at the assembly areas.
- **Reentry:** No one may reenter the building until an all-clear is issued by the Office of Safety and Security (OSS) or the responding fire department.
- **Drills:** SPU conducts quarterly evacuation drills in every residence hall and the Wesley Apartments during the academic year to ensure residents are familiar with alarm systems and evacuation routes.

Failure to evacuate promptly during an alarm or drill is a violation of University policy and may result in disciplinary action.

Reporting Fires and the Fire Log

How to report a fire

All active fire or explosion emergencies must be reported immediately by calling OSS at 206-281-2911. OSS will relay information to 911. Fires of any size—including those that self-extinguish—must be reported, even if discovered later

Where to view the log of fires in housing facilities

SPU maintains a single Daily Crime and Fire Log that includes both criminal incidents and any reported fires in on-campus student housing facilities. Each log entry contains the date and time reported, date and time of occurrence, nature of the incident, and the general location. Entries are made within two business days of receiving the information.

- The most recent 60 days of the log are open to public inspection at the OSS office during normal business hours (8:00 a.m.–5:00 p.m., Monday–Friday).
- Portions of the log older than 60 days are available within two business days upon request.

Fire Statistics for Last 3 Years

SPU publishes fire statistics for on-campus student housing for the three most recent calendar years, including the number of fires, cause, injuries, deaths, and property damage. Data are compiled annually by OSS from incident reports and inspections.

Table of Fire Statistics for Last 3 Years

Building Name	Building Address	2022			2023			2024		
		Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Wesley Cremona Apt.s	13 W Cremona St	0	0	0	0	0	0	0	0	0
14 W Cremona St	14 W Cremona St	0	0	0	NA	NA	NA	NA	NA	NA
18 W Cremona St	18 W Cremona St	0	0	0	0	0	0	0	0	0
Wesley Dravus Apt.s	20 W Dravus St	0	0	0	0	0	0	0	0	0
22 W Cremona St	22 W Cremona St	0	0	0	0	0	0	0	0	0
26 W Cremona St	26 W Cremona St	0	0	0	0	0	0	0	0	0
Davis Apartments	3019 Third Ave W	0	0	0	0	0	0	NA	NA	NA
Kingswood House Apt.	303 W Dravus St	0	0	0	0	0	0	0	0	0
Bailey Apartments	3041-55 Third Ave W	0	0	0	0	0	0	1	0	0
307 W Dravus St	307 W Dravus St	0	0	0	NA	NA	NA	NA	NA	NA
314 W Dravus St	314 W Dravus St	0	0	0	0	0	0	0	0	0
320 W Dravus St	320 W Dravus St	0	0	0	0	0	0	0	0	0
3201-03 5th Ave W	3201-03 5th Ave W	0	0	0	0	0	0	0	0	0
3205 5th Ave W	3205 5th Ave W	0	0	0	NA	NA	NA	NA	NA	NA
3206 4th Ave. W.	3206 4th Ave. W.	0	0	0	NA	NA	NA	NA	NA	NA
3212 6th Ave W	3212 6th Ave W	0	0	0	0	0	0	0	0	0
3214 6th Ave W	3214 6th Ave W	0	0	0	0	0	0	0	0	0
323 W. Dravus St.	323 W. Dravus St.	0	0	0	NA	NA	NA	NA	NA	NA
Hill Hall	3231 Sixth Ave W	1	0	0	0	0	0	1	0	0
Moyer Hall	3236 Fifth Avenue W	NA	NA	NA	NA	NA	NA	NA	NA	NA
3304 7th Ave W	3304 7th Ave W	0	0	0	NA	NA	NA	NA	NA	NA
Moyer Hall	3236 Fifth Avenue W	0	0	0	0	0	0	0	0	0
339 W. Nickerson St	339 W. Nickerson St	0	0	0	0	0	0	0	0	0
Cremona Apts	34 W Cremona St	0	0	0	0	0	0	0	0	0
Falcon Duplex	3463 Sixth Ave W	0	0	0	0	0	0	1	0	0
Falcon Fourplex	3469-75 Sixth Ave W	0	0	0	0	0	0	0	0	0
Sprague Apts	35 W Cremona St	0	0	0	0	0	0	0	0	0
Andrews Apts	37 W Dravus St	0	0	0	0	0	0	0	0	0
403 W. Dravus St.	403 W. Dravus St.	0	0	0	0	0	0	0	0	0
409 W. Dravus St.	409 W. Dravus St.	0	0	0	NA	NA	NA	NA	NA	NA
415 W. Dravus St.	415 W. Dravus St.	0	0	0	NA	NA	NA	NA	NA	NA
Emerson Hall	500 W Emerson St	0	0	0	0	0	0	0	0	0
516 W. Dravus St.	516 W. Dravus St.	0	0	0	NA	NA	NA	NA	NA	NA
528 W Dravus St	528 W Dravus St	0	0	0	0	0	0	0	0	0
Falcon Apts	600 W Emerson St	0	0	0	0	0	0	0	0	0
605 W Emerson St	605 W Emerson St	0	0	0	0	0	0	0	0	0
Falcon Twin Apts	608 W Emerson St	0	0	0	0	0	0	0	0	0
Ashton Hall	611 W Dravus St	1	0	0	0	0	0	0	0	0
Emerson Triplex	617 W Emerson St	0	0	0	NA	NA	NA	NA	NA	NA
650 W Bertona St	650 W Bertona St	0	0	0	0	0	0	0	0	0
650 W. Cremona St.	650 W. Cremona St.	0	0	0	0	0	0	0	0	0
Theme House	651 W Bertona St	0	0	0	0	0	0	0	0	0
703 W. Bertona St.	703 W. Bertona St.	0	0	0	0	0	0	NA	NA	NA
Total		2	0	0	0	0	0	3	0	0

Note: “NA” indicates that a facility was part of SPU’s housing inventory but was not in use as student housing during the listed year(s). Fire statistics are reported for all on-campus student housing facilities as required by the Higher Education Opportunity Act. A record of housing inventory use for 2022–2024 is maintained by the Office of Safety and Security and is available upon request.

Additional Information About Fires

When SPU has residential fires to report in its ASFSR, SPU includes a table that describes the following information about the residential fires: the campus student housing facility where the fire occurred; the incident number assigned by the Office of Safety and Security to the fire; the date and time that the fire was reported to the Office of Safety and Security; the date and time that the fire occurred; whether the fire was on-campus; a description of the cause of the fire; an estimate of value of the property damage caused by the fire; the number of injuries that resulted from the fire; and the number of deaths that resulted from the fire.

Campus Student Housing Facility	Incident #	Date/Time of Report	Date/Time of Fire	On Campus	Cause of Fire	Property Damage	Injury(s)	Death(s)
3231 Sixth Ave W (Hill Hall)	20221022-606	10/22/2022 6:11pm	10/22/2022 6:00pm	Yes	Unintentional – Plastic in toaster oven	\$100 - \$999	0	0
611 W Dravus St (Ashton Hall)	20220429-217	4/28/2022 10:13pm	4/28/2022 10:13pm	Yes	Intentional burning of posters on wall	\$0-\$99	0	0
3041-55 Third Ave W (Bailey Apts)	20240727-317	July 27, 2024, 6:59pm	July 27, 2024, 6:47pm	Yes	Unattended cooking – food on stovetop burner	\$0-\$99	0	0
3231 Sixth Ave W (Hill Hall)	20240201-56	February 1, 2024, 12:08am	February 1, 2024, 12:07am	Yes	Burnt napkin and food item inside microwave	\$0-\$99	0	0
3463 Sixth Ave W (Falcon Duplex)	20240131-54	1/31/2024, 1:00pm	1/31/2024, 1:06pm	Yes	Unknown ignition source under stove while boiling water	\$0-\$99	0	0

Fire Drills in Student Housing

To prepare residents for potential emergencies, Seattle Pacific University conducts fire evacuation drills in each residence hall and apartment building every academic quarter. These drills are designed to ensure students know evacuation routes, assembly areas, and accountability procedures.

Fire Drills Conducted in Student Housing During the Reported Periods

Location	Date of Drill	Time of Drill	Type of Drill	Announced / Unannounced
Hill Hall	01/23/22	7:15pm – 7:30pm	Residential Fire Drill	Unannounced
Ashton Hall	01/10/22	8:00pm – 8:15pm	Residential Fire Drill	Unannounced
Arnett Hall	01/10/22	8:15pm – 8:30pm	Residential Fire Drill	Unannounced
Emerson Hall	01/23/22	6:45pm – 7:00pm	Residential Fire Drill	Unannounced
Wesley Cremona Apartments	01/17/22	8:00pm – 8:15pm	Residential Fire Drill	Unannounced
Wesley Dravus Apartments	01/17/22	8:00pm – 8:15pm	Residential Fire Drill	Unannounced
Hill Hall	04/05/22	7:30pm – 7:45pm	Residential Fire Drill	Unannounced
Ashton Hall	04/06/22	7:15pm – 7:30pm	Residential Fire Drill	Unannounced
Arnett Hall	04/06/22	6:45pm – 7:00pm	Residential Fire Drill	Unannounced
Emerson Hall	04/05/22	7:00pm – 7:45pm	Residential Fire Drill	Unannounced
Wesley Cremona Apartments	04/04/22	8:00pm – 8:15pm	Residential Fire Drill	Unannounced
Wesley Dravus Apartments	04/04/22	8:00pm – 8:15pm	Residential Fire Drill	Unannounced
Hill Hall	09/19/22	8:30pm – 8:45pm	Residential Fire Drill	Unannounced
Ashton Hall	09/19/22	9:00pm – 9:15pm	Residential Fire Drill	Unannounced
Arnett Hall	09/19/22	9:30pm – 9:45pm	Residential Fire Drill	Unannounced
Emerson Hall	09/19/22	8:00pm – 8:15pm	Residential Fire Drill	Unannounced
Wesley Cremona Apartments	09/19/22	7:30pm – 7:45pm	Residential Fire Drill	Unannounced
Wesley Dravus Apartments	09/19/22	7:30pm – 7:45pm	Residential Fire Drill	Unannounced
Hill Hall	01/23/23	7:15pm – 7:30pm	Residential Fire Drill	Unannounced
Ashton Hall	01/10/23	8:00pm – 8:15pm	Residential Fire Drill	Unannounced
Arnett Hall	01/10/23	8:15pm – 8:30pm	Residential Fire Drill	Unannounced
Emerson Hall	01/23/23	6:45pm – 7:00pm	Residential Fire Drill	Unannounced
Wesley Cremona Apartments	01/17/23	8:00pm – 8:15pm	Residential Fire Drill	Unannounced
Wesley Dravus Apartments	01/17/23	8:00pm – 8:15pm	Residential Fire Drill	Unannounced
Hill Hall	04/03/23	6:30pm – 6:45pm	Residential Fire Drill	Unannounced
Ashton Hall	04/04/23	8:45pm – 9:00pm	Residential Fire Drill	Unannounced
Arnett Hall	04/04/23	9:15pm – 9:30pm	Residential Fire Drill	Unannounced
Emerson Hall	04/03/23	7:00pm – 7:15pm	Residential Fire Drill	Unannounced
Wesley Cremona Apartments	04/03/23	7:30pm – 7:45pm	Residential Fire Drill	Unannounced
Wesley Dravus Apartments	04/03/23	7:30pm – 7:45pm	Residential Fire Drill	Unannounced
Hill Hall	09/18/23	8:15pm – 8:30pm	Residential Fire Drill	Unannounced
Ashton Hall (Not Used for Housing)	NA	NA	NA	NA
Arnett Hall	09/18/23	7:45pm – 8:00pm	Residential Fire Drill	Unannounced
Emerson Hall	09/19/23	7:00pm – 7:15pm	Residential Fire Drill	Unannounced
Wesley Cremona Apartments	09/19/23	7:30pm – 7:45pm	Residential Fire Drill	Unannounced
Wesley Dravus Apartments	09/19/23	7:30pm – 7:45pm	Residential Fire Drill	Unannounced
Hill Hall	01/08/24	9:05pm – 9:25pm	Residential Fire Drill	Unannounced
Ashton Hall (Not Used for Housing)	NA	NA	NA	NA
Arnett Hall	01/08/24	8:40pm – 9:00pm	Residential Fire Drill	Unannounced
Emerson Hall	01/08/24	8:15pm – 8:35pm	Residential Fire Drill	Unannounced
Wesley Cremona Apartments	01/10/24	6:30pm – 7:00pm	Residential Fire Drill	Unannounced
Wesley Dravus Apartments	01/10/24	6:30pm – 7:00pm	Residential Fire Drill	Unannounced
Hill Hall	04/08/24	8:40pm – 9:00pm	Residential Fire Drill	Unannounced
Ashton Hall (Not Used for Housing)	NA	NA	NA	NA
Arnett Hall	04/08/24	8:10pm – 8:30pm	Residential Fire Drill	Unannounced
Emerson Hall	04/08/24	7:40pm – 8:00pm	Residential Fire Drill	Unannounced
Wesley Cremona Apartments	04/10/24	6:40pm – 7:00pm	Residential Fire Drill	Unannounced
Wesley Dravus Apartments	04/10/24	7:10pm – 7:20pm	Residential Fire Drill	Unannounced
Hill Hall (Not Used for Housing)	NA	NA	NA	NA
Ashton Hall	10/08/24	8:30pm – 8:45pm	Residential Fire Drill	Unannounced
Arnett Hall	10/08/24	9:00pm – 9:15pm	Residential Fire Drill	Unannounced
Emerson Hall	10/07/24	7:00pm – 7:15pm	Residential Fire Drill	Unannounced
Wesley Cremona Apartments	10/07/24	7:30pm – 7:45pm	Residential Fire Drill	Unannounced
Wesley Dravus Apartments	10/07/24	7:30pm – 7:45pm	Residential Fire Drill	Unannounced

Note: A “NA” indicates that no fire drills were conducted in that facility during the year. In most cases, this reflects that the facility was not in use for student housing during the reporting period. See the Housing Inventory Caveats section for more information.

Fire Safety Improvements

Seattle Pacific University periodically reviews its residence halls and campus housing to identify whether additional fire safety improvements are needed. Any new construction is completed in compliance with current fire and building codes.

Examples of past fire safety improvements include:

- 2014: Timers were added to residence hall range ovens to reduce the risk of unattended cooking.
- 2017: Upgraded smoke alarms were installed in campus houses and apartments, with longer battery life and a “hush” feature to reduce false alarms.
- 2017–2018: Tamper alarms for fire extinguishers and additional heat detectors were added in kitchen lounges of certain residential buildings.

At this time, the University has not identified a need for further specific improvements, but OSS and Facilities staff continue to review fire safety systems regularly and will implement new measures if necessary to protect students and employees.

Other Required Information

Missing Student Policy

If a student who resides in on-campus housing is believed to be missing (i.e., has been unaccounted for at least 24 hours), the following steps are taken:

- **Reporting a Concern:** Anyone who has reason to believe a residential student is missing should immediately notify the Office of Safety and Security (OSS) at 206-281-2911. Concerns may also be reported to the VP for Student Life or the Associate VP for Student Life, but any missing student report must be referred to OSS without delay. OSS is available 24/7 year-round.
- **Investigation:** OSS generates an incident report and initiates an investigation. The Office of Residence Life is also notified and assists OSS, which may involve interviewing roommates, floormates, classmates, and student staff. The University may also investigate situations involving non-residential students if it is determined SPU might be able to help the student.
- **Law Enforcement Notification:** If OSS determines a student is missing and has been gone at least 24 hours, the Seattle Police Department (SPD) will be notified within 24 hours (unless SPD has already made the determination). SPU may notify authorities sooner if circumstances suggest the student is in danger or missing involuntarily.
- **Confidential Contact Option:** Students living in on-campus housing may confidentially identify a contact person to be notified if they are determined missing.
 - Students enter this information through the Banner Information System (Personal Menu → Emergency Contact Information → add or edit contact → select “Missing Person Contact” under relationship).

- This information is accessible only to authorized University officials and law enforcement in the context of a missing person investigation.
- The University will notify the identified contact within 24 hours of determining a student is missing.
- If the student is under 18 and not emancipated, SPU must also notify the student's custodial parent or guardian within 24 hours.
- **Coordination:** OSS is primarily responsible for coordinating notifications to law enforcement, confidential contacts, and parents/guardians. Typically, OSS notifies SPD, and Residence Life staff notify the student's identified contacts.

Personal Emergency Contact and Emergency Medical Information

Students and employees are encouraged to maintain current emergency contact information in the University's records so that SPU can respond appropriately in the event of an emergency.

- How to update: Students and employees may enter or update their emergency contact information through the Banner System at <https://www.spu.edu/banweb/>. From the Personal Menu, select Emergency Contact Information.
- Use of data: Access to this information is strictly limited to Office of Safety and Security (OSS) staff for use in responding to an emergency or a missing-student situation. It is not forwarded to other University departments.
- Annual reminder: The University intends to remind all students and employees at least once per year to review and update their emergency contact information.

Monitoring and Recording at Non-Campus Student Organization Locations

Seattle Pacific University does **not** have officially recognized student organizations with non-campus locations or housing; therefore, there is no off-campus monitoring applicable under this provision. If this changes, SPU will coordinate with local law enforcement and include any Clery-reportable incidents in the University's statistics.

How to File Complaints and Grievances

Seattle Pacific University provides several formal processes for addressing complaints and grievances, depending on whether the concern involves a student, employee, or conduct covered under Title IX. Each process is designed to be **prompt, fair, and impartial**, and the full procedures are included in the appendices to this report.

Student grievance process

Undergraduate are subject to the Student Accountability Process, managed by the Office of Student Life. This process addresses alleged violations of the Student Standards of Conduct and other behavioral expectations. Students may submit concerns directly to Student Life staff. Complainants do not serve as formal parties in this process, but their concerns are reviewed and addressed. Graduate students are subject to the applicable School and governing behavioral handbook.

Resource: Full Undergraduate Student Accountability Process is included in Appendix D.

Employee grievance process

Concerns involving discrimination or harassment by University employees are addressed under the Discrimination and Harassment Grievance Procedure (DHGP). This process applies to employees, job applicants, and others who may experience unlawful discrimination or harassment in the University's programs or employment. It is overseen by a Process Facilitator, assigned according to the type of complaint.

Resource: Full Discrimination and Harassment Grievance Procedure is included in Appendix C.

Title IX grievance process

Reports of sexual harassment, sexual assault, domestic violence, dating violence, or stalking are addressed through the Title IX Sexual Harassment and Related Conduct Policy and Resolution Procedures. Formal complaints must be filed with the Title IX Coordinator (in person, by mail, or electronically). The Title IX Coordinator also has discretion to file a formal complaint when necessary to protect the campus community. Resolution may proceed through investigation, alternative resolution, or referral to another University office.

Resource: Full Title IX Sexual Harassment and Related Conduct Policy and Resolution Procedures are included in Appendix B.

How to Submit a Grievance Complaint

SPU offers multiple ways to submit a concern or grievance:

- Report a Concern (online form): <https://spu.edu/administration/human-resources/nondiscrimination-title-ix-hr/report-a-concern>
(This form allows anyone to report issues such as student conduct concerns, Title IX incidents, or welfare/safety concerns. Submissions are routed to the SPU Response Team.)
- Students (conduct or community standards issues):
Office of Student Life – spu.edu/administration/office-of-student-life
Phone: 206-281-2481
- Employees (discrimination or harassment concerns):
Office of Human Resources – hr@spu.edu
Phone: 206-281-2809

Students and Employees under Title IX–related complaints (sexual harassment, assault, dating/domestic violence, stalking):

- Make a report to the Title IX Coordinator in person, by telephone, by email or online:

Cheryl Logsdon, Assistant Vice President of Safety and Security | Title IX Coordinator: (206) 281-2678; michac@spu.edu; on campus -- 601 West Emerson; by mail - Seattle Pacific University, 3307 Third Avenue West, Suite 302, Seattle, WA 98119.

Christina Traverso, Deputy Title IX Coordinator and Special Investigator: (206) 281-2626; traversoc@spu.edu; on campus -- 601 West Emerson; by mail - Seattle Pacific University, 3307 Third Avenue West, Suite 302, Seattle, WA 98119.

Terry Winn, Assistant Vice President of Human Resources | Section 504 Coordinator: (206) 281-2678; winnt@spu.edu; on campus – 330 W. Nickerson St.; by mail - Seattle Pacific University, 3307 Third Avenue West, Suite 302, Seattle, WA 98119.

- Reports can also be submitted online 24/7 using the **Report a Concern**. Reports can be submitted anonymously and are received by SPU's Response Team:
 - Cheryl Lodsdon, Title IX Coordinator | Assistant Vice President of Safety and Security. (206) 281-2625; michac@spu.edu
 - Terry Winn, Assistant Vice President of Human Resources/ /Section 504 Coordinator. (206) 281-2678; winnt@spu.edu
- If on campus, contact OSS 24/7 for assistance in filing a criminal complaint and preserving physical evidence at:

Office of Safety and Security

601 West Emerson, Seattle, WA 98119

Email: securityinfo@spu.edu

Emergencies (from on campus): x2911 | (from off campus): 206-281-2911

Disclosure of Results of Disciplinary Proceedings to Victims of Crimes of Violence

Upon written request, Seattle Pacific University will disclose to the alleged victim of a crime of violence (as defined in 18 U.S.C. §16) or a non-forcible sex offense the final results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of that crime or offense, with respect to that incident. If the alleged victim is deceased as a result of the crime or offense, the University will treat the victim's next of kin as the alleged victim for purposes of this disclosure.

For matters involving sexual assault, dating violence, domestic violence, or stalking, SPU will simultaneously notify the complainant and the respondent, in writing, of the result of the disciplinary proceeding, the rationale, any sanctions, and information about appeals, consistent with University policy and applicable federal regulations.

Report a Concern (Online Reporting & Response Team)

Use the Report a Concern form to report discrimination, harassment, retaliation, bias, hazing, bullying, or criminal activity. You may report with your name or anonymously.

- Not for emergencies: Call 911 off campus or 206-281-2911 on campus.
- Who reviews: SPU's Response Team reviews each submission, reaches out to affected individuals about applicable policies, confidentiality, resources, and next steps, and refers to the appropriate office as needed.
- Access: Online submissions require SPU credentials to log in (anonymous reporting remains available).

Make a report: <https://spu.edu/administration/human-resources/nondiscrimination-title-ix-hr/report-a-concern>

Learn more (Response Team details): see Appendix X: Report a Concern & Response Team.

See also: "[How to Report a Crime or Emergency]" (cross-link to that section).

Prohibition on Retaliation (Clery Whistleblower Policy)

Seattle Pacific University strictly prohibits retaliation, intimidation, threats, coercion, or discrimination against any individual for exercising their rights or responsibilities under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

This protection applies to students, employees, or any other person who:

- Reports a crime in good faith;
- Participates in an investigation or disciplinary process;
- Assists others in exercising their rights under the Clery Act; or
- Otherwise engages in activities protected by the Act.

Any individual who believes they have experienced retaliation may report it to the Office of Safety and Security (OSS), the Title IX Coordinator, or the Office of Human Resources. Reports will be reviewed promptly, and corrective action will be taken where appropriate.

This policy is consistent with 34 C.F.R. §668.46(m), which expressly prohibits institutions from retaliating against individuals who exercise rights or responsibilities under the Clery Act.

Anti-Hazing Policy

Seattle Pacific University prohibits hazing in all forms, consistent with Washington State law (RCW 28B.10.900–910) and University policy. Hazing is a violation of state law, University standards, and community trust.

Definition of Hazing

Hazing is defined as any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group—or any amusement connected with such membership—that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm. Hazing includes causing, directing, or forcing a person to consume food, alcohol, drugs, or any substance that subjects them to risk of harm, regardless of willingness to participate. Hazing does not include customary athletic events, contests, or competitions.

Reporting Hazing

- Hazing can be reported through the Report a Concern form at <https://spu.edu/administration/human-resources/nondiscrimination-title-ix-hr/report-a-concern> or directly to a member of the SPU Response Team.
- Hazing is also reportable under Washington State law; employees, volunteers, and student leaders are required to report hazing incidents immediately.

Consequences

- Individuals or student groups found responsible for hazing may face University discipline, including suspension, dismissal, or loss of recognition for organizations.

- Hazing may also result in criminal penalties under state law.

Federal Clery Act Update – Hazing as a Reportable Offense

In December 2024, the Stop Campus Hazing Act (SCHA) amended the Clery Act. Beginning with the 2025 reporting year:

- Hazing is a Clery-reportable offense and will be included in SPU’s annual crime statistics.
- SPU will publish hazing prevention and education efforts in this report.
- SPU will issue a Campus Hazing Transparency Report (CHTR) that summarizes hazing violations involving student organizations, consistent with federal requirements.

The complete SPU Hazing Policy, including reporting obligations and prevention education requirements, is included in Appendix E of this report.

Emergency Response, Evacuation, and Lockdown Procedures

Seattle Pacific University (SPU) is committed to the safety and welfare of students, employees, and visitors. When a significant emergency or dangerous situation is reported, the Office of Safety and Security (OSS) seeks to confirm the situation, determine the appropriate protective action, and issue alerts using the SPU-Alert Emergency Notification System. Follow-up and “all-clear” notifications are sent when appropriate.

Evacuation Procedures

If a building evacuation is required, individuals should:

- Take personal belongings (ID card, phone, keys) and proceed to the nearest exit.
- Follow posted evacuation routes; most classrooms and offices display maps with routes and assembly areas.
- Avoid elevators.
- Once outside, proceed to the designated Evacuation Assembly Area listed in the Stop. Think. Act. guide and at emergency.spu.edu.
- Check in with a Building Emergency Coordinator (BEC), identifiable by orange vests, and follow their instructions.

Lockdown / Shelter-in-Place Procedures

Certain emergencies—such as an **active threat, violence, or hazardous materials incident**—require individuals to remain inside rather than evacuate. If a **lockdown or shelter-in-place** is ordered:

- Go to the nearest safe room or office.
- Close, lock, or barricade doors.
- Turn off lights, silence cell phones, and remain quiet.

- Stay away from windows and doors.
- Remain in place until an “**all-clear**” notification is received through SPU-Alert.

If you are outside during a lockdown:

- Do not attempt to enter a locked building.
- Leave campus immediately, avoiding any areas the SPU-Alert system identifies as a concern.
- Monitor updates from a safe distance until you are informed it is safe to return.

Emergency Resources: *Stop. Think. Act.* and Online Access

Seattle Pacific University equips classrooms and offices with the Stop. Think. Act. guide, which outlines key response steps for evacuation, lockdown/shelter-in-place, and other emergency procedures.

In addition, SPU maintains a mobile-friendly site with current instructions, assembly areas, and response protocols: <https://emergency.spu.edu>. This site provides a quick reference to what to do in case of fire, earthquake, active threat, or other emergencies, and is updated regularly by the Office of Safety and Security.

Emergency Drills and Tests

To both prepare the community and comply with regulatory requirements, SPU conducts:

- An annual all-campus evacuation drill, usually paired with a lockdown/shelter-in-place exercise.
- Quarterly fire drills in residence halls during the academic year.
- Tests of the SPU-Alert system in connection with these drills.

Drills may be announced or unannounced. The University publicizes its evacuation and emergency procedures in advance of the annual drill. OSS documents each test with a description, date, time, and whether it was announced.

Appendix and Resources

Appendix A – Crime Definitions

Definitions of Reportable Crimes

Murder/Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

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

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

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

Motor Vehicle Theft: Theft or attempted theft of a motor vehicle. Pursuant to federal regulations, all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding—will be classified as motor vehicle theft.

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

Larceny/Theft (except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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

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

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism to Property (except Arson): To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Sex Offenses (Sexual Assault): Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

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

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: A felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

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

Hate Crime: A crime reported to local police agencies or to a Campus Security Authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act, the following eight categories of bias are reported: a victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Categories of Prejudice

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks or African Americans, whites).

Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

Arrests and Disciplinary Referrals

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

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

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

Definitions of Geography

As specified in the Clery Act, the following property descriptions are used to identify the location of crimes on and around campus.

On-Campus Buildings or Property

- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and
- Any building or property that is within or reasonably contiguous to the area identified in the above paragraph, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Buildings or Property

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

Public Buildings or Property

- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.
 - Crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.
-

Washington State Law Definitions Related to Crimes of Gender-Based Violence

Definitions Related to Sexual Assault

Rape (First, Second, and Third Degree)

RCW 9A.44.040 - Rape in the First Degree

A person is guilty of rape in the first degree when such person engages in sexual intercourse with another person by forcible compulsion where the perpetrator or an accessory:

- Uses or threatens to use a deadly weapon or what appears to be a deadly weapon; or
- Kidnaps the victim; or
- Inflicts serious physical injury, including but not limited to physical injury which renders the victim unconscious; or
- Feloniously enters into the building or vehicle where the victim is situated.

Rape in the first degree is a class A felony.

RCW 9A.44.050 - Rape in the Second Degree

A person is guilty of rape in the second degree when, under circumstances not constituting rape in the first degree, the person engages in sexual intercourse with another person:

- By forcible compulsion
- When the victim is incapable of consent by reason of being physically helpless or mentally incapacitated
- When the victim is a person with a developmental disability and the perpetrator is a person who has supervisory authority over the victim or was providing transportation, within the course of his or her employment, to the victim at the time of the offense
- When the perpetrator is a health care provider, the victim is a client or patient, and the sexual intercourse occurs during a treatment session, consultation, interview, or examination. It is an affirmative defense that the defendant must prove by a preponderance of the evidence that the client or patient consented to the sexual intercourse with the knowledge that the sexual intercourse was not for the purpose of treatment
- When the victim is a resident of a facility for persons with a mental disorder or chemical dependency and the perpetrator is a person who has supervisory authority over the victim
- When the victim is a frail elder or vulnerable adult and the perpetrator is a person who has a significant relationship with the victim or was providing transportation, within the course of his or her employment, to the victim at the time of the offense

Rape in the second degree is a class A felony.

RCW 9A.44.060 - Rape in the Third Degree

A person is guilty of rape in the third degree when, under circumstances not constituting rape in the first or second degrees, such person engages in sexual intercourse with another person:

- Where the victim did not consent as defined in RCW 9A.44.010(7), to sexual intercourse with the perpetrator; or
- Where there is threat of substantial unlawful harm to property rights of the victim.

Rape in the third degree is a class C felony.

Rape of a Child (First, Second, and Third Degree)

RCW 9A.44.073 - Rape of a Child in the First Degree

A person is guilty of rape of a child in the first degree when the person has sexual intercourse with another who is less than twelve years old and the perpetrator is at least twenty-four months older than the victim.

Rape of a child in the first degree is a class A felony.

RCW 9A.44.076 - Rape of a Child in the Second Degree

A person is guilty of rape of a child in the second degree when the person has sexual intercourse with another who is at least twelve years old but less than fourteen years old and the perpetrator is at least thirty-six months older than the victim.

Rape of a child in the second degree is a class A felony.

RCW 9A.44.079 - Rape of a Child in the Third Degree

A person is guilty of rape of a child in the third degree when the person has sexual intercourse with another who is at least fourteen years old but less than sixteen years old and the perpetrator is at least forty-eight months older than the victim.

Rape of a child in the third degree is a class C felony.

Indecent Liberties

RCW 9A.44.100 - Indecent Liberties

A person is guilty of indecent liberties when he or she knowingly causes another person to have sexual contact with him or her or another:

- By forcible compulsion
- When the other person is incapable of consent by reason of being mentally defective, mentally incapacitated, or physically helpless
- When the victim is a person with a developmental disability and the perpetrator is a person who has supervisory authority over the victim or was providing transportation, within the course of his or her employment, to the victim at the time of the offense
- When the perpetrator is a health care provider, the victim is a client or patient, and the sexual contact occurs during a treatment session, consultation, interview, or examination. It is an affirmative defense that the defendant must prove by a preponderance of the evidence that the client or patient consented to the sexual contact with the knowledge that the sexual contact was not for the purpose of treatment
- When the victim is a resident of a facility for persons with a mental disorder or chemical dependency and the perpetrator is a person who has supervisory authority over the victim

- When the victim is a frail elder or vulnerable adult and the perpetrator is a person who has a significant relationship with the victim or was providing transportation, within the course of his or her employment, to the victim at the time of the offense

Indecent liberties is a class B felony, except indecent liberties by forcible compulsion is a class A felony.

Related Definitions

RCW 9A.44.010 - Definitions

As used in this chapter:

Sexual Intercourse:

- Has its ordinary meaning and occurs upon any penetration, however slight, and
- Also means any penetration of the vagina or anus however slight, by an object, when committed on one person by another, whether such persons are of the same or opposite sex, except when such penetration is accomplished for medically recognized treatment or diagnostic purposes, and
- Also means any act of sexual contact between persons involving the sex organs of one person and the mouth or anus of another whether such persons are of the same or opposite sex.

Sexual Contact: Any touching of the sexual or other intimate parts of a person done for the purpose of gratifying sexual desire of either party or a third party.

Married: One who is legally married to another, but does not include a person who is living separate and apart from his or her spouse and who has filed in an appropriate court for legal separation or for dissolution of his or her marriage.

Mental Incapacity: That condition existing at the time of the offense which prevents a person from understanding the nature or consequences of the act of sexual intercourse whether that condition is produced by illness, defect, the influence of a substance or from some other cause.

Physically Helpless: A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.

Forcible Compulsion: Physical force which overcomes resistance, or a threat, express or implied, that places a person in fear of death or physical injury to herself or himself or another person, or in fear that she or he or another person will be kidnapped.

Consent: At the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

Significant Relationship: A situation in which the perpetrator is:

- A person who undertakes the responsibility, professionally or voluntarily, to provide education, health, welfare, or organized recreational activities principally for minors
- A person who in the course of his or her employment supervises minors

- A person who provides welfare, health or residential assistance, personal care, or organized recreational activities to frail elders or vulnerable adults, including a provider, employee, temporary employee, volunteer, or independent contractor who supplies services to long-term care facilities licensed or required to be licensed under chapter 18.20, 18.51, 72.36, or 70.128 RCW, and home health, hospice, or home care agencies licensed or required to be licensed under chapter 70.127 RCW, but not including a consensual sexual partner.

Abuse of a Supervisory Position:

- To use a direct or indirect threat or promise to exercise authority to the detriment or benefit of a minor; or
- To exploit a significant relationship in order to obtain the consent of a minor.

Person with a Developmental Disability: For purposes of RCW 9A.44.050(1)(c) and 9A.44.100(1)(c), means a person with a developmental disability as defined in RCW 71A.10.020.

Person with Supervisory Authority: For purposes of RCW 9A.44.050(1)(c) or (e) and 9A.44.100(1)(c) or (e), means any proprietor or employee of any public or private care or treatment facility who directly supervises developmentally disabled, mentally disordered, or chemically dependent persons at the facility.

Person with a Mental Disorder: For the purposes of RCW 9A.44.050(1)(e) and 9A.44.100(1)(e) means a person with a "mental disorder" as defined in RCW 71.05.020.

Person with a Chemical Dependency: For purposes of RCW 9A.44.050(1)(e) and 9A.44.100(1)(e) means a person who is "chemically dependent" as defined in RCW 70.96A.020(4).

Health Care Provider: For purposes of RCW 9A.44.050 and 9A.44.100 means a person who is, holds himself or herself out to be, or provides services as if he or she were: (a) A member of a health care profession under chapter 18.130 RCW; or (b) registered under chapter 18.19 RCW or licensed under chapter 18.225 RCW, regardless of whether the health care provider is licensed, certified, or registered by the state.

Treatment: For purposes of RCW 9A.44.050 and 9A.44.100 means the active delivery of professional services by a health care provider which the health care provider holds himself or herself out to be qualified to provide.

Frail Elder or Vulnerable Adult: A person sixty years of age or older who has the functional, mental, or physical inability to care for himself or herself. Also includes a person found incapacitated under chapter 11.88 RCW, a person over eighteen years of age who has a developmental disability under chapter 71A.10 RCW, a person admitted to a long-term care facility that is licensed or required to be licensed under chapter 18.20, 18.51, 72.36, or 70.128 RCW, and a person receiving services from a home health, hospice, or home care agency licensed or required to be licensed under chapter 70.127 RCW.

Definition of Stalking

RCW 9A.46.110 - Stalking

A person commits the crime of stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime:

- He or she intentionally and repeatedly harasses or repeatedly follows another person; and

- The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and
- The stalker either:
 - Intends to frighten, intimidate, or harass the person; or
 - Knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person.

Defenses and Prima Facie Evidence:

- It is not a defense to the crime of stalking that the stalker was not given actual notice that the person did not want the stalker to contact or follow the person
- It is not a defense to the crime of stalking that the stalker did not intend to frighten, intimidate, or harass the person
- It shall be a defense to the crime of stalking that the defendant is a licensed private investigator acting within the capacity of his or her license as provided by chapter 18.165 RCW
- Attempts to contact or follow the person after being given actual notice that the person does not want to be contacted or followed constitutes prima facie evidence that the stalker intends to intimidate or harass the person. "Contact" includes, in addition to any other form of contact or communication, the sending of an electronic communication to the person.

Classification:

- A person who stalks another person is guilty of a gross misdemeanor, except:
- A person who stalks another is guilty of a class B felony if any of the following applies:
 - The stalker has previously been convicted in this state or any other state of any crime of harassment of the same victim or members of the victim's family or household or any person specifically named in a protective order
 - The stalking violates any protective order protecting the person being stalked
 - The stalker has previously been convicted of a gross misdemeanor or felony stalking offense under this section for stalking another person
 - The stalker was armed with a deadly weapon while stalking the person
 - The stalker's victim is or was a law enforcement officer; judge; juror; attorney; victim advocate; legislator; community corrections' officer; an employee, contract staff person, or volunteer of a correctional agency; court employee, court clerk, or courthouse facilitator; or an employee of the child protective, child welfare, or adult protective services division within the department of social and health services; and the stalker stalked the victim to retaliate against the victim for an act the victim

performed during the course of official duties or to influence the victim's performance of official duties

- The stalker's victim is a current, former, or prospective witness in an adjudicative proceeding, and the stalker stalked the victim to retaliate against the victim as a result of the victim's testimony or potential testimony

Additional Definitions:

Correctional Agency: A person working for the department of natural resources in a correctional setting or any state, county, or municipally operated agency with the authority to direct the release of a person serving a sentence or term of confinement and includes but is not limited to the department of corrections, the indeterminate sentence review board, and the department of social and health services.

Follows: Deliberately maintaining visual or physical proximity to a specific person over a period of time. A finding that the alleged stalker repeatedly and deliberately appears at the person's home, school, place of employment, business, or any other location to maintain visual or physical proximity to the person is sufficient to find that the alleged stalker follows the person. It is not necessary to establish that the alleged stalker follows the person while in transit from one location to another.

Harasses: Unlawful harassment as defined in RCW 10.14.020.

Protective Order: Any temporary or permanent court order prohibiting or limiting violence against, harassment of, contact or communication with, or physical proximity to another person.

Repeatedly: On two or more separate occasions.

Definition of Domestic Violence

RCW 10.99.020(4) - Definitions

"Domestic violence" includes but is not limited to any of the following crimes when committed either by one family or household member against another family or household member, or by one intimate partner against another intimate partner:

- Assault in the first degree (RCW 9A.36.011)
- Assault in the second degree (RCW 9A.36.021)
- Assault in the third degree (RCW 9A.36.031)
- Assault in the fourth degree (RCW 9A.36.041)
- Drive-by shooting (RCW 9A.36.045)
- Reckless endangerment (RCW 9A.36.050)
- Coercion (RCW 9A.36.070)
- Burglary in the first degree (RCW 9A.52.020)
- Burglary in the second degree (RCW 9A.52.030)

- Criminal trespass in the first degree (RCW 9A.52.070)
- Criminal trespass in the second degree (RCW 9A.52.080)
- Malicious mischief in the first degree (RCW 9A.48.070)
- Malicious mischief in the second degree (RCW 9A.48.080)
- Malicious mischief in the third degree (RCW 9A.48.090)
- Kidnapping in the first degree (RCW 9A.40.020)
- Kidnapping in the second degree (RCW 9A.40.030)
- Unlawful imprisonment (RCW 9A.40.040)
- Violation of the provisions of a restraining order, no-contact order, or protection order restraining or enjoining the person or restraining the person from going onto the grounds of or entering a residence, workplace, school, or day care, or prohibiting the person from knowingly coming within, or knowingly remaining within, a specified distance of a location
- Rape in the first degree (RCW 9A.44.040)
- Rape in the second degree (RCW 9A.44.050)
- Residential burglary (RCW 9A.52.025)
- Stalking (RCW 9A.46.110)
- Interference with the reporting of domestic violence (RCW 9A.36.150)

Definition of Dating Relationship

RCW 26.50.010(2) - Definitions

"Dating relationship" means a social relationship of a romantic nature. Factors that the court may consider in making this determination include:

- The length of time the relationship has existed
- The nature of the relationship
- The frequency of interaction between the parties

End of Definitions

Appendix B – Title IX Sexual Harassment and Related Conduct Policy and Procedures

Title IX Sexual Harassment and Related Conduct Policy

Purpose

This Policy informs members of the University community about the University's prohibition against Sexual Harassment and Retaliation. It provides information about resources, reporting options, and prompt and equitable resolution options. The Policy reinforces the University's commitment to preventing and responding to Sexual Harassment in a manner consistent with applicable federal, state, and local law. Consistent with the procedures set forth and referenced in this Policy, the University will take steps to eliminate Sexual Harassment, prevent its recurrence, and remedy any discriminatory effects for members of the University community.

This policy supersedes the university's Sexual Misconduct Policy and Title IX Sexual Harassment Grievance Procedure.

Certain terms in this policy are defined at the end of the policy.

Entities Affected By This Policy

This policy applies to all students, staff, faculty, volunteers, and other individuals participating in or seeking to participate in the University's programs or activities, including education and employment.

Policy Version: 1.0

Responsible Office: Title IX Office

Responsible Executive: Vice President for Business and Finance

Effective Date: September 30, 2024

Last Updated: February 25, 2025

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Preventing and Responding to Sexual Harassment

The University prohibits Sexual Harassment, as defined below, by any person governed by this Policy. The University, through this Policy, encourages prompt reporting of Sexual Harassment; identifies persons to whom Sexual Harassment may be reported; prohibits Retaliation against persons who exercise any rights under this Policy; assures confidentiality and privacy to the extent possible consistent with federal, state, and local law and the need to address and resolve reports of Sexual Harassment appropriately; explains how each report of Sexual Harassment will receive a prompt response from the University; assures all members of the University community that each Formal Complaint of Sexual Harassment will receive a prompt, equitable, impartial and thorough investigation and/or alternative resolution; and provides for appropriate remedial, disciplinary, or other corrective action.

1. The University is committed to addressing Sexual Harassment through prevention and education, while it is the responsibility of every member of the University community to foster an environment free of Sexual Harassment. All members of the University community are encouraged to take reasonable and prudent actions to prevent or stop an act of Sexual Harassment. Taking action may include direct intervention when safe to do so, enlisting the assistance of friends, contacting law enforcement, or seeking assistance from a person in authority.
2. The University will respond to reports and allegations of Sexual Harassment in a timely manner, using informal and formal procedures designed to eliminate the conduct, prevent its recurrence, and remedy any adverse effects of the conduct on members of the campus community or in University Programs or Activities. A person who experiences and reports (or is reported to have experienced) Sexual Harassment under this Policy will be offered prompt, reasonable, and appropriate supportive measures, and a person who is found responsible for violating this Policy may be subject to a range of potential disciplinary action, up to and including expulsion or termination. Some forms of Sexual Harassment may also violate federal, state, and/or local criminal laws, and criminal prosecution may occur independently of any actions taken by the University.
3. Sexual Harassment can be committed by or against individuals of any sex or gender and can occur between individuals of the same sex/gender or different sexes/genders. Sexual Harassment can also occur between strangers or acquaintances, as well as persons involved in intimate, sexual, dating, domestic, or familial relationships. Intoxication or impairment from alcohol, drugs or other substances is not a defense to a violation of this Policy. Unless specifically noted, intent is not a required element to establish a Policy violation.
4. The University also prohibits Retaliation (which includes words or acts, as described below) against an individual or group of individuals involved in a protected activity under this Policy. A protected activity may include participating, testifying, assisting, or refusing to participate in any manner in proceedings under this Policy; making a good faith report under this Policy; filing an external complaint; or opposing in a reasonable manner and consistent with University policy, an action reasonably believed to constitute a violation of this Policy. Retaliation can take many forms, including, but not limited to, adverse action or violence, discrimination, threats, coercion, and intimidation that would discourage a reasonable person (under similar circumstances) from engaging in protected activity.
5. All University community members are expected to provide truthful information in any proceeding under this Policy. Intentionally submitting or providing false or misleading information to the University in bad faith, for personal gain, or to cause intentional harm to another in connection with any proceeding under this Policy is prohibited, and may be subject to disciplinary sanctions in accordance with applicable University policy or procedures. This provision does not apply to reports made or information provided in good faith, even if the facts alleged in the report are not later substantiated.
6. Nothing in this Policy shall be deemed to revoke any right of a faculty member may have to file a grievance under the Faculty Code or limit academic freedom. Accordingly, in an academic setting, expression that is reasonably designed or reasonably intended to contribute to academic inquiry, education, or debate on issues of public concern does not violate this Policy.
7. While this Policy specifically seeks to address issues of sexual assault and/or harassment, community members should also be mindful of the guidelines around healthy sexual activity that exist for [students](#) and [employees](#).

Consistent with the University's Nondiscrimination Policy, the University does not unlawfully discriminate against any person in any of its education or employment programs and activities, including admissions, on any basis prohibited by federal, state, or other applicable law, including on the basis of sex, and it does not tolerate Discrimination or Discriminatory Harassment on the basis of sex. The University complies with Title IX of the Education Amendments of 1972 ("Title IX") which prohibits discrimination on the basis of sex in the University's programs and activities; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA) which, along with Title IX, provides the authority for this Policy and the University's response to Sexual Assault, Dating Violence, Domestic Violence and Stalking. The University also complies with Title VII of the Civil Rights Act of 1964 ("Title VII"), which prohibits discrimination on the basis of sex in employment, and other applicable law.

Concerns about the University's application of Title IX may be addressed to the University's Interim Title IX Coordinator (at michac@spu.edu); the United States Department of Education, Clery Act Compliance Division (at clery@ed.gov); the United States Department of Education, Office for Civil Rights (at OCR@ed.gov or 800-421-3481); and/or the Equal Employment Opportunity Commission (at info@eeoc.gov or 800-669-4000).

To request disability accommodations in connection with this Policy and corresponding procedure, students should contact the [Office of Disability Support Services](#) at 206-286-72348 or dss@spu.edu. Employees and applicants for employment should contact the [Human Resources](#) at 206-281-2809.

The Role of the Title IX Coordinator

The University has designated a Title IX Coordinator to oversee the implementation of this Policy, to ensure compliance with Title IX, and relevant portions of VAWA and Title VII, and to work with the Division of Business and Finance on compliance with the Clery Act and other applicable laws. The University's Title IX Coordinator is Cheryl Logsdon.

- Cheryl Logsdon, Assistant Vice President of Safety and Security | Title IX Coordinator; michac@spu.edu; on campus -- 601 West Emerson; by mail - Seattle Pacific University, 3307 Third Avenue West, Suite 302, Seattle, WA 98119.
- Christina Traverso, Deputy Title IX Coordinator and Special Investigator: (206) 281-2626; traversoc@spu.edu; on campus -- 601 West Emerson; by mail - Seattle Pacific University, 3307 Third Avenue West, Suite 302, Seattle, WA 98119.

The University's Title IX Coordinator oversees the University's centralized response to all reports of Sexual Harassment to ensure implementation of this Policy and compliance with applicable federal, state, and local law. To ensure compliance, the Title IX Coordinator and designated staff will:

1. Communicate with all members of the University community regarding applicable law and policy and provide information about how individuals may access resources and reporting options.
2. Maintain and implement applicable University policies and procedures in effort to comply with applicable law.

3. Ensure that all students and employees have access to education and training regarding Title IX, related provisions of the Clery Act, and Sexual Harassment as defined in this Policy.
4. Respond to any report regarding conduct that may violate this Policy. In this capacity, the Title IX Coordinator shall:
 1. Direct the provision of any Supportive Measures.
 2. Oversee the prompt and equitable investigation and/or alternative resolution of a report of Sexual Harassment.
 3. Take appropriate action to respond to reports of Sexual Harassment, prevent its recurrence, and remedy its effects.
5. Maintain centralized records of all reports, investigations, and resolutions.
6. Implement any remedies provided to a Complainant after a Respondent is found responsible for Sexual Harassment after the completion of the applicable grievance procedure.

The Title IX Coordinator maintains broad oversight responsibility but may delegate responsibilities or activities under this Policy to other designated administrators, or external professionals who will have appropriate training and/or experience. When used in this Policy, the term Title IX Coordinator may include an appropriate designee.

Prohibited Conduct

Key terms related to this Policy are defined immediately below. Additional important terms are defined throughout the text of the Policy.

Title IX Sexual Harassment

For the purposes of Title IX Sexual Harassment, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of SPU conditioning an educational benefit or service of SPU on an individual's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to SPU's education program or activity;
3. A VAWA Offense, meaning "sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
 1. Sexual Assault is defined as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. NOTE: If the following sexual assault definitions are updated in the NIBRS User Manual (available online at FBI UCR Technical Specifications), the updated definitions are applied.

1. Rape (except Statutory Rape): The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
 2. Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
 3. Sexual assault with an object: To use an object or instrument to unlawfully penetrate, however, slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
 4. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
 5. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 6. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.
2. Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is to be determined based on length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 3. Domestic Violence – a felony or misdemeanor crime of violence committed:
 1. By a current or former spouse or intimate partner of the victim;
 2. By a person with whom the victim shares a child in common;
 3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of Washington, or
 5. By any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of Washington.
 4. Stalking– 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 or the safety of others; or
 2. Suffer substantial emotional distress.

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

Title VII Sexual Harassment

Amongst employees, harassment because of sex is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any of the following conditions are met:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Understanding Consent and Incapacitation

(This definition of consent is not meant to condone sexual activity or other conduct that is in violation of the University's [Student Standards of Conduct](#), but is included in order to define other terms in this policy.)

For purposes of this policy, consent is knowing, voluntary and clear permission by word or action to engage in sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity. Consent to engage in one form of sexual activity does not imply or constitute consent to engage in another form of sexual activity. Consent to engage in sexual activity with one individual does not imply or constitute consent to engage in sexual activity with another.

Consent cannot be inferred from silence, passivity, or lack of verbal or physical resistance. Relying on nonverbal communication alone may result in a violation of this policy. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back. Consent can also be withdrawn once given if the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Even if words or conduct alone seem to imply consent, sexual activity is nonconsensual when:

1. Force or coercion is threatened or used to procure compliance with the sexual activity.
2.
 1. Force is the use of physical violence, physical force, threat, or intimidation to overcome resistance or gain consent to sexual activity.
 2. Coercion is unreasonable pressure for sexual activity. Examples of coercion may include using blackmail or extortion to overcome resistance or gain consent to sexual activity.
3. The person is asleep, unconscious, or physically unable to communicate their unwillingness to engage in sexual activity; or a reasonable person would or should know that the other person lacks the mental capacity at the time of the sexual activity to be able to understand the nature or consequences of the act, whether that incapacity is produced by illness, defect, the influence of alcohol or another substance, or some other cause.

Incapacitation by drugs or alcohol

When alcohol or drugs are involved, a person is considered incapacitated or unable to give valid consent if the individual cannot fully understand the details of the sexual interaction (i.e., who, what, when, where, why, and how), and/or the individual lacks the capacity to reasonably understand the situation and to make rational, reasonable decisions.

Alcohol and other drugs impact everyone differently and determining whether an individual is incapacitated requires an individualized determination. The University does not expect Students, Faculty, or Staff to be medical experts in assessing incapacitation. Individuals should look for common and obvious warning signs that show that an individual may be incapacitated or approaching incapacitation. An individual's level of intoxication is not always demonstrated by objective signs; however, some signs that an individual may be incapacitated include clumsiness, difficulty walking, poor judgment, difficulty concentrating, slurred speech, vomiting, combativeness, or emotional volatility.

Another effect of excessive alcohol consumption can be memory impairment or an inability to recall entire or partial events (sometimes referred to as "black-out" or "brown-out"). An individual may experience this symptom while appearing to be functioning "normally," including communicating through actions or words that can reasonably and objectively be interpreted as communicating consent to engage in sexual activity. Total or partial loss of memory, alone, may not be sufficient, without additional evidence, to prove that an individual was incapacitated under this policy. Whether sexual activity under these circumstances constitutes Prohibited Conduct depends on the presence or absence of the outwardly observable factors indicating that an individual is incapacitated, as described above.

An individual's level of intoxication may change over a period based on a variety of individual factors, including the amount of substance intake, speed of intake, body mass, height, weight, tolerance, quantity and pattern of food and sleep, drinking pattern, and metabolism. It is critical, therefore, that any individual engaging in sexual activity is aware of both their own and the other individual's level of intoxication and capacity to give consent.

In evaluating affirmative consent in cases involving incapacitation, the University considers the totality of available information in determining two issues:

1. Did the Respondent know the Complainant was incapacitated?; or, if not,
2. Would a sober, reasonable individual in a similar set of circumstances as the Respondent have known that the Complainant was incapacitated?

If either question is answered positively, consent was absent, and the conduct is likely a violation of this Policy.

Reasonable Belief in Affirmative Consent

A Respondent may indicate that they had a reasonable belief in affirmative consent as a defense to sexual assault. In evaluating whether a Respondent's belief was plausible and reasonable, the University will consider the totality of circumstances, including information known to the Respondent, as well as information that should reasonably have been known to the Respondent. The University will evaluate whether the communication (through clear words and/or actions) between the parties would be interpreted by a reasonable person (under similar circumstances and with similar identities) as a willingness to engage in a particular sexual act.

Belief in affirmative consent is not reasonable if it arose from a Respondent's voluntary intoxication or recklessness, and such intoxication is not an excuse for engaging in Prohibited Conduct. Further, such belief is not reasonable if reasonable steps are not taken to determine consent.

Scope and Jurisdiction

This Policy applies to Sexual Harassment that occurs in the University's Programs or Activities. This Policy may also apply to Sexual Harassment that occurs outside the University's Programs or Activities when, at the discretion of the Title IX Coordinator:

- there is close proximity between the reported conduct and the University community;
 - there is a sufficient nexus between the reported conduct and the University's Programs or Activities; and/or
 - the reported conduct has alleged continuing adverse effects or creates a hostile environment on campus or in the University's Programs or Activities.
1. Where reported conduct involves a potential violation of both this Policy and another University policy, the University may choose to investigate and/or adjudicate all of the alleged misconduct under the procedures set forth in this Policy, provided that doing so would not unduly delay a prompt or equitable resolution of the report.
 2. This Policy applies to all reports of Sexual Harassment that are received by the University on or after the effective date of this Policy, regardless of when the Sexual Harassment is alleged to have occurred. Where the date of the reported Sexual Harassment precedes the effective date of this Policy, the definition of Sexual Harassment in existence at the time of the alleged incident(s) will be used, except where use of such definition would be contrary to law. The procedures under this Policy, however, will be used to investigate and resolve all reports of Sexual Harassment subject to this Policy made on or after the effective date of

this policy, regardless of when the alleged incident(s) occurred, except where the use of such procedures would be contrary to law.

3. Allegations of discrimination and other misconduct on the basis of sex that are not covered by this Policy may be governed by other University policies or processes, including but not limited to the Code of Student Conduct, the Student Accountability Process, the Employee Handbook, the Faculty Code, the university's Non-Discrimination Policy, and amorous relationship policies.
4. This Policy supersedes any conflicting information in any other University policy with respect to the definitions or procedures relating to Sexual Harassment within the scope of this Policy and provides the exclusive University remedy for alleged Sexual Harassment within the scope of this Policy.

Understanding Privacy and Confidentiality

Issues of privacy and confidentiality play important roles in this Policy and may affect individuals differently. While they are closely related, the concepts of privacy and confidentiality are distinct terms that are explained in more detail in Appendix A.

1. Individuals involved in the resolution processes under this Policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation. While discretion regarding the process is important, Complainants and Respondents are not restricted from discussing and sharing information with others who may support or assist them during the process.
2. Intentional disclosures that are not for the purpose of preparing for the resolution process or obtaining support may be subject to the prohibition on retaliation if determined to be retaliatory in nature. All parties are encouraged to maintain the privacy of Family Educational Rights and Privacy Act (FERPA)-protected and/or sensitive information gathered or learned in the process.

Reporting Options and Resources

The University encourages all individuals to promptly report Sexual Harassment to the Title IX Coordinator and report VAWA Offenses to the Title IX Coordinator and law enforcement. The University also recognizes that deciding to report can be difficult and is an intensely personal decision. Complainants and witnesses are encouraged to seek assistance from campus and community resources and to explore all potential reporting and support options.

1. A Complainant has the right to report or decline to report crimes to law enforcement. Under limited circumstances (i.e., threats to the health or safety of an individual) or to comply with applicable law, the University may independently notify law enforcement.
2. University processes and law enforcement investigations operate independently of one another, although the Title IX Coordinator may coordinate information with SPU's Office of Safety and Security as part of the intake assessment.
3. Anyone can make a report in person, by telephone, by email or online with the following individuals:

Cheryl Logsdon, Assistant Vice President of Safety and Security | Title IX Coordinator: (206) 281-2678; michac@spu.edu; on campus -- 601 West Emerson; by mail - Seattle Pacific University, 3307 Third Avenue West, Suite 302, Seattle, WA 98119.

Christina Traverso, Deputy Title IX Coordinator and Special Investigator: (206) 281-2626; travresoc@spu.edu; on campus -- 601 West Emerson; by mail - Seattle Pacific University, 3307 Third Avenue West, Suite 302, Seattle, WA 98119.

Terry Winn, Assistant Vice President of Human Resources | Section 504 Coordinator: (206) 281-2678; winn@spu.edu; on campus -- 330 W. Nickerson St.; by mail - Seattle Pacific University, 3307 Third Avenue West, Suite 302, Seattle, WA 98119.

- Reports can also be submitted online 24/7 using the [Report a Concern](#). Reports can be submitted anonymously and are received by SPU's Response Team:
- 1. Cheryl Logsdon, Assistant Vice President of Safety and Security | Title IX Coordinator, (206) 281-2625; michac@spu.edu.
- If on campus, contact OSS 24/7 for assistance in filing a criminal complaint and preserving physical evidence at:

Office of Safety and Security
601 West Emerson
Seattle, WA 98119

Email: securityinfo@spu.edu

Emergencies (from on campus): x2911 | (from off campus): 206-281-2911

- If off campus, call 911 to reach local emergency response.

An individual may pursue some or all of these steps at the same time (e.g., one may simultaneously pursue a Title IX report and a criminal complaint). When initiating any of the above options, an individual does not need to know whether they wish to request any particular course of action nor how to label what happened. As part of a report to the Title IX Coordinator, an individual can also request [Supportive Measures](#). When a report of Sexual Harassment is made to the Title IX Coordinator, the Title IX Coordinator will promptly contact the Complainant and conduct an assessment to determine next steps, including whether the University may offer Supportive Measures. However, the University will not commence a resolution process without a [Formal Complaint](#).

If a Title IX administrator is identified as a Respondent, Complainants and/or reporting parties may submit reports to the Assistant Vice President for Human Resources.

Anonymous Reporting

Anonymous reports will be preliminarily investigated to the extent possible, both to assess the underlying allegation(s) and to determine if remedies can be provided. However, anonymous reports typically limit the University's ability to investigate, respond, and provide remedies, depending on what information is shared.

Timeframe for Reporting

There is no time limitation on reporting alleged violations of this Policy. However, if the Respondent is no longer subject to the University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited. Acting on allegations significantly impacted by the passage of time (including, but not limited to, the

rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer resources and/or remedies, and/or engage in informal or formal action, as appropriate. When a significant time delay impacts the reporting of alleged violations, the University will apply the policy in place at the time of the alleged violation, and the procedures in place at the time the violation is reported.

Community Immunity

The University seeks to eliminate barriers for Complainants and witnesses who may be hesitant to seek medical or emergency assistance, report an incident to University officials, or participate in resolutions processes because they fear that they themselves may be in violation of certain policies at the time of the incident. In general, the University will not pursue disciplinary action for pre-marital sexual activity, personal consumption of alcohol or drugs, or other activities that would otherwise be a violation of the Code of Student Conduct against a student who makes a good faith report to the University, or participates as a party or witness to Sexual Harassment, provided the misconduct did not endanger the health or safety of others. The University may engage in an assessment or educational discussion or pursue other non-disciplinary options.

Requests for Anonymity

Once a report has been shared with the Title IX Coordinator, a Complainant may request that their identity not be shared with the Respondent (request for anonymity), that no investigation occur, or that no resolution process be pursued. The University will carefully balance this request in the context of the University's commitment to provide a safe and non-discriminatory environment for all University community members. The University will make all reasonable efforts to respond to the report consistent with a Complainant's request, but to pursue a resolution against a Respondent under this Policy, the Respondent must be provided with sufficient notice of the reported conduct, including the Complainant's identity if known. In some cases, including where the University determines that the failure to pursue a resolution process would be inconsistent with its legal obligations, the University may choose to pursue a resolution even if a Complainant requests that no resolution be pursued. More information about how to report Sexual Harassment that is in progress or threatened, and information about medical care, is available on the following website: <https://spu.edu/administration/human-resources/nondiscrimination-title-ix-hr/resources-options>

University Community Members' Reporting Obligations

It is important to understand the different [/wiki/spaces/HR/pages/35783752](https://wiki.spaces/hr/pages/35783752) of University community members. Some community members are designated as Confidential Resources (e.g., pastoral counselors, health care providers and mental health counselors acting within their professional capacities) while others are Title IX Responsible Employees. Confidential Resources will generally not report personally identifying information shared with them about Sexual Harassment to the Title IX Coordinator. Conversely, Title IX Responsible Employees are required by the University to promptly share all available information about Sexual Harassment with the Title IX Coordinator. The University encourages Complainants to seek clarification about an employee's reporting obligations before making disclosures.

Responsible Employees

Title IX Responsible Employees are University community members who are required by this Policy to promptly report suspected or alleged incidents Sexual Harassment or potential

violations of this Policy to the Title IX Coordinator. Unless identified and acting as a Confidential Resource, SPU Responsible Employees include:

1. President, Vice Presidents, Deans, and Department Chairs
2. Deputy, Vice, Assistant and Associate, Deans, and individuals who directly report to any of these roles
3. Faculty
4. Athletic Director, Coaches, Assistant Coaches, Graduate Assistants and other Athletics Department employees
5. All Residence Directors and Area Coordinators
6. Anyone who directly supervises students, student workers, faculty, or other staff
7. Managers, coordinators, program heads, directors (including deputy, vice, assistant or associate positions)
8. All staff in Enrollment Management and Marketing
9. Faculty Academic Advisors and Undergraduate Academic Counselors
10. All staff in the Office for Inclusive Excellence
11. All staff in the Department of Human Resources
12. All staff in the Division of Student Formation and Community Engagement
13. All staff in the Division of Finance and Administration
14. Safety and Security Police Department Staff
15. Individuals designated as Campus Security Authorities under the Clery Act

Responsible Employees must report all known information, including the identities of the parties, the date, time, and location, and any details about the reported incident to the Title IX Coordinator that are known. Responsible Employees may provide support and assistance to a reporting party, but they cannot promise confidentiality or withhold information about Sexual Harassment. Failure by a Responsible Employee to promptly report suspected or alleged Sexual Harassment may subject them to appropriate discipline, including removal from a position or termination of employment. There are limited exceptions to this requirement. The exceptions are:

1. Employees, interns, professional trainees, volunteers, contractors, and other similar individuals who have received information while providing services within their professional capacity at the Student Health Services, SPU Clinical Psychology Practicum programs or University Ministries, or while otherwise designated by SPU to provide counseling or health services.
2. Employees participating in preventative education for students regarding sex and gender-based violence or a related program, during which a student or employee discloses having experienced a form of Sexual Harassment.

3. Employees engaged in research and climate surveys which include gathering information on discrimination and harassment, during which a research participant discloses, for the purpose of the research, having experienced discrimination and harassment, unless otherwise required by applicable law.
4. Employees working in Admissions or engaged in recruitment activities who learn about incidents of sexual harassment or sexual violence that may have impacted student applicants or admitted students prior to their matriculation at SPU.
5. The Responsible Employee requirements described in this section do not apply when the only employee with information about conduct that may constitute Sexual Harassment is the employee-complainant.

Some Responsible Employees may also be designated as Campus Security Authorities (CSAs). All CSAs should be aware of their reporting obligations under the Clery Act and promptly report Clery crimes to the Office of Safety and Security.

Confidential Resources

Students and employees who wish to discuss Sexual Harassment in a confidential setting may consult with the list of Confidential Resources identified in Appendix B. Confidential Resources will generally not disclose personally identifying information to the Title IX Coordinator without the express permission of the Complainant. Speaking with an employee or non-employee Confidential Resource about Sexual Harassment will not constitute a report to the University or law enforcement. When an employee who is otherwise is a Confidential Resource receives information outside of their professional role in the provision of services, the individual may have institutional [Reporting Obligations](#) which requires that they share information with the Title IX Coordinator. For example, a licensed psychologist in the Student Health Center who receives a disclosure in the context of attending University lecture would be required to share the information with the Title IX Coordinator.

Although employee Confidential Resources are not obligated to report Sexual Harassment to the Title IX Coordinator, they are expected to explain their confidential status to any person who informs the confidential employee of conduct that may constitute Sexual Harassment and must provide that person with contact information for the Title IX Coordinator and explain how to report the incident, which may include providing access to this Policy.

Emergency Resources and Law Enforcement

Emergency medical assistance and campus safety/law enforcement assistance are available 24/7 both on and off campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that may pose a threat to safety or physical well-being or following a potential criminal offense. Such incidents can be reported to [SPU's Office of Safety and Security](#).

Members of the University community who believe their safety or the safety of others is threatened or who have experienced or witnessed Sexual Harassment that may be criminal in nature should immediately call OSS at (206) 281-2911 or call 911 to reach local law enforcement. Incidents that are reported to OSS that fall within the scope of this Policy will also be reported to the Title IX Coordinator.

Intake

Upon receipt of a report of Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant to (1) discuss the availability of and the Complainant's wishes with respect to Supportive Measures and (2) explain the process for filing a Formal Complaint. As part of the intake assessment, the Title IX Coordinator will typically:

1. assess the nature and circumstances of the report, including whether it provides the names and/or any other information that identifies the Complainant, the Respondent, any witness and/or any other individual with knowledge of the reported incident;
2. assess the nature and circumstances of the report to determine whether the reported conduct raises a potential Policy violation, and whether the reported conduct is within the scope of this Policy;
3. address immediate physical safety and emotional well-being;
4. notify the Complainant of their right to contact (or decline to contact) law enforcement or seek a civil protection order;
5. notify the Complainant of the right to seek medical treatment;
6. notify the Complainant of the importance of preservation of evidence;
7. consult with the OSS or other University administrators as appropriate;
8. refer the report to OSS to enter the report into the University's daily crime log if required by the Clery Act;
9. with OSS, assess the reported conduct and discern the need for a timely warning under the Clery Act;
10. provide the Complainant with written information about campus and community resources;
11. notify the Complainant of the right to reasonable Supportive Measures regardless of whether they choose to file a Formal Complaint;
12. provide the Complainant with an explanation of the procedural options, including formal resolution and alternative resolution;
13. notify the Complainant of the right to be accompanied at any meeting by an advisor of their choice;
14. assess the available information for any pattern of alleged conduct by Respondent;
15. discuss the Complainant's expressed preference for the manner of resolution and any barriers to proceeding (e.g., confidentiality concerns);
16. explain the University's policy prohibiting retaliation and how to report acts of retaliation; and
17. determine the age of the Complainant; and if the Complainant is a minor, make the appropriate report of suspected abuse consistent with the University's [Reporting Expectations Policy](#)

18. determine whether the allegations would prompt an evaluation of NSF notification and reporting requirements.

If the allegations in the report would not, if true, rise to the level of Sexual Harassment as defined in this Policy, the Title IX Coordinator may nevertheless continue to offer Supportive Measures. If the reported conduct, if true, would constitute Sexual Harassment under this Policy but took place outside the University's Programs or Activities, the Title IX Coordinator has the discretion to determine whether to proceed under the procedures set forth in this Policy (based on the factors discussed in the Scope and Jurisdiction section above) or refer to another University office for review and resolution.

The intake assessment will be conducted promptly, with the timeframe for the intake assessment tailored to the context and circumstances. The University will seek to complete the intake assessment within 10 Business Days, but recognizes that there may be circumstances in which this assessment takes longer.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services, accommodations, and other assistance that the University may put in place, without fee or charge, after receiving notice of possible Sexual Harassment. Supportive Measures are designed to restore or preserve access to the University's education programs and activities and protect the safety of all parties and the University's educational environment while not being punitive in nature or unreasonably burdening any party. Whether a possible Supportive Measure for one party would unreasonably burden another party is a fact-specific determination that considers the nature of the educational programs, activities, opportunities, and benefits in which an individual is participating.

1. Upon receipt of a report of Sexual Harassment, the Title IX Coordinator, will contact a Complainant to:
 1. discuss the availability of Supportive Measures
 2. explain that Supportive Measures are available with or without the filing of a Formal Complaint.
2. The Title IX Coordinator will consider the Complainant's wishes with respect to implementation of Supportive Measures.
3. Reasonable and appropriate Supportive Measures are also available to the [Respondent](#). The University may provide reasonable Supportive Measures to third parties as appropriate and available, considering the role of the third party and the nature of any contractual relationship with the University.
4. To determine the appropriate Supportive Measure(s) to be implemented, the University conducts an individualized assessment based on the unique facts and circumstances of each situation. The University will consider a number of factors, including:
 1. the needs of the individual seeking supportive measures;
 2. the severity and/or pervasiveness of the alleged conduct;
 3. any continuing effects on the parties;

4. whether the Complainant and the Respondent share the same residence hall, academic course(s), or job location(s); and
 5. whether court proceedings have been used to protect any parties (e.g., protective orders).
5. The University will work in good faith to implement the requirements of judicially issued protective orders and similar orders, to the extent that doing so is within its authority.
 6. The Title IX Coordinator is responsible for ensuring the implementation of Supportive Measures and coordinating the University's response with the appropriate offices on campus. The Title IX Coordinator has the discretion to impose and/or modify any Supportive Measure based on all available information and is available to meet with a Complainant or Respondent to address any concerns about the provision of Supportive Measures.
 7. The University will maintain the privacy of any Supportive Measures provided under this Policy to the extent that maintaining such confidentiality would not impair the University's ability to provide the Supportive Measures, and the University will promptly address any violation of a Supportive Measure.

Supportive Measures may include:

1. facilitating access to counseling and medical services;
2. guidance in obtaining a sexual assault forensic examination;
3. assistance in arranging rescheduling of exams and assignments and extensions of deadlines;
4. academic support;
5. assistance in requesting long-term academic accommodations through Disability Support Services (DSS) if the individual qualifies as an individual with a disability;
6. change in class schedule, including the ability to transfer course sections or withdraw from a course;
7. allowing either a Complainant or a Respondent to drop a class in which both parties are enrolled in the same section without penalty;
8. changes in the Complainant's or Respondent's University work schedule or job and/or leadership assignments;
9. change in campus housing;
10. escort and other safety planning steps;
11. mutual "no contact directive," an administrative remedy designed to curtail contact and communications between two or more individuals;
12. voluntary leave of absence;
13. referral to resources to assist in obtaining a protective order;

14. referral to resources to assist with any financial aid, visa or immigration concerns;
15. limiting an individual's access to certain University facilities or activities; and/or
16. any other remedial measure, as appropriate, that is non-disciplinary, non-punitive, and does not unreasonably burden any party's access to the University's education programs and activities.

The University may also impose an administrative leave (on either a paid or unpaid basis) for an employee following a Formal Complaint and during the pendency of a resolution process. The decision to impose an administrative leave may be made at any point in the process.

Emergency Removal

The Title IX Coordinator, in consultation with other University employees as appropriate, retains the right to remove a Respondent from the University's Program or Activities on an emergency basis. A Respondent may be removed on an emergency basis when, based on an individualized safety and risk analysis, the University determines that an immediate threat to the physical health or safety of any individual arising from the allegations of Sexual Harassment justifies removal. A Respondent who is subject to emergency removal from the University's Programs and Activities will be provided notice and an opportunity to challenge the decision promptly following the removal.

Advisor of Choice

During intake, and throughout this Policy's procedures, each party has the right to consult with an advisor of their choosing, including but not limited to, an attorney. Each party may be accompanied by no more than one advisor to a meeting or proceeding related to the resolution of a report under this Policy. The advisor may provide support and advice to the parties at any meeting and/or proceeding. Other than at a live hearing for the sole purpose of conducting any cross-examination, an advisor may not speak on behalf of a party or otherwise participate in, or in any manner delay, disrupt, or interfere with meetings and/or proceedings. The University will not unduly delay the scheduling of meetings or proceedings based on an advisor's unavailability. An advisor may be asked to meet with a University administrator in advance of any proceedings to understand the expectations of the role, privacy considerations, and appropriate decorum.

Initiating a Formal Complaint

Formal Complaints alleging a violation(s) of this Policy may be resolved using the Title IX Sexual Harassment and Related Conduct Resolution Procedure.

Appendix A: Privacy, Confidentiality & Record Keeping

Privacy

Privacy refers to the discretion that will be exercised by the University, including the Title IX Office, in the course of any process under this Policy. Information related to a report of Sexual Harassment will be handled discreetly and shared with a limited circle of University employees or designees who need to know in order to assist in the assessment, investigation, resolution of the report, and related issues. Individuals will receive training on how to safeguard private information. The University will make reasonable efforts to investigate and address reports of

Sexual Harassment under this Policy, and information may be disclosed to participants in the resolution process as necessary to facilitate the thoroughness and integrity of the resolution process. In all such proceedings, the University will maintain the privacy of the parties to the extent reasonably possible. The privacy of student education records will be protected in accordance with the University's Policy on the Privacy of Student Records, the Family Educational Rights and Privacy Act (FERPA), and Title IX. Access to an employee's personnel records is also governed by university policy and by applicable local laws.

Confidentially

Confidentiality refers to the statutory protections provided to individuals who disclose information in legally protected or privileged relationships, including professional mental health counselors, medical professionals, and ordained clergy. These professionals must maintain the confidentiality of communications disclosed within the scope of the provision of professional services and they may not disclose the protected information to any third party without the individual's permission or unless permitted or required consistent with ethical or legal obligations. Similarly, medical and counseling records cannot be released without the individual's permission or unless permitted or required consistent with ethical or legal obligations.

Clery Act Reporting

Pursuant to the Clery Act, the University includes statistics about certain offenses in its daily crime log and 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 individuals involved in an incident. The Office of Safety and Security makes the crime log for open to public review during normal business hours for the most recent 60 day period. Any portion of the crime log beyond 60 days, if not immediately available, will be made accessible within two business days of a request for public inspection. The University's student newspaper, The Falcon, publishes a crime blotter on a regular basis. The Clery Act also requires the University to issue timely warnings to the University community about certain crimes that have been reported and may continue to pose a serious or continuing threat to campus safety. Consistent with the Clery Act, the University withholds the names and other personally identifying information of complainants when issuing timely warnings to the University community. Some Confidential Resources (see Appendix C) are required to submit non-personally identifiable information about Clery reportable crimes to the Office of Safety and Security.

Record Keeping

The University will maintain for a period of at least seven years records of:

1. Each Sexual Harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under 34 CFR 106.45, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant designed to restore or preserve equal access to the University's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train the Title IX Coordinator, any Deputy Title IX Coordinator, Investigators, Decision Makers, Appeal Reviewers, and Informal Process Facilitators.

The University will make the training materials used to train the Title IX Coordinator, any Deputy Title IX Coordinator, Investigators, Decision Makers, Appeal Reviewers, and Informal Process

Facilitators publicly [available on its website](#). Regardless of whether a Formal Complaint is filed, in each case that the University is required to respond to a report of Sexual Harassment under Title IX and 34 CFR 106.44, the University will create, and maintain for a period of seven years, records of any actions, including any Supportive Measures, taken in response to a report or Formal Complaint of Sexual Harassment. In each instance, the University will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the University's education program or activity. If the University does not provide a Complainant with Supportive Measures, then the University will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the University in the future from providing additional explanations or detailing additional measures taken.

The University may also include information in an employee's personnel file or other employment records regarding any allegations of Sexual Harassment and any findings made at the conclusion of a grievance procedure. The University has no obligation to provide access to records or copies of records to any person, unless the law or a University policy gives a person such right. Requirements in this Policy to provide access to evidence to the parties or their advisors will only apply while a Formal Complaint proceeding is in process, unless otherwise required by law.

Appendix B: Campus, Community, and Emergency Resources; Confidential Resources

The University offers resources and assistance to impacted members of the University community regardless of whether the University ultimately determines that Sexual Harassment occurred. The University may also assist those individuals in identifying and contacting external law enforcement agencies and community resources. The University encourage the development of a network of support, such as friends and family, and the utilization of campus resources such as the following:

On-campus resources:

- Office of Safety and Security: 206-281-2911 (for safety, security, and transportation)
- Office of Student Life: 206-281-2481 (for guidance about academics and on-campus housing)
- Human Resources: 206-281-3809 (for faculty/staff employment, leave, and accommodations)
- Office of International Student Services: 206-281-2550 (for visa/immigration)
- Office of Disability Support Services: 206-281-2475 (student disability accommodations)

Confidential Resources

Confidential Resources will not disclose personally identifying information about you to the Title IX Coordinator without your permission. Some Confidential Resources can maintain the confidentiality of communications under applicable law as discussed in the Confidentiality section of Appendix B. Speaking with a Confidential Resource who is acting within the scope of their employment about Sexual Harassment will not constitute a report to the University or law enforcement.

Confidential resources at SPU include:

- [Student Counseling Center](#): 206-281-2657 (for counseling and mental health - undergraduate students only).
- [Student Health Services](#): 206-281-2231 (for medical and health care).
- [Employee Assistance Program](#): Customer Service (888) 293-6948.
- [University Ministries](#): 206-281-2966.

Off-campus resources are also available. Please confirm confidentiality with individual providers:

- King County Sexual Assault 24-Hour Resource Center: 888-998-6423, kcsarc.org. KCSARC can assist with crisis response, advocacy, legal advocacy, and other support.
- Rape Abuse and Incest National Network (RAINN): 800-656-HOPE, rainn.org.
- Harborview Center for Sexual Assault & Traumatic Stress: 206-744-1600, depts.washington.edu/hcsats
- Sexual Violence Law Center: 206-832-3632 (or 1-888-998-6423), svlawcenter.org. SVLC provides services for survivors including legal representation, consulting, resources, and referrals.
- Male Survivor: malesurvivor.org
- 1in6: 1in6.org
- Abused Deaf Women's Advocacy Services: 206-812-1001, adwas.org
- API Chaya: multilingual, culturally relevant survivor support: 877-922-5292, apichaya.org

Medical Treatment and Preservation of Evidence

Regardless of whether a report is filed with local law enforcement, individuals should preserve all evidence that could be relevant to any criminal charges that may be brought or that might be needed to obtain a protection order. In general, "evidence" is anything that can help prove that an incident of sexual misconduct occurred. Evidence can vary depending on the incident. For example, evidence of stalking may include emails, texts, or other examples of such unwanted communications - in this case, be sure to keep copies of all such messages.

Individuals who have been subjected to sexual assault are encouraged to obtain a physical examination by a Sexual Assault Nurse Examiner (SANE) as soon as possible. Before obtaining a SANE or SAFE examination, individuals should avoid showering, washing, changing clothes, combing hair, drinking, eating or altering their physical appearance. Even if a SANE exam or SAFE is not sought, all victims of violence should consider obtaining medical attention so that any issues relating to possible injury or disease from the incident may be addressed. For victims assaulted in Washington State, the medical forensic exam, evidence collection and post assault lab work and medications are billed to the Washington Crime Victims Compensation Program. These services are paid for regardless of whether a victim makes a report to law enforcement or chooses to participate in the criminal justice system.

Appendix C: Balancing Complainant Autonomy with University Responsibility to Investigate

The Title IX Coordinator may proceed with an investigation even if a Complainant specifically requests that the matter not be pursued and declines to file a Formal Complaint. The Title IX Coordinator may decide to sign a Formal Complaint and initiate an investigation of potential violations of this Policy even absent a formal report or identified Complainant or Respondent and even if a report has been withdrawn. In such circumstances, the Title IX Coordinator will take into account a Complainant's articulated concerns, the safety of the campus community, fairness to all individuals involved, and the university's obligations under Title IX. The Title IX Coordinator will balance a Complainant's request that a matter not be pursued against the following factors in reaching a determination on whether the request can be honored:

- the totality of the known circumstances;
- the nature and scope of the alleged conduct, including whether the reported behavior involves the use of a weapon;
- the respective ages and roles of the Complainant and Respondent;
- the risk posed to any individual or to the campus community by not proceeding, including the risk of additional violence;
- whether there have been other reports of other Sexual Harassment or other misconduct by the Respondent;
- whether the report reveals a pattern of misconduct related to Sexual Harassment (e.g., illicit use of drugs or alcohol) at a given location or by a particular group;
- a Complainant's interest in the university not pursuing an investigation or resolution process and the impact of such actions on the Complainant; • whether the university possesses other means to obtain relevant evidence;
- fairness considerations for both the Complainant and the Respondent;
- the university's obligation to provide a safe and non-discriminatory environment; and
- any other available and relevant information.

Determination that a Complainant's request(s) can be honored

Where the Title IX Coordinator determines that a Complainant's request(s) that a matter not be pursued can be honored, the University may nevertheless take other appropriate steps to eliminate the reported conduct, prevent its recurrence and remedy its effects on the Complainant and the University community. Those steps may include offering appropriate Supportive Measures, providing targeted training and prevention programs, and/or providing or imposing other remedies. The Title IX Coordinator may also reopen a Formal Complaint if any new or additional information becomes available, and/or if the Complainant later decides that they would like to file a Formal Complaint. The Title IX Coordinator will also document the decision to not file a Formal Complaint, explaining why the University determined that it did not need to proceed with the resolution process.

Determination that a Complainant's request(s) cannot be honored

In those instances when the Title IX Coordinator determines that the University must proceed with an investigation despite a Complainant's request that it not occur, the Title IX Coordinator will notify the Complainant that the University intends to initiate an investigation. Where a report of Sexual Harassment is involved, the Title IX Coordinator will sign a Formal Complaint to begin the

investigative process. The Title IX Coordinator will also document the decision to file a Formal Complaint, explaining why the university determined that it must proceed with the resolution process.

The Complainant is not required to participate in the investigation or in any of the actions taken by the University. However, while the Complainant may choose not to participate in the resolution process initiated by the Title IX Coordinator's signing of a Formal Complaint, the Complainant will still be treated as a party entitled to inspect and review evidence and to receive all notices, including the notice of allegations, the notice of hearing, and the notice of outcome.

The University's ability to investigate and respond fully to a report may be limited if a Complainant declines to participate in an investigation. In all cases, the final decision on whether, how and to what extent the University will conduct an investigation and whether other Supportive Measures will be taken in connection with a report of Sexual Harassment will be made in a manner consistent with this Policy.

Appendix D: Sexual Violence: Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. Only those who commit sexual violence are responsible for those actions. We offer the tips below with no intention to victim-blame, but rather with recognition that these suggestions may nevertheless help individuals reduce their risk of experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use, and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Give thought to sharing your intimate content, pictures, images, and videos with others, even those you may trust. If you do choose to share, clarify your expectations as to how or if those images may be used, shared, or disseminated.
- Take care of your friends and ask that they take care of you. Real friends will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to sexual partners and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.

- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether others are attracted to you; about how far you can go; or about whether potential partners are physically and/or mentally able to consent. Consent should be affirmative and continuous. If there are any questions or ambiguity, then you DO NOT have consent.
- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension, and communicate better. You may be misreading the person. Individuals may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which each person is comfortable.
- Don't take advantage of someone's drunkenness or altered state, even if the person willingly consumed alcohol or substances.
- Realize that your potential partner could feel intimidated or coerced by you. You may have a power advantage simply because of your gender or physical presence. Don't abuse that power.
- Do not share intimate content, pictures, images, and videos that are shared with you.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence, passivity, or non-responsiveness cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Definition of Terms

Term	Definition
Complainant	an individual who is alleged to have experienced Sexual Harassment.
Respondent	an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.
Formal Complaint	a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the University investigate the allegation of Sexual Harassment.
University Programs or Activities	means any operation of the University, including: (1) locations, events, or circumstances where the University exercised substantial control over both the Respondent and the context in which the sexual harassment occurs; and (2) any building owned or controlled by a student organization officially recognized by the university.

Business Day	means any day other than a Saturday, Sunday, or University holiday. For this purpose, “University holiday” means those holidays scheduled on the University's master calendar when the University's administrative offices are closed for business. If a particular stage in this Policy or corresponding Procedure is required to be completed within a prescribed number of days, then the day that includes the event that starts the time period will not be counted, but the last day of the time period will be counted. Any action required by the end of any time period must be completed by 5 pm on the last day of the period.
Standard of Evidence	The Decision Maker (and, if applicable, the Appeal Reviewer) will make a decision using a preponderance of the evidence standard (that is, whether a finding is more likely than not). This standard of evidence will apply for all determinations regarding Formal Complaints under this Policy, whether against students or employees.
Violence	Violence means, in the context of Dating Violence and Domestic Violence, the use of, or threatened use of, physical force with intent, effect, or reasonable likelihood of causing pain, harm, injury or damage to any person or property.
Course of Conduct	Course of conduct means, in the context of Stalking, two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
Substantial Emotional Distress	Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Related Policies and Procedures

Title IX Sexual Harassment and Related Conduct: Resolution Procedure

Statement and Purpose

The University's grievance procedures are intended to provide a prompt, fair, and impartial resolution of complaints. The purpose of this Procedure is to provide an internal resolution process for Formal Complaints of prohibited forms of sexual harassment, including sexual assault, domestic violence, dating violence, and stalking as defined in the Title IX Sexual Harassment and Related Conduct Policy.

This Procedure is intended to satisfy the requirements imposed by Title IX and 34 CFR 106.45 with respect to Formal Complaints of Title IX Sexual Harassment, as defined in 34 CFR 106.

Responsible Office: Title IX Office

Responsible Executive: Vice President for Business and Finance

Effective Date: September 6, 2022

Last Updated: September 6, 2022

Expired:

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Certain terms in this procedure are defined at the Title IX Sexual Harassment and Related Conduct Policy

Entities Affected By This Procedure

This Procedure applies to all students, staff, faculty, volunteers, and other individuals participating in or seeking to participate in the University's programs or activities, including education and employment.

Reason for Procedure

Where a Complainant seeks to utilize this Procedure for resolving allegations that SPU's Title IX Sexual Harassment and Related Conduct Policy (hereafter "the Policy") has been violated, a Complainant may file a written Formal Complaint with the Title IX Coordinator in person, by mail, by email, or other means. The Formal Complaint must contain the Complainant's physical or digital signature or otherwise indicate that the Complainant is the person filing. At the time a Formal Complaint is filed, the Complainant must be participating in or attempting to participate in the University's Programs or Activities in order for the Formal Complaint to trigger these resolution procedures. If at the time a Formal Complaint is filed the Complainant is not participating or attempting to participate in the University's Programs or Activities, the Title IX Coordinator has the discretion to determine whether the Complaint may be investigated, or otherwise resolved according to this Procedure.

The Title IX Coordinator also has discretion to file a Formal Complaint even if the Complainant chooses not to participate in the process and/or does not wish to file a complaint. When making this decision, the Title IX Coordinator will balance the wishes of the Complainant with the University's responsibility to investigate. For more information on what is considered in this decision please see Appendix C of the Policy. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party to the resolution processes. The Title IX Coordinator's decision to sign a Formal Complaint is not a basis to assert that the Title IX Coordinator is biased toward the Respondent, or respondents generally.

Upon the filing of a Formal Complaint, whether by a Complainant or the Title IX Coordinator, the University will proceed with one of the following options:

1. Proceed with an investigation under the formal resolution process;
2. Proceed with alternative resolution; or
3. Refer the matter to another University office for resolution, as appropriate, if the Title IX Coordinator determines that a Formal Complaint filed by a Complainant is outside the scope and jurisdiction of the Policy.

Possible Dismissal of Formal Complaints

If the Formal Complaint sets forth allegations that, if true, would 1) not allege Title IX Sexual Harassment as defined in the Policy, 2) did not occur in the University's Programs or Activities, or 3) did not occur against a person who is participating in, or attempting to participate in a University Program or Activity, and/or 4) did not occur in the United States, then the Title IX Coordinator will dismiss the Formal Complaint for Title IX purposes. Despite dismissal of the Formal Complaint for purposes of Title IX, the Title IX Coordinator has discretion to continue to investigate and adjudicate a Formal Complaint in accordance with this Procedures if the alleged conduct meets the definition of one or more forms of prohibited sexual harassment and otherwise occurred within the scope and jurisdiction of the Policy. In such cases, the formal resolution process will include a comprehensive investigation and a written determination by a Decision Maker; however, a Title IX hearing with cross-examination by advisor is not required. See sections 3 and 4 for more details.

In addition, the Title IX Coordinator may exercise discretion to dismiss a Formal Complaint under the Policy if at any time during the investigation or resolution process:

1. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint (or allegations asserted in the Formal Complaint);
2. The Respondent is not enrolled or employed by the University; or
3. Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint.

If a Formal Complaint, or allegations therein, are dismissed for any of these reasons, the Title IX Coordinator will promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties, along with information about how to appeal the Title IX Coordinator's decision.

If the Title IX Coordinator dismisses the Formal Complaint for purposes of Title IX but elects to continue to investigate the conduct in accordance with this Procedure, the Title IX Coordinator will promptly send written notice of this decision simultaneously to the parties, including notice of the decision to move forward with the Formal Complaint, notice of and reasons for the dismissal for purposes of Title IX, and information about how to appeal the Title IX Coordinator's decision to dismiss the Formal Complaint for purposes of Title IX.

Consolidation of Allegations into a Single Formal Resolution

The Title IX Coordinator has the discretion to consolidate multiple Formal Complaints, or allegations related to those complaints, into a single investigation and/or hearing if the allegations arise out of similar facts or circumstances. Consolidation might involve multiple Complainants and a single Respondent, multiple Respondents, or multiple Formal Complaints between the same Complainant and Respondent.

Written Notice of Allegations

Upon receipt of a Formal Complaint, and a determination that the Formal Complaint is within the scope and jurisdiction of this Policy, the Title IX Coordinator will send the parties a written Notice of Allegations that contains the following:

1. Notice and information about the formal resolution and alternative resolution processes used by the University;
2. Notice of the allegations of prohibited conduct, providing sufficient detail known at the time and sufficient time for a response to be prepared before any initial interview, including:
 1. identities of the parties, if known;
 2. the conduct allegedly constituting sexual harassment, sexual assault, domestic violence, dating violence or stalking;
 3. the date and location of the alleged incident, if known; and
 4. the Policy provisions the conduct is alleged to violate;
3. A statement that the Respondent is presumed not responsible for violations of the Policy until a determination regarding responsibility is made at the conclusion of the formal resolution process;
4. Notice that each party may have an advisor of their choice who may be, but is not required to be, an attorney and who may inspect and review evidence;
5. Notice that the University prohibits knowingly making false statements and knowingly submitting false information during the resolution process; and
6. The University's prohibition against retaliation.

If at any time during the resolution procedures the University determines that additional allegations, not contained in the written Notice of Allegations, will be investigated as part of the same resolution, the University will provide the parties with a supplemental Notice of Allegations.

Options for Resolving a Formal Complaint

The University is committed to providing a prompt, thorough, equitable, and impartial resolution of all Formal Complaints of violations of the Policy. In doing so, the University offers two processes to resolve Formal Complaints of Sexual Harassment:

1. a formal resolution, involving an investigation and, if applicable, a hearing; or
2. an alternative resolution, allowing for an informal or remedies-based option for resolving reports.

Formal Resolution: Investigation

The Title IX Coordinator will appoint one or more investigators to assist in investigating the Formal Complaint. An investigator may be a University employee or a third party engaged by the University. The investigator will conduct a prompt and equitable investigation to gather information relevant to the Formal Complaint.

During the formal resolution proceedings, both the Complainant and Respondent have equitable opportunities, including the opportunity to participate in the investigation; to review and present

information and evidence; to be accompanied by an advisor of their choice to any meeting and proceeding; and to timely notice of meetings at which their presence will be requested or required.

The investigator, not the parties, is responsible for gathering relevant evidence. The Complainant and Respondent will be asked and have the opportunity to identify witnesses and provide other relevant information, such as documents, communications and other evidence, if available. The parties are encouraged to provide all relevant information as promptly as possible to facilitate prompt resolution and are encouraged to preserve relevant evidence. In the event that a party declines to voluntarily provide material information, the university's ability to conduct a prompt, thorough and equitable investigation may be impacted.

The investigator will receive annual training on: (1) issues of relevance; (2) the definition of sexual harassment provided in the Policy; (3) the scope of the University's programs or activities; (4) how to conduct an investigation; and (5) how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The investigator will be impartial and free from conflict of interest or actual bias for or against the Complainant or Respondent and complainants or respondents generally.

Initiating the Investigation

Before any interview, the individual being interviewed will be informed in writing of the date, time, location, participants, and purpose of the interview. Such notice will be provided with sufficient time for the individual to prepare for the interview.

Investigative Steps

During an investigation, the investigator will seek to meet separately with the Complainant, Respondent, and relevant witnesses. Witnesses are individuals who may have information relevant to the incident, including individuals who may have observed the acts in question, may be able to provide contextual information, or may have other information related to the incident, the disclosure, the parties or related matters. Witnesses may not participate solely to speak about an individual's character. Where witnesses are interviewed as part of the investigation, the name of the witness and the information gathered in the interviews will be included in the final investigative report, which the parties will have the opportunity to review at the conclusion of the investigation. The investigators may record interviews with the consent of the interview participants. The investigator will also gather other relevant information or evidence, including documents, photographs, communications between the parties, medical records (subject to the consent of the applicable person), and other electronic records as appropriate.

Social Media and Personal Communications

While the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the University and not on the parties, the University does not actively monitor online sources. Therefore, and as with all potentially relevant information, the Complainant, Respondent and witness should bring online information to the attention of the investigator if they believe it is relevant. The investigator may also consider information accessible from online sources that comes to the attention of investigator.

The investigator may consider communications involving or relating to one or both parties that either party brings to the attention of the investigator or that is provided by the parties in response to a request by the investigator. The investigator may also seek to review information stored on University devices or servers, consistent with the University's technology policies.

Other Evidence: Site Visits and Experts

The investigator may visit relevant sites or locations and record observations through written, photographic, or other means. In some cases, the investigator may consult with relevant experts when deemed appropriate and necessary by the University. The University will not consider polygraph results as relevant.

Medical and Counseling Records

In general, a person's medical and counseling records are confidential and not accessible to the investigator unless the person voluntarily chooses to share those records with the investigator in writing. In those instances, information from those records that is relevant or directly related to the allegations must be shared with the other party.

Prior or Subsequent Conduct

Prior or subsequent conduct may be considered in determining pattern, knowledge, intent, or motive. For example, evidence of an articulable pattern of prohibited conduct by the Respondent, either before or after the incident in question, regardless of whether there has been a prior finding of a Policy violation, may be deemed relevant to the determination of responsibility for the allegations under investigation. 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 allegations. The investigator will determine the relevance of this information, which may involve additional investigative steps, and both parties will be informed if evidence of prior or subsequent conduct is deemed relevant.

Prior Sexual History

The sexual history of the Complainant will never be used to prove character or reputation. Evidence related to the prior sexual history is generally not used in determining whether a violation of the Policy has occurred and will only be considered when a determination is made that it is directly relevant to the investigation. For example, if Consent is at issue, the sexual history between the parties may be relevant to determine the nature and manner of communications between the parties, which may inform the determination whether Consent was sought and reasonably appeared to have been given during the incident in question. As set forth in the Consent definition, even in the context of a relationship, Consent on one occasion does not constitute Consent on a subsequent occasion. In addition, prior sexual history may be relevant to prove that someone other than the Respondent committed the conduct alleged by the Complainant. The investigator will determine the relevancy of this information and both parties will be informed if evidence of prior sexual history is deemed relevant.

Impact and Mitigation Statements

Complainants and Respondents may voluntarily submit a written impact or mitigation statement. The University will not draw any adverse inference solely from a Complainant's or Respondent's decision to submit or not submit an impact or mitigation statement.

An impact statement is written information from the Complainant regarding how the alleged Sexual Harassment has affected them and the Complainant's views on their desired outcome. A mitigation statement is written information from the Respondent regarding any potential mitigating factors.

Parties will receive a copy of the impact or mitigation statement provided by the other party.

Relevance

The investigator will review all information identified or provided by the parties and will determine the relevancy of the information developed or received during the investigation. In general, the investigator will not consider statements of personal opinion or statements as to any party's general reputation.

Expectations of the Parties

The University expects all members of the University community to cooperate fully with the University's procedures for resolving a Formal Complaint. It is understood that there may be circumstances in which a Complainant or Respondent wish to limit their participation, and the University will respect the choice of the Complainant or Respondent as to how to engage in the process. The University may, however, move forward with an investigation and resolution without the participation of a party or parties.

If a Complainant or Respondent chooses not to answer any or all questions in an investigation for any reason, the University will continue its process. The University will not draw any adverse inference solely from a Complainant's or Respondent's decision not to participate in the investigation or alternative resolution; however, the Complainant or Respondent should be aware that declining to participate in the investigation may impact the timing and outcome of the case.

Parties are reminded that any form of retaliation, including intimidation, threats of violence, or other conduct intended to cause a party or witness to not participate in an investigation or not appear for a hearing are expressly prohibited.

Timing of Investigation

The investigator (or Title IX Coordinator) will provide periodic updates to the parties about the status of the investigation, with a goal to complete the fact-gathering portion of the investigation within approximately 50 Business Days.

Review of the Evidence

At the conclusion of the fact-gathering portion of the investigation, the Complainant and Respondent will have an equal opportunity to inspect and review all evidence, both inculpatory and exculpatory, obtained as part of the investigation that is directly related to the allegations in the Formal Complaint, regardless of whether the University intends to rely on that evidence in reaching a determination.

The evidence will be made available to the Complainant and the Respondent, and each party's advisor, if any. The evidence subject to the parties' inspection and review will be available at the live hearing and each party will have an equal opportunity to refer to such evidence during the hearing.

Each party will have ten (10) Business Days to:

1. provide written comment or feedback,
2. submit additional information,
3. identify additional witnesses, and/or
4. request the collection of other information by the investigator.

The investigator will determine the appropriateness of additional investigative steps and the relevance of additional information. If either party provides a written response or makes a request

for additional investigation, the written response and any additional information gathered by the investigator will be shared with the other party and incorporated as appropriate in the final investigative report.

Any information gathered through additional investigation steps will be shared with both parties, and, as appropriate, each will have the opportunity for further response. Typically, each party will have three (3) Business Days to review any additional substantive information.

As necessary, the investigator will designate reasonably prompt timeframes to ensure a timely completion of the process while also providing an adequate opportunity for both parties to respond thoroughly to the information gathered during the investigation.

Investigative Report

Unless there are significant additional investigative steps requested by the parties or identified by the investigator, normally within ten (10) Business Days after receipt and consideration of additional comments, questions, and/or information from the parties, the investigator will prepare a final investigative report that fairly summarizes the relevant evidence. At least ten (10) Business Days prior to a hearing, the investigator (or Title IX Coordinator) will provide each party and each party's advisor, if any, access to the investigative report for their review and optional written response. Both parties will receive simultaneous written notification of the availability of the final investigative report. Parties must provide their written response to the final investigative report, if any, to the Title IX Coordinator at least two (2) Business Days prior to the scheduled hearing. In the absence of good cause, information known to a party (or obtainable with reasonable diligence) but not provided to the investigator before the hearing will not be considered by the Decision Maker in determining responsibility for the allegation(s).

If a Title IX hearing is not required, the investigator (or Title IX Coordinator) will provide each party and each party's advisor, if any, access to the investigative report for their review and optional written response. Both parties will receive simultaneous written notification of the availability of the final investigative report. Parties must provide their written response to the final investigative report, if any, to the Title IX Coordinator within 10 Business Days. In the absence of good cause, information known to a party (or obtainable with reasonable diligence) but not provided to the investigator during the investigation will not be considered by the Decision Maker when making a determination of responsibility after the conclusion of the hearing.

Formal Resolution: Title IX Hearing

If the allegations of the Formal Complaint are consistent with Title IX Sexual Harassment definitions and jurisdiction, a hearing will be scheduled consistent with section 3 of this Procedure. If the allegations do not include allegations of Title IX Sexual Harassment, no hearing will be required before a Decision Maker makes a written determination of responsibility. If no hearing is required, the completed investigative report, along with any responses from the parties, will be sent to the Decision Maker for the purpose of making a written determination of responsibility, consistent with section 4.

Decision Maker

The Decision Maker is the individual designated by the University to preside over the Title IX hearing, if a hearing is required, and to issue a written determination regarding responsibility. The Decision Maker will be impartial and free from actual bias or conflict of interest. The Decision Maker will receive annual training regarding the University's policies and procedures; the handling of Title IX Sexual Harassment cases; how to conduct a hearing; issues of relevance, including

when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant; how to serve impartially by, among other things, avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and other relevant issues. The Decision Maker will also be trained on any technology that might be used during a hearing.

The Decision Maker is typically the University administrator with appointing or disciplinary authority over the Respondent:

1. If the Respondent is a faculty member, the Decision Maker will be the VP for Academic Affairs (or the VP for Academic Affairs' designee).
2. If the Respondent is a residential undergraduate student, then the Decision Maker will be the Director of Residence Life (or designee).
3. If the Respondent is a non-residential undergraduate student, the Decision Maker will be the Associate VP for Student Life (or designee).
4. If the Respondent is a graduate student, the Decision Maker will be the VP for Academic Affairs (or designee).
5. If the Respondent is an employee (other than a student employee), the Decision Maker will be the employee's Area Vice President (or designee); and
6. If the Respondent does not fit into any of the preceding categories, the Decision Maker will be an individual designated by the Title IX Coordinator.

The parties will be informed of the identity of the Decision Maker at least five (5) Business Days before the hearing, if a hearing is required. If a hearing is not required, the parties will be informed of the identity of the Decision Maker at least (5) days before the issuance of a written determination of responsibility. If the Decision Maker has concerns that they cannot conduct a fair or unbiased review, the Decision Maker must report those concerns to the Title IX Coordinator and a different Decision Maker will be assigned. Similarly, a Complainant or a Respondent who has concerns that the assigned Decision Maker cannot conduct a fair and unbiased hearing, may report those concerns to the Title IX Coordinator who will assess the circumstances and whether a different Decision Maker should be assigned.

Hearing Process

1. Hearings will ordinarily be scheduled within 10 Business Days of providing the final investigative report to the parties. The Title IX Coordinator will provide written notice to the Complainant and Respondent of the hearing date, time, location, and procedures. Unless otherwise approved by the Title IX Coordinator, no one may attend the hearing unless the individual is a Complainant, Respondent, witness, advisor, or University administrator or contractor who has a role in conducting the hearing.
2. Live hearings may be conducted with all parties physically present in the same geographic location or, at the Decision Maker's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other. In addition, at the request of either party, the University will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the Decision Maker and parties to simultaneously see and hear the party or the witness answering questions.
3. If an individual who is asked to attend the hearing does not appear at the scheduled hearing, then at the discretion of the Title IX Coordinator, the hearing may be rescheduled,

or may continue in the individual's absence (in which case, at the discretion of the Title IX Coordinator, a follow-up hearing may be scheduled). In making a determination, the Title IX Coordinator will consider the importance of the individual's participation, availability of the parties, the reason the individual did not attend, and other relevant factors.

4. The live hearing will be facilitated by the Decision Maker. The Decision Maker may receive assistance from the Title IX Coordinator, the University's legal counsel or designee in conducting the hearing. The Decision Maker may question any party or witness and must also permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Responses provided to questions during the hearing may be used in determining responsibility.
5. If a party does not have an advisor present at the live hearing, the University will provide without fee or charge to that party, an advisor of the University's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.
6. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless:
 1. 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
 2. 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.
7. The Decision Maker has the authority to remove any advisor from the hearing who does not follow the University's hearing procedures. If a party's advisor is removed, the University will appoint an advisor to conduct cross-examination of the other party and witnesses.
8. The University will create a recording of any live hearing and make the transcript available to the parties for inspection and review.
9. In general, no additional investigation will be performed after a live hearing. However, if a Decision Maker determines that additional investigation should be performed, each party will be provided with an opportunity to review the additional evidence. Each party will have five (5) Business Days to provide a written response regarding the new evidence once the new evidence is made available to the party, and the investigator will add an addendum to the investigator's report, which will be shared with both parties. The Decision Maker and Title IX Coordinator will schedule an additional live hearing to address the new evidence.

Written Notice of Outcome, including Remedies and/or Sanctions

The University's Formal Resolution process is designed to determine whether there has been a violation of the Policy and identify and implement a tailored and individual response intended to eliminate prohibited forms of sexual harassment, prevent its recurrence, and remedy its effects while supporting the University's educational mission and legal obligations. Remedies and sanctions may also serve to promote safety and/or deter other individuals from similar future

behavior. Other remedies may include corrective action that is intended to be non-punitive, such as targeted or broad-based educational programming or training.

After the live hearing, or after the completion of the investigative process if no hearing is required, the Decision Maker will make a finding of responsibility using the preponderance of the evidence standard to determine whether it is more likely than not that the Respondent(s) violated the Policy and will issue a written notice of outcome.

Regardless of their participation in the Formal Resolution process, the Complainant and Respondent will simultaneously receive the written notice of outcome.

If the Decision Maker determines that the Respondent is responsible for violating the Policy, the Decision Maker will determine the appropriate remedies and/or sanction(s). Remedial measures and sanctions will not be imposed until any appeal process described in this Procedure is complete.

Sanctions and Corrective Action for Student Respondents

- Sanctions and corrective actions for student Respondents include warning, censure, disciplinary probation, removal from University housing, suspension, expulsion, restriction from employment at the University, educational program attendance, educational project, professional assessment, removal from specific courses, activities or organizations, notification to receiving institutions (if required), withholding or delaying the conferral of a degree, prohibitions against participation in academic honor ceremonies, such as graduation, training, guidance, and measures to protect health and safety.
- Student-employees who are reported to have engaged in prohibited conduct in their employment capacity may be subject to sanctions both in connection with their employment and in connection with their student status, as appropriate under applicable processes. If a student is employed through a financial aid package, such as work study, any modification to the employment will not result in a decrease in student aid funds.

Sanctions and Corrective Action for Staff Respondents

Sanctions and corrective actions for staff Respondents include oral or written warning, disciplinary probation, suspension, termination of employment, no rehire, mandatory training and/or coaching, guidance, adjustment of responsibilities, limitation on participation in University committees, events, organizations, or programs and activities, and measures to protect health and safety.

Sanctions and Corrective Action for Faculty Respondents

Sanctions and corrective actions for faculty Respondents include oral or written warning, reprimand, censure, training, guidance, adjustment of supervisory, evaluative or other academic or non-academic responsibilities, measures to protect health and safety, leave, suspension, dismissal, non-reappointment, and a recommendation that proceedings be initiated to terminate tenure under section 11.6.4 of the Faculty Handbook.

Formal Resolution: Appeals

The Complainant or Respondent may appeal the 1) dismissal of the Formal Complaint and 2) the written notice of outcome based on the grounds for appeal described below. Written appeals must be submitted within five (5) Business Days of receiving the applicable notice. The appeal will be conducted in an impartial manner and equivalent procedural rights will be provided to both parties throughout the process.

Appeals Officer

The appeal review will be conducted by an Appeals Officer. The Appeals Officer will be impartial and free from actual bias or conflict of interest and will receive annual training regarding the University's policies and procedures and other relevant issues.

Grounds for Appeal

A Complainant or Respondent may appeal on one or more of the following grounds:

1. There was a material deviation from the procedures that affected the outcome of the case.
2. There is new and relevant information that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter.
3. The sanction(s) was clearly inappropriate and/or disproportionate to the conduct for which the Respondent was found responsible.
4. The Title IX Coordinator, investigator(s), or Decision Maker had an actual bias or conflict of interest for or against the Complainant or Respondent, or against complainants or respondents generally that affected the outcome of the matter.

Process for Review

1. The appeal shall consist of a plain, concise and complete written statement outlining the reason(s) for appeal and all relevant information to substantiate the appeal. Dissatisfaction with the outcome is not sufficient grounds for appeal. The appeal will be narrowly tailored to the stated appeal grounds.
2. Each party will be given the opportunity to review and respond in writing to the other party's appeal. Any response by a party to the other party's appeal must be submitted within three (3) Business Days of receiving the other party's appeal.
3. The Appeals Officer will review the matter based on the issues identified in the appeal(s) materials. The Appeals Officer has the authority to determine the appropriateness of evidence, including whether certain evidence should be considered, and the strength and weight that evidence will be given. The Appeals Officer will consider the final investigative report, the written notice of outcome, and any written appeal submissions by the parties. The Appeals Officer may request additional information as necessary.
4. Appeals are not intended to be a reevaluation of the facts gathered, nor may the Appeals Officer substitute their judgment for that of the investigators or Decision Maker merely because they disagree with the outcome. The finding and sanction are presumed to have been decided reasonably and appropriately, and the Appeals Officer should give deference to the underlying outcome unless there is clear error based on the stated appeal grounds.
5. Based upon its review of an appeal of a dismissed Formal Complaint, the Appeals Officer may:
 1. Deny the appeal and uphold the dismissal; or
 2. Grant the appeal and refer the Formal Complaint back to the Title IX Coordinator with instructions.

6. Based upon its review of an appeal of a written notice of outcome, the Appeals Officer may:

1. Deny the appeal and affirm the outcome;
2. Grant the appeal and refer the matter back for a new hearing (or review of evidence for non-Title IX complaints) with instructions;
3. Grant the appeal and refer the matter back to the investigative process with instructions;
4. Affirm the Decision Maker's findings and refer the matter to the supervisor of the Decision Maker for modification of the sanctions.

The Appeals Officer will strive to complete the appeal review within 10 Business Days of receipt of all documents. The entire appeal process, from the date the appeal is filed through the written notice of the outcome of the appeal, will ordinarily take no more than 21 Business Days. In the event good cause requires an extension of that timeframe, the University will inform the parties and provide the reasons for the extension of the timeframe. Both parties will be provided with written notice of the outcome of the appeal simultaneously. The notice will describe the result of the appeal and rationale for the Appeals Officer's decision. The determination by the Appeals Officer is final, except in cases where the Appeals Officer refers the matter for further action, as stated above.

Alternative Resolution

1. Alternative resolution is a voluntary and remedies-based resolution that may be available after a Formal Complaint is filed. Alternative resolution requires the mutual informed written consent of all parties and the University. Alternative resolution is not available to resolve allegations that an employee sexually harassed a student.
2. Potential remedies may include targeted or broad-based educational programming or training, supported direct conversation or interaction with the Respondent, and/or indirect action by the Title IX Coordinator. Depending on the form of alternative resolution, resolutions may involve disciplinary action against a Respondent. Disciplinary action will only be imposed against a Respondent where there is a sufficient factual foundation and both the Complainant and the Respondent have agreed to forego the Formal Resolution procedures set forth in this Policy and accept an agreed upon sanction.
3. The University will not compel a Complainant or Respondent to engage in any form of alternative resolution. The decision to pursue alternative resolution may be made at any time after a Formal Complaint is filed and prior to reaching a determination regarding responsibility, provided that:
 1. The University provides the parties a written notice informing the parties of the following: (i) the allegations; (ii) the requirements of the alternative resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; (iii) that at any time prior to agreeing to a resolution, any party has the right to withdraw from the alternative resolution process and resume the formal resolution process with respect to the Formal Complaint; and (iv) any consequences resulting from participating in the alternative resolution process, including the records that will be maintained or could be shared; and

2. The University obtains the parties' voluntary, written consent to engage in the alternative resolution process.
4. A completed alternative resolution agreement will not result in a substantiated finding of responsibility by a Decision Maker. Either party can request to end alternative resolution and resume formal resolution with respect to the Formal Complaint at any time prior to signing an alternative resolution agreement.
5. If the agreement reached is acceptable to all parties and the University the terms of the agreement will be implemented, and the matter will be deemed resolved and closed. If an agreement is not reached and the Title IX Coordinator determines that further action is necessary, or if a Respondent fails to comply with the terms of the alternative resolution, the matter may be referred for an investigation under the formal resolution process.
6. Where the Complainant or the Respondent withdraws from alternative resolution or alternative resolution is otherwise terminated for any reason, any statements or disclosures made by the parties to the University during the alternative resolution may be considered in a subsequent investigation under the formal resolution process, to the extent required by law.

Alternative Resolution Timeframe

The alternative resolution process, from the date of the Formal Complaint through a final resolution, will ordinarily take between 30 Business Days. In the event good cause requires an extension of that timeframe, the University will inform the parties and provide the reasons for the extension of the time frame.

Resource Guide 2025: for those that have experienced sex-based harassment or sexual misconduct

Purpose

Seattle Pacific University is committed to fostering a safe, respectful, and inclusive environment for all members of our community—students, faculty, and staff alike. This resource is intended to support individuals who have experienced discrimination on the basis of sex.

Under Title IX, discrimination on the basis of sex is prohibited in all educational programs and activities. This includes—but is not limited to—acts of:

- Sex-based harassment
- Sexual harassment or misconduct
- Stalking or intimidation
- Dating or domestic violence
- Non-consensual sexual contact or intercourse
- Sexual exploitation

- Retaliation for reporting or participating in an investigation
 - Any form of sex-based exclusion or mistreatment
-

Notice of Nondiscrimination Policy

It is the policy of Seattle Pacific University not to discriminate on the basis of race, color, national origin, sex, age, disability, or genetic information in its programs or activities, as required by applicable laws and regulations. As a religious educational institution affiliated with the Free Methodist Church--USA, Seattle Pacific University is permitted and reserves the right to prefer employees or prospective employees on the basis of religion, including the right to expect the University's employees to hold certain religious beliefs, to participate in certain religious observances, and to refrain from certain conduct (including conduct described in the University's Employee Lifestyle Expectations) based on the University's religious beliefs.

If You Have Experienced Sex-Based Harassment or Sexual Misconduct

Seek immediate medical attention if you are injured, believe you may have been exposed to the risk of an STI/STD, or pregnancy. Evidence collection should be completed within approximately 120 hours of an assault, but fluids, hair samples and DNA can be collected for a long time thereafter. Even if you have washed or bathed, evidence can often still be obtained. After 120 hours, it may still be helpful to have medical attention, even if you are not trying to obtain evidence of an assault. Sexual assault nurse examiners are trained in the collection of forensic evidence and can check for injuries and exposure to sexually transmitted infections and diseases. If you are still wearing any clothes worn during the incident, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the incident to the hospital in a clean paper (not plastic) bag or a wrapped in a clean bedsheet. Leave sheets/towels at the scene of the incident. Police will collect them. Typically, police will be called to the hospital to take custody of the forensic kit, but it is up to you whether you wish to speak with them or file a criminal complaint.

Call the Police if Off Campus

If you are off campus and experiencing an emergency, you can call local police by dialing 911. You may also call the local police department's non-emergency line at (206) 625-5011.

Call Office of Safety and Security if On Campus

If on campus, contact the Office of Safety and Security at 206-281-2911. Address: 601 West Emerson, Seattle, WA 98119. Email: securityinfo@spu.edu

Choose how to proceed

You have options. You can: (1) do nothing until you are ready, (2) pursue resolution by Seattle Pacific University and/or (3) initiate criminal proceedings, and/or 4) initiate a civil process. You may pursue whichever combination of options is best for you. If you pursue resolution through SPU, your options can include a formal response, informal resolution, and/or supportive measures. If

you wish to have an incident investigated and resolved by SPU, students should contact the Title IX Coordinator. Employees should contact either Human Resources or the Title IX Coordinator. SPU procedures will be explained and are summarized below. Those who wish incidents to be handled criminally should contact The Office of Safety and Security and have the right to be assisted by SPU in doing so.

Make a Report

- Online Reports can also be submitted online 24/7 using the [Report a Concern](#). Reports can be submitted anonymously and are received by SPU's Response Team whom you also can contact directly. See Anonymous Reporting below for more information.
- Cheryl Logsdon, Title IX Coordinator | Assistant VP of Safety and Security: (206) 281-2678; michac@spu.edu; on campus -- 601 West Emerson; by mail - Seattle Pacific University, 3307 Third Avenue West, Suite 302, Seattle, WA 98119.
- Christina Traverso, Deputy Title IX Coordinator and Special Investigator: (206) 281-2626; traversoc@spu.edu; on campus -- 601 West Emerson; by mail - Seattle Pacific University, 3307 Third Avenue West, Suite 302, Seattle, WA 98119.
- Terry Winn, Assistant Vice President of Human Resources | Section 504 Coordinator: (206) 281-2678; winnt@spu.edu; on campus -- 330 W. Nickerson St.; by mail - Seattle Pacific University, 3307 Third Avenue West, Suite 302, Seattle, WA 98119.

Other On Campus Resources

- Student Counseling Center – Watson Hall, 1st Floor | Mon–Fri, 9am–4pm (closed on SPU holidays) | scc@spu.edu | 206-281-2657
- Student Health Services – Watson Hall, 1st Floor | Appointments available Mon–Thurs, 9am–4pm (closed Fridays and SPU holidays) | healthservices@spu.edu | 206-281-2231 | Fax: 206-281-2674
- Office of Student Life – Student Union Building (SUB), 2nd Floor, 3307 Third Avenue West, Suite 212, Seattle, WA 98119 | studentlife@spu.edu | 206-281-2481
- Student Financial Services – Demaray Hall 10, 3307 Third Avenue West, Suite 114, Seattle, WA 98119-1922 | Mon–Fri, 10am–12pm and 1pm–4pm (closed 12pm–1pm for lunch) | Student accounts: studentaccounts@spu.edu | 206-281-2061 or 800-737-8826 | Fax: 206-281-2835
- Human Resources – 330 West Nickerson Street, Seattle, WA 98119 | hr@spu.edu | 206-281-2809 | Fax: 206-281-2846

Off campus resources and contact points

- 24-Hour Crisis [Line: 461.3222](tel:461.3222) www.crisisconnections.org
- King County Sexual Assault 24 Hour Resource Center: 998.6423 www.ksarc.org
- Rape Abuse and Incest National Network (RAINN): 656.HOPE

www.rainn.org

- The Trevor LifeLine: 488.7386 (Mental health crisis hotline with LGBTQ-sensitive trained counselors available)
- Harborview Center for Sexual Assault & Traumatic Stress: 744.1600
- National Organization against Male Sexual Victimization malesurvivor.org
- Alcohol/Drug 24-Hour Help Line: 722.3700

Confidential reporting options

Please note that SPU requires most SPU employees, including student employees such as RAs and SMCs, to be “mandatory reporters.” This means that they may not be able to fully maintain your confidentiality.

If you would like to speak to someone completely confidentially, or make an anonymous report, SPU has the following options:

- Mental health counselors through the Student Counseling Center.
- Pastoral counselors (a psychologically trained minister or pastor).

While SPU has several faculty members who are also pastoral counselors, information can only be kept confidential if they are acting in their pastoral role at the time you speak with them. If you are not sure if someone you want to talk to can maintain your confidentiality, ask before you talk to them.

Anonymous reporting [Report a Concern](#)

Anonymous reports can be made by victims of crime that do not want to pursue action within the University system or the criminal justice system. When you file this report, you are not obligated to continue with legal proceedings or University disciplinary action. Remember, you can choose whether or not to participate in formal proceedings at any point. Reports filed in this manner are only counted and disclosed in the annual crime statistics for the institution. With such information, the University can keep an accurate record of the number of incidents, determine where there is a pattern of crime on campus, and alert the campus community to potential danger.

What happens after a Report is Made?

Upon receipt of a report of sexual misconduct, the University’s initial response will consist of notifying the appropriate University officials, providing information and support to victims of sexual misconduct, and taking steps to promote the safety of the victim and the campus.

Telling someone, even a mandatory reporter, that you've been the victim of sexual misconduct is not the same as filing a complaint to initiate a grievance proceeding. Making a report is the first step in the campus judicial process.

After an initial report of sexual misconduct, the Title IX Coordinator will contact the complainant to offer supportive measures and explain the different grievance procedures and options.

Overview of [Grievance Procedures](#)

Seattle Pacific University has established various grievance procedures for different types of discrimination, harassment and other misconduct complaints. These procedures are intended to promote a safe and healthy working and learning environment and to comply with applicable laws. The list below briefly describes each procedure, and each individual procedure states more specifically the scope and elements of such procedure, including if and how a formal complaint may be filed.

- **[Title IX Sexual Harassment and Related Conduct Policy](#):** This Policy informs members of the University community about the University's prohibition against Sexual Harassment and Retaliation. It provides information about resources, reporting options, and prompt and equitable resolution options. The Policy reinforces the University's commitment to preventing and responding to Sexual Harassment in a manner consistent with applicable federal, state, and local law. Consistent with the procedures set forth and referenced in this Policy, the University will take steps to eliminate Sexual Harassment, prevent its recurrence, and remedy any discriminatory effects for members of the University community.
- **[Student Accountability Process](#):** This process is used to examine alleged violations of Student Standards of Conduct by undergraduate students and is managed by the Office of Student Life. It may be used, for example, when there are alleged acts of discrimination or harassment by one student against another that are not subject to other SPU grievance procedures. Students may report alleged conduct violations, but there is not a formal role for complainants in the accountability process.
- **[Discrimination and Harassment Grievance Procedure \(DHGP\)](#):** The DHGP is the applicable procedure for formal complaints against employees in violation of SPU's nondiscrimination policy, but that are not subject to the Title IX Sexual Harassment and Related Conduct Policy.
- **[Anti-Bullying Complaint Procedure](#):** Employees may make formal complaints alleging conduct in violation of SPU's [Anti-Bullying Policy](#) pursuant to this procedure.

Maintaining privacy

While University officials will seek to protect the privacy of victims as far as reasonably possible, you should know that complete confidentiality cannot be guaranteed. This is because the university has an obligation to provide a safe campus for everyone. If there is a situation that involves a pattern of offenses from the same perpetrator, or other situation that may harm the community, it may become necessary for details of your story to be shared with other campus officials, and for possible protective actions to be taken.

Reporting to the police

Making a report with SPD is the first step in the criminal investigation and legal procedure. If you decide to make an SPD report, the Office of Safety and Security will guide you through the process of calling the police department and giving a statement. A police officer will come to SPU to take a basic statement which will then be sent to an SPD detective. The detective will be responsible for collecting all evidence associated with that case, as well as interviewing you, the assailant and any possible witnesses. Be advised that this process can be difficult, and you may request assistance from your Safety and Security representative, an advocate, or friend at any time.

Protective orders

A protective order is a civil order issued by a court at the request of the victim. A protective order requires the perpetrator to stay away from the victim and their home, school, work or other requested places. Victims who wish to obtain a protective order do not have to file a police report to do so.

There are four types of no contact orders issued by the King County Court: Domestic Violence Protective Order, Anti-harassment

Protective Order, Sexual Assault Protective Order, and Vulnerable Adult Protective Order. The type of protective order to seek out is decided by the victim. Who it can protect and restrain, the types of relief it can offer, when and where court hearings are conducted, and what costs may be incurred are decided by state law.

A representative from the Office of Safety and Security will walk you through the process of obtaining a protection order, and will escort you to your court hearings, if available.

For more information, visit : <https://www.kingcounty.gov/courts/district-court/protection-order.aspx>

Rights of Complainants and Respondents

Reporting and Notification Rights

- Be informed by Seattle Pacific University (SPU) officials of options to notify proper law enforcement authorities, including on-campus and local police, and receive assistance from SPU in notifying such authorities, if you choose. You will not be pressured to report.
- Not be discouraged by SPU officials from reporting sexual harassment, discrimination, or retaliation to both on-campus and off-campus authorities.
- The right to be accompanied to any related meeting or proceeding by an advisor of their choice.
- That the advisor may be, but is not required to be, an attorney.
- That if a live hearing is held, under a Title IX Formal Complaint Proceeding, both the complainant and respondent must have an advisor to conduct cross-examination (and the institution must provide one if the party does not have one).

Confidentiality Rights

- Have your name and all information related to a sexual assault kept as confidential as reasonably possible. Absolute confidentiality may not be possible in circumstances that present a potential threat to the SPU community.
- Not have any personally identifiable information released by SPU to the public without your consent, except as permitted by law

Investigation and Resolution Rights

- Receive an equitable investigation and resolution of all credible allegations of prohibited harassment, discrimination, or retaliation made in good faith to SPU officials.
- Receive timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct alleged, the date and location of the alleged misconduct (if known), implicated policies and procedures, and possible sanctions.
- Receive timely written notice of any material adjustments to the allegations (e.g., additional incidents, complainants, or unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- Have allegations of policy violations responded to promptly and with sensitivity by SPU officials.
- Be informed in writing of the status of your case, including all changes, updates, and outcomes, which will also be provided to the respondent. Both parties will be informed of appeal procedures following the investigation outcome.

Protection Against Retaliation and Coercion

- Not be retaliated against for making a report of sexual assault. SPU is committed to protecting you from threats, intimidation, harassment, or any form of retaliation. Steps for protection will be discussed with you.
- Not be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.

Supportive Measures

SPU offers a wide range of individualized, non-disciplinary, and non-punitive supportive measures to any individual affected by sex-based discrimination, harassment, or sexual misconduct. These measures are designed to restore or preserve equal access to education and employment, ensure safety, and deter retaliation, regardless of whether a formal complaint is filed. Supportive measures include:

- Academic Support - Rescheduling exams, papers, or assignments - Transferring class sections - Incomplete grades or course withdrawals (including retroactive options) - Alternative course completion methods - Temporary leave of absence (including retroactive options)
- Housing & Campus Life - Altering campus housing assignments - Assistance with relocation - Dissolving housing contracts with pro-rated refunds
- Workplace Adjustments - Modifying work schedules or locations - Changing reporting structures or supervisory relationships

- Safety & Security - Campus safety escorts - Safety planning - No-contact directives - Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders - Increased security or monitoring in specific areas - Issuance of timely warnings (as required by law)
- Health & Wellness - Referrals to on-campus counseling or medical services - Referrals to off-campus or community-based providers - Access to the Employee Assistance Program (EAP)
- Other Support - Transportation assistance - Student financial aid counseling - Visa and immigration support - Educational outreach to individuals or groups as appropriate

Community Immunity

Complainants will not be disciplined by SPU for any violation of the University's drug or alcohol policies in which they have engaged in connection with the allegations or for violation of expectations prohibiting consensual sexual activity outside of a married relationship. The University may require educational options, rather than disciplinary sanctions, in such cases.

Medical and Emergency Services

Access to a free sexual assault medical exam and free emergency contraception through the Washington State Crime Victims Compensation Program (CVCP), which will pay for the initial sexual assault exam by a Sexual Assault Nurse Examiner (SANE).

Definitions

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that deny or limit an individual's ability to participate in or benefit

from a school's education program. Sexual harassment can take many different forms depending on the harasser and the nature of the harassment. Harassing conduct can be carried out by students,

school employees, and non-employee third parties. There are three types of sexual harassment under Title IX. For the purposes of Title IX Sexual Harassment, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of SPU conditioning an educational benefit or service of SPU on an individual's participation in unwelcome sexual conduct
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to SPU's education program or activity;
3. A VAWA Offense, meaning sexual assault, dating violence, domestic violence, or stalking.

Sexual violence: Sexual violence encompasses a range of offenses involving any sexual act that is perpetrated against someone's will by use of force, intimidation, or threat. These offenses include completed non-consensual acts, attempted non-consensual

acts, abusive sexual contact (i.e. unwanted touching), and non-

contact sexual abuse (e.g. threatened sexual violence or verbal sexual harassment.)

Non-consensual sexual contact: Any intentional sexual touching, however slight, with any object, that is without consent and/or by force. Sexual contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with any of these body parts, or any other intentional bodily contact in a sexual manner.

Non-consensual sexual intercourse: Any sexual intercourse, no

matter how slight, of the vagina or anus with any body part or object, or oral penetration of a sex organ of another person, without the

consent of the victim. This includes vaginal, anal, and oral penetration.

Intimate Partner Violence: A pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. This includes **dating and domestic violence** and can occur between current or former intimate partners. Intimate partner violence does not always mean overt physical violence. It often includes controlling behaviors, such as monitoring as well as verbal, emotional, physical and sexual abuse.

Stalking: A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking behavior can include:

- Persistent, unwanted communications from the perpetrator by phone, mail, email, or other means.
- Repeatedly leaving or sending the victim unwanted items, gifts, or
- Following or waiting for the victim at places such as home, school, work, or recreation place.
- Direct or indirect threats to harm themselves, the victim, the victim's children, relatives, friends, or pets.
- Damaging or threatening to damage the victim's
- Harassing the victim through the internet (via public forum, email, social networks, etc.)
- Contacting the victim through a third
- Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth.

Sexual exploitation: Sexual exploitation means abusing (or attempting to abuse) a position of vulnerability or trust for sexual purposes. Examples include, but are not limited to, non-consensual recording (video, audio, or otherwise) and/or distribution of sexual activity or of another person's intimate body parts, or engaging in or facilitating voyeurism.

Hate crime: A crime motivated by racial, sexual, or other prejudice, typically involving violence. Reports of hate motivated incidents are taken because there is a potential for recurrence and/or

escalation into a criminal act. The key criterion in determining whether or not any crime or incident fits into the definition of a hate crime or incident is the motivation behind it. The following criteria are to determine whether an incident is motivated by bias based on race, ethnicity, gender/perceived gender, sexual orientation, religion or disability.

What is Consent?

Consent means freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. It is the responsibility of the initiator of the sexual activity to ensure that he or she has the other person's consent to engage in sexual activity. By law, consent cannot be given when an individual is intoxicated or unconscious as a result of drugs or alcohol; is physically or mentally disabled; or has been coerced, intimidated, or threatened in any way.

Consent in practice

For consent to be present, both parties must be equally free to act, fully conscious, honest and sincere, and use clear communication. Silence, or the absence of a "no", is not consent. Consent is an on-going process, not a one-time event, meaning it must be confirmed at each step. You must have your partner's verbal consent for every sexual act. You have the right to say no or change your mind at anytime. If you are unsure if the person you are with is comfortable with what you are doing, ASK! The only way to know for sure is to communicate your desires and limits clearly, and ask the other person for theirs.

Here are some examples of questions you might ask: *Is there anything you don't want to do? Are you comfortable with...? Do you want to stop? Would it feel good if...? Want to try...?*

Consent basics

- Always
- If you think someone is drunk, don't risk it! If you both want it to happen when you're sober, awesome.
- The only thing that means yes, is Silence, or the absence of a "no" is not yes!
- If someone doesn't want to do something, they don't owe you an explanation. Accepting and respecting someone's response is important!

Understanding Trauma

For victims of sexual assault, domestic violence, dating violence and stalking, trauma can stem from an isolated incident, from repeated incidents over a lifetime, or from a pattern of ongoing violence. Each person's reaction to trauma may differ. Often times, when a person experiences a traumatic event, their sense of safety and well-being are so damaged that they cannot use their normal, daily coping skills. The normal coping skills we use in our day-to-day lives are not sufficient to deal with trauma.

A traumatic event can affect a person's thoughts and ideas and can cause a person to be extremely confused, anxious and fearful. They may experience very strong emotional feelings, feel

stunned, dazed and shocked. They may be unable to make decisions, feel like crying all the time, experience feelings of hopelessness or emptiness and have difficulty being alone.

A traumatic event may also cause physical symptoms. Some people may have difficulty breathing, chest pains, have trouble falling asleep or staying asleep and suffer other physical problems.

As a result of a traumatic event, a person may experience intense feelings of anger, vivid dreams, nightmares or flashbacks of the event and feelings of fear and insecurity. Some people may have feelings of being permanently broken and may not believe their life will ever improve. They may have trouble concentrating. Others may experience a sense of feeling disconnected and in shock or disbelief that the world still goes on around them. These are all normal feelings for someone who has experienced a traumatic event.

If you have experienced a traumatic event, feel emotionally distressed, and feel as if your life has changed, there is help for you. You may want to talk to a professional about the trauma, anxiety, and emotional distress you may be experiencing. Page 9 of this guide has a list of contacts and resources including Student Counseling Services at 206.281.2657 and the Student Health Center at 206.281.2231.

How to support victims of gender-based violence

There are many ways that you can support a friend or family member that has been victimized.

- Start by Listen. Don't be judgmental.
- Remind them that it's not their fault. There is no such thing as "asking for it", no matter what the person is wearing, doing, consuming, at the time of the event. The responsibility lies with the perpetrator, not the victim.
- Help to **empower** Rape and sexual violence are crimes that take away an individual's power. It is important not to compound this experience by putting pressure on them to do things that they are not ready to do yet.
- If they are considering suicide, get them to the Counseling Center on campus, or call the **24-hour crisis line at (206) 461-3222**.
- Encourage them to report the sexual misconduct to campus security or law enforcement.
- Let them know that confidential counseling is available at the Student Counseling Center.
- If they are willing to seek medical attention or report the assault, offer to accompany them wherever they need to go (hospital, police station, campus security, etc.)
- Encourage them to seek help, but realize that only they can make the decision to get help.

It is also important to note that having a friend or family member who has been raped or assaulted can be a very upsetting experience. For this reason it is also important that you take care of yourself. Even if your friend and/or family member isn't ready to seek help, you can get support for yourself. You can also get ideas about ways to help your friend or family member through the recovery process.

Appendix C – Employee Discrimination and Harassment Grievance Procedure (DHGP)

Discrimination and Harassment Grievance Procedure

Purpose

1. Seattle Pacific University (the “University”) is committed to maintaining an environment that is free from Discrimination and Discriminatory Harassment.
2. This grievance procedure provides an opportunity for University employees, University students, and persons who apply to be employees or students at the University (“University Applicants”) to seek appropriate action in response to Discrimination and Discriminatory Harassment committed by University employees, or Discrimination resulting from University policies, practices, or systems. The procedure is intended to provide a prompt, fair, and impartial process from the initial report to the final result. It is also intended to help the University identify and eliminate misconduct, prevent its recurrence, and address its effects.
3. Although this grievance procedure is centered on unlawful Discrimination and Discriminatory Harassment, the University may take any action it deems appropriate to address workplace-related conduct that is inappropriate, unprofessional, or otherwise in violation of University policy, regardless of whether the conduct meets the definition of Discrimination or Discriminatory Harassment.

Scope and Limitations

1. This procedure applies to alleged incidents of Discrimination, and Discriminatory Harassment where the Respondent is an employee of the University; provided, however, that if allegations fell under the jurisdiction of the Title IX Sexual Harassment and Related Conduct Policy (TIX+ Policy), then the TIX+ Policy will be implicated. Concerns about possible Discrimination, and Discriminatory Harassment where the Respondent is a student will be addressed using the applicable policy in the Undergraduate Student Handbook or Graduate Student Handbook. This procedure can also be used to evaluate complaints of Discrimination that are allegedly attributable to SPU policies, practices, or systems, but are not tied to a single Respondent. In such cases, this procedure will be interpreted, modified, and applied as determined by the Process Facilitator in a manner intended to fulfill the objectives of this procedure, and such interpretations and modifications will be explained to the Complainant.
2. Any person may make a report about a concern that a University employee has engaged in Discrimination and Discriminatory Harassment. However, only University applicants, University students, and University employees may initiate a formal complaint under this grievance procedure. The University will investigate other reports as it deems appropriate, and may choose to use this grievance procedure for complaints filed by other individuals at the University's sole discretion, but is not required to follow processes described in this grievance procedure for any of the following types of complaints:
 1. A complaint by an individual who is not a University applicant, University student, or University employee;
 2. A complaint by an individual on behalf of another person;

3. A complaint against a person who used to be but is no longer a University employee;
or
 4. A complaint against a visitor, guest, vendor, or other person on campus who is not a University employee.
3. For purposes of this policy, a student employee will be treated as a student and not an employee, unless the Process Facilitator determines that there are compelling reasons for different treatment.
 4. Off-campus conduct and electronic communications (including, without limitation, emails, website posts, and social media messages) may be considered when evaluating whether Discrimination and Discriminatory Harassment has occurred, and SPU reserves the right to apply this Procedure when off-campus conduct or electronic communications impact SPU personnel or operations.
 5. A formal complaint under this procedure must allege one or more specific factual incidents. This procedure is not intended to prohibit or limit the free exchange of ideas presented or debated in a respectful manner.

Definitions

For purposes of this grievance procedure, the capitalized terms listed below have the meanings identified below:

1. Discrimination: The term “Discrimination” means unlawfully excluding a person from participation in, denying a person the benefits of, or otherwise subjecting a person to unlawful discrimination under any University education program or activity (including academic services, employment opportunities, and academic opportunities), in each case on the basis of one or more protected categories listed in the University’s Nondiscrimination Policy.
2. Discriminatory Harassment: The term “Discriminatory Harassment” means any unwelcome conduct that relates to one or more of the protected categories in the University’s Nondiscrimination Policy where (i) enduring the offensive conduct becomes a condition of continued employment, or (ii) the conduct is severe or pervasive enough to create a work or academic environment that a reasonable person would consider intimidating, hostile, or abusive. Petty slights, annoyances, and isolated incidents (unless extremely serious) do not constitute Discriminatory Harassment. Discriminatory Harassment has both a subjective and an objective component, meaning that the Complainant subjectively found the conduct to be offensive or unwelcome, and a reasonable person in the same position as the Complainant would also (objectively) find the conduct to be offensive or unwelcome.
3. Complainant: The term "Complainant" means an individual who is alleged to be the victim of Discrimination or Discriminatory Harassment.
4. Respondent: The term "Respondent" means an individual who is alleged to be responsible for Discrimination or Discriminatory Harassment.
5. Process Facilitator: The “Process Facilitator” is a University official who is charged with overseeing and facilitating this grievance procedure. The Process Facilitator is assigned according to the allegations described in a report or Formal Complaint and the status of the Respondent.

1. The Title IX/Section 504 Coordinator or designee will oversee allegations of Discriminatory Harassment and Discrimination that are based on sex or disability.
2. The Assistant Vice President for Human Resources or designee will oversee allegations of Discriminatory Harassment and Discrimination that are based on any protected characteristic other than sex or disability.
3. The Process Facilitator may delegate certain of his or her responsibilities under this procedure to other University officials if the Process Facilitator determines that it is reasonable and consistent with the purposes of this procedure. The Process Facilitator has the authority to interpret any ambiguity in this procedure.
4. If a Complainant makes allegations that would result in both the Title IX/Section 504 Coordinator and the AVP of Human Resources being the Process Facilitator, then the Title IX/Section 504 Coordinator (or designee) will be the Process Facilitator. The Process Facilitator may delegate certain of his or her responsibilities under this procedure to other University officials if the Process Facilitator determines that it is reasonable and consistent with the purposes of this procedure. The Process Facilitator has the authority to interpret any ambiguity in this procedure.
6. Decision Maker: The "Decision Maker" is the University official who is charged with determining whether it is more likely than not that the Respondent committed Discrimination or Discriminatory Harassment as alleged in the Formal Complaint.
 1. If the Respondent is a faculty member, then the Decision Maker will be the VP for Academic Affairs (or the VP for Academic Affairs' designee).
 2. If the Respondent is an employee that is not a faculty member, an Area Vice President, or the President, then the Decision Maker will be the Area Vice President that supervises the Respondent's area (or the Area Vice President's designee).
 3. If the Respondent is an Area Vice President, then the Decision Maker will be the President (or the President's designee), and no appeal will be available to either party.
 4. If the Respondent is the President, then the Decision Maker will be the Chair of the Board of Trustees (or the Chair's designee), and no appeal will be available to either party.
7. Area Vice President: The term "Area Vice President" means a vice president of the University with supervisory authority for a particular area. For purposes of this policy: (i) a VP for Academic Affairs will be considered an Area Vice President; and (ii) the VP for Academic Affairs will be considered an Area Vice President for faculty members and other employees not supervised by any other Area Vice President.
8. Appeal Reviewer: The "Appeal Reviewer" will be the President (or the President's designee).
9. Business Day: The term "Business Day" means any day other than a Saturday, Sunday, or University holiday. For this purpose, "University holiday" means those holidays scheduled on the University's master calendar when the University's administrative offices are closed for business.

Timing

1. Complaints alleging Discrimination or Discriminatory Harassment may be made at any time. However, the ability of the University to investigate and gather evidence may be constrained if a complaint is made a long time after an alleged incident. Also, if a complaint is made more than three years after an alleged incident, the University reserves the right not to follow all of steps in this procedure if the Process Facilitator believes a different response would be more appropriate. Other time periods prescribed in this policy may be lengthened in a particular case by the Process Facilitator if they determine that there is adequate cause for allowing additional time and that an extension will not have a material negative effect on the purposes of this procedure; however, a request for an extension from a party that is received after the applicable deadline has passed generally will not be granted.
2. While the length of time necessary to address a complaint will vary depending on the circumstances, in general, the University will attempt to issue a decision within 75 Business Days of receiving a formal written complaint. The Process Facilitator may permit temporary delays of grievance processes or the limited extension of time frames for good cause and with written notice to the Complainant and the Respondent (as applicable) for the delay or extension and the reasons for the action.
3. If a particular stage of a procedure in this policy is required to be completed within a prescribed number of days, then the day that includes the event that starts the time period will not be counted, but the last day of the time period will be counted. Any action required by the end of any time period must be completed by 5 pm on the last day of the period.

Principles and Protections

1. Employment: Neither the existence of this procedure, nor filing a complaint or being named as a Respondent in a complaint, is a guarantee of ongoing employment. The University reserves the right to take any permitted employment action it deems appropriate, including but not limited to placing an employee on leave.
2. Safety: The University reserves the right to respond with whatever measures it deems appropriate to prevent misconduct and preserve the safety and well-being of its students, faculty, staff, and visitors.
3. Confidentiality:
 1. University officials will seek to protect (as reasonably possible in the circumstances) the privacy of Complainants and Respondents. However, the University cannot guarantee the anonymity of an individual making a report or a filing a formal complaint. The University may share information provided by a Complainant, Respondent, or others to comply with legal requirements, promote the safety of students and employees, carry out this procedure, or address operational or administrative needs of the University. The University will take all reasonable steps to investigate and respond consistent with any request for confidentiality by a Complainant, including when implementing any interim or supportive measures. If a Complainant requests that the University not take action due to confidentiality or similar concerns, the University will consider whether it should grant the request in light of the circumstances and other applicable policies, objectives, and obligations.
 2. All persons who are involved in an alternative resolution process or formal complaint process under this procedure should respect the sensitive nature of the proceeding and follow any confidentiality instructions issued by the Process

Facilitator or Decision Maker. This includes but is not limited to all Complainants, Respondents, witnesses, and investigators.

4. Retaliation:

1. The University strictly prohibits retaliation against any person who files a complaint in good faith or otherwise participates in this procedure. This includes retaliation against anyone who makes a report or files a complaint about a violation of the University's Nondiscrimination Policy; who expresses an intent to make a report or complaint; or who testifies as a witness or otherwise provides information as part of an investigation or proceeding. Retaliation can be any type of adverse or negative action taken toward a person who has filed a complaint or otherwise participated in an investigation or proceeding (however, an adverse action is not retaliatory if it was taken for some other justifiable reason). Examples of retaliation include intimidation, coercion, harassment, threats, acts of violence, acts intended to embarrass another person, unjustified demotion or reduction in pay, unjustified denial of a promotion, unjustified termination of employment, or any other action that is likely to dissuade a reasonable person from making a complaint in the future. Any employee who commits retaliation may be subject to disciplinary action, up to and including termination of employment. Any person who believes he or she has been retaliated against should contact one of the Response Team. The Process Facilitator, in their discretion, will either (a) arrange for an investigation into the alleged retaliation, after which the applicable Decision Maker will make a determination applying a preponderance of the evidence standard, or (b) coordinate with the Dean of Students for Community Life to have the alleged retaliation addressed through the Student Accountability Process (if the person accused of retaliation is a student).
5. No False Statements: The University recognizes that false statements can have serious effects. If, at the conclusion of an investigation, it is determined that a Complainant, Respondent, or witness knowingly gave false or misleading information, it may be recommended that the individual be subjected to disciplinary action which may include, but is not limited to, written warning, demotion, transfer, suspension, dismissal, expulsion, or termination. A determination regarding responsibility, alone, is not a sufficient basis on which to conclude that any party made a materially false statement. A formal complaint by a party is not required for the University to charge an individual with making a materially false statement. Charging an individual with a violation of University policy for knowingly making a false or misleading statement in the course of this proceeding does not constitute retaliation.
6. Legal Counsel: If a party engages legal counsel, the legal counsel may not participate in the University's internal proceedings. This procedure does not interfere with the right of an individual to seek legal counsel or representation at such party's own expense.
7. Interim and Supportive Measures: The Process Facilitator will discuss with the Complainant and the Respondent at an early stage options regarding interim and supportive measures.
8. Conflict of Interest:
 1. The Process Overseer should determine if a Decision Maker or Appeal Reviewer has a conflict of interest, in which case the Process Overseer may identify a different person to fulfill the assigned role. Conflicts of interest for this purpose are limited to situations where the Decision Maker or Appeal Reviewer is the Respondent or is directly related (by blood, adoption, or marriage) to one of the parties, or where

- there are other circumstances present that make it likely that the Decision Maker or Appeal Reviewer cannot be objective in the process (for example, where the Decision Maker or Appeal Reviewer has an outside business or financial arrangement with one of the parties). Prior adverse decisions made by a Decision Maker or Appeal Reviewer against one of the parties does not constitute a conflict of interest.
2. If the Process Facilitator believes a designee or investigator has a conflict of interest, the Process Facilitator will instruct the Decision Maker or Appeal Reviewer (as applicable) to select another individual.
 3. If the Process Facilitator's Area Vice President believes that the Process Facilitator has a conflict of interest, then such Area Vice President will designate a different Process Facilitator for the proceeding.
9. Gathering Information: The burden is on the University to gather information necessary in order to make a determination under this procedure.

Evaluation

Report

1. Concerns of Discrimination or Discriminatory Harassment may be submitted to members of the [Response Team](#) or appropriate Process Facilitator in person, by phone, email or through the online [Report a Concern](#) form. Upon initial evaluation of the report submitted, members of the [Response Team](#) or Process Facilitator will reach out to the affected individual(s) to discuss any applicable policies and procedures, confidentiality and its limitations, and available resources and support. If necessary, the Response Team may refer the affected individual(s) to the office most capable of responding to the issue. If more information is needed, the affected individual may be contacted with an invitation to schedule an intake interview.

Intake

1. During an intake, the interviewer will gather enough facts to determine whether the allegation, if true, would support a finding that Discrimination, Discriminatory Harassment has been committed. If so, the Complainant may be offered supportive measures, and options for resolution, including how to file a Formal Complaint.
2. The interviewer will gather sufficient facts to determine whether the allegation would prompt an evaluation of the University's reporting obligations (e.g., Clery Act, Washington state Mandatory Reporter laws, NSF notification requirements) and, if so, the necessary information will be forwarded to the appropriate reporting official.
3. When proceeding under this Discrimination and Harassment Grievance Procedure, the appropriate Process Facilitator will be assigned to oversee and coordinate compliance with the procedural protections outlined above.

Dismissal of Allegations

1. Allegations may be dismissed during the evaluation stage or after the filing of a Formal Complaint. As appropriate, in the evaluation stage, the Process Facilitator will assist the Complainant in understanding the information required to file a Formal Complaint and proceed to investigation. This will include explaining the investigation procedures and the rights of the parties. The Process Facilitator will coordinate appropriate assistance to

Complainants who are persons with disabilities, individuals of limited English proficiency, or persons whose communication skills are otherwise limited.

2. The Process Facilitator will dismiss an allegation, or, if appropriate, the Formal Complaint in its entirety, for the following reasons:
 1. The allegation, on its face or as clarified, fails to state Discrimination or Discriminatory Harassment.
 2. The allegation, on its face or as clarified, lacks sufficient factual detail (e.g., who, what, where, when, how) for the Process Facilitator to infer that Discrimination, Discriminatory Harassment may have occurred or may be occurring.
 3. The Process Facilitator cannot reasonably conclude that the Respondent committed Discrimination or Discriminatory Harassment based on the facts/information provided by the Complainant or publicly available information.
 4. The Process Facilitator determines that it lacks jurisdiction over the subject matter of the allegation. Where appropriate, the Process Facilitator will refer the allegations to the office who can best address the issue.
 5. The Process Facilitator determines that it lacks jurisdiction over the entity alleged to have discriminated (i.e., the Respondent is no longer an employee of the University).
 6. A Complainant notifies the Process Facilitator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein.
 7. Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.
3. A dismissal under this procedure does not preclude action under another University policy or procedure. A Formal Complaint that is dismissed may be referred to a separate grievance procedure for further investigation or action. In such a case, the Process Facilitator may transfer all communications and information gathered to any other Process Facilitator who will be handling the referred Formal Complaint.
4. Before dismissing an allegation(s) the Process Facilitator will contact the Complainant to provide appropriate assistance by explaining by phone, letter, or e-mail the information necessary for the Process Facilitator to initiate an investigation of the allegation(s), ask the Complainant to provide this information to the Process Facilitator within 20 calendar days of the date of the request, and advise the Complainant that the Process Facilitator will dismiss the allegation(s) if the information is not received by that date. The Process Facilitator will dismiss the allegation(s) if the requested information is not received within 20 calendar days of the date of the request.
When the Process Facilitator dismisses an allegation(s), they will issue a dismissal letter to the Complainant explaining the reason(s) for the dismissal.

Formal Process

Filing a Formal Complaint

1. An individual may initiate the Formal Complaint process by presenting the Process Facilitator with a written complaint. The written complaint should contain at least the following information:

1. The name of the person filing the complaint (i.e., the Complainant).
 2. A description of the alleged discriminatory action or actions.
 3. The date or dates of the alleged discriminatory actions; and
 4. The name of each person alleged to have engaged in the discriminatory conduct (i.e., the Respondent(s) if known.)
2. The Process Facilitator is responsible for labeling each complaint and drafting the list (but not the narrative) of the allegations to be investigated. Complaint Forms and other written statements submitted by the Complainant must be written and/or signed by the Complainant.
 3. Upon receiving the Formal Complaint, the Process Facilitator will mark the Complaint Form with the date received and that date will be referred to as the Filing Date. The Complainant will be provided with a copy of the Complaint Form, with any attached allegations, along with a copy of this procedure and any other relevant policies.

Steps Taken to Inform the Respondent and Proceed with the Complaint

1. If the Process Facilitator determines that the written Formal Complaint falls within the scope of this procedure, then the Process Facilitator will provide written Notice of the Allegations (NOA) to both the Respondent and Complainant within ten (10) Business Days of the filing date. The NOA will include:
 1. The identities of the parties (if known).
 2. A statement identifying the specific policy violations alleged.
 3. A brief description of the allegations.
 4. A copy of the Formal Complaint, this Discrimination and Harassment Grievance Procedure, and any other policies or procedures the Process Facilitator believes should be highlighted.
 5. A statement that the Respondent is presumed not responsible for the alleged policy violations until a determination regarding responsibility is made at the conclusion of the grievance procedure.
 6. If applicable, a statement that each party is entitled to have an advisor of their choosing.
 7. Information regarding the parties' right to offer witnesses and evidence.
 8. Information regarding the availability of resources and supportive measures for the parties.
2. The Respondent may provide a written response to the Process Facilitator within five (5) Business Days of receipt of the NOA. A Respondent may choose not to provide a written response or participate in the proceeding, but the proceeding may continue even if a Respondent chooses not to provide a response or participate, and a decision may be based on the available evidence. If a Respondent provides the Process Facilitator with a copy of a written response, then the Process Facilitator will provide a copy of the written

response to the Complainant. Responses and other written statements submitted by the Respondent must be written and/or signed by the Respondent.

Formal Complaint Process: Investigation

1. The Process Facilitator may appoint one or more investigators to assist with the investigating the Complaint. An investigator may be a University employee, or a third party engaged by the University to investigate the Complaint. Investigations may include personal interviews, research, and review of relevant evidence. The investigation will be impartial and as thorough as appropriate under the circumstances, as determined by the investigator based on factors such as the nature and seriousness of the allegations, availability of witnesses and other evidence, schedules, and available resources. The university retains the right to record investigative interviews.
2. Both the Complainant and the Respondent are entitled to an equal opportunity to present relevant witnesses and other evidence, and to receive periodic status updates. The results of any polygraph or similar test will not be allowed as evidence from either party in the formal complaint process.
3. If the Complainant or Respondent believes that someone should be interviewed as part of the investigation, then the Complainant or Respondent should provide the Process Facilitator and the appointed Investigator the name and contact information for that individual. However, the Investigator may determine it is not necessary to interview all persons identified by the Complainant or Respondent.
4. Each person interviewed shall have the opportunity to review the summary notes prepared by the investigator for the interview
5. The investigators shall prepare a written report of the facts, which includes:
 1. A list of witnesses interviewed.
 2. A list of witnesses suggested by the Complainant or Respondent whom the investigator declined to interview.
 3. list of individuals the investigator requested to interview but who declined to be interviewed.
 4. Summaries of relevant portions of witness interviews.
 5. Specific fact-finding for each element of each allegation.
6. At the discretion of the Decision Maker, the Complainant and Respondent may be provided with a copy of the report or other written materials prepared by investigators and given an opportunity to respond.

Formal Complaint Process: Decision

1. After receiving the, the Decision Maker will make a determination as to whether the facts gathered would support a finding that university policy was violated by a preponderance of the evidence (i.e., whether a finding is more likely than not). The Decision Maker will consider each act of alleged misconduct and will also look at the totality of the conduct when making a decision..

2. If the Respondent is a faculty member, and the Decision Maker is considering dismissal of the faculty member for cause, then the process by which the Decision Maker makes a determination regarding the complaint will include the procedure described in Section 11.6.4 of the Faculty Employment Handbook.
3. The Decision Maker may adopt some, all, or none of any recommended findings from any appointed investigators. The Decision Maker may also require additional investigation before reaching a determination.
4. The Decision Maker may, at their sole discretion, ask to meet with the Complainant and Respondent prior to making a determination, so long as each party is given the same opportunity (if any) to meet with the Decision Maker and the meetings are held separately.
5. In cases of alleged sex Discrimination, the Title IX Coordinator will be consulted and will be promptly notified of the decision.
6. When appropriate, corrective action will be taken up to and including termination of employment. The goal of sanctions in a Discrimination or Discriminatory Harassment complaint proceeding is to end the Discrimination or Harassment (as applicable), prevent its recurrence, and remedy the harm, and sanctions should be crafted with the aim of achieving those goals. The type and degree of any corrective action will depend on the circumstances of each situation. Conduct history may be considered. Failure to fulfill the terms of corrective action may result in additional and more severe corrective action, including termination of employment. The types of corrective action that may be implemented include, but are not limited to:
 1. a warning
 2. a written reprimand
 3. disciplinary probation
 4. unpaid leave
 5. attending counseling
 6. paying restitution or fines
 7. performing community service
 8. being excluded from areas on campus
 9. being restrained from contact with specific individuals or organizations
 10. participation in an educational activity
 11. reduction in pay
 12. loss or deferral of opportunity for promotion or increase in pay; and/or
 13. termination of employment.

Informing the Parties of the Decision

1. Both parties will be notified of the decision separately. Both the Complainant and the Respondent will be simultaneously informed, in writing, of:
 1. the outcome of any proceeding that arises from an allegation of misconduct;
 2. the University's procedures for the Complainant and Respondent to appeal the results of the proceeding, if available;
 3. any change to the results that occurs prior to the time that such results become final; and
 4. when such results become final.
2. A written decision should include a statement of rationale for the decision and sanctions, if applicable. Witnesses would not receive any information regarding the outcome of any case. A department chair or other appropriate supervisor or administrator might also be informed (e.g., if there is a need for monitoring of the work environment, or if any discipline were meted out).
3. Unless otherwise stated in a decision letter, corrective action will begin to take effect at the expiration of the appeal period if no appeal is made. If an appeal is made, then the Decision Maker will determine whether some or all of the corrective action should be implemented pending the outcome of the appeal and will notify the Complainant and Respondent in writing of the decision.

Formal Complaint Process: Appeal

1. If the Respondent is an Area Vice President or the President, then neither party may appeal a decision. In other cases, either party may appeal a decision by filing a written appeal with the Process Facilitator. Unless otherwise stated in the written decision, the appeal must be received by the Process Facilitator within five (5) Business Days after the earliest of when the party is sent the decision by mail, email, or hand-delivery. The appeal must describe the reason for appeal. The reasons for appeal may only be:
 1. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that would likely affect the outcome of the matter.
 2. Procedural irregularity that affected the outcome of the matter.
 3. The Process Facilitator, Investigator(s), or 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.
 4. The sanctions imposed are not appropriate to the violation(s).
2. The Process Facilitator will provide a copy of the appeal to the other party (i.e., the Complainant or Respondent), and the other party may file a written response to the appeal within five (5) Business Days after the earliest of the date the appeal is sent by mail, email, or hand delivery to such party.
3. The Appeal Reviewer may, at their sole discretion, ask to meet with the Complainant and Respondent prior to making an appeal determination, so long as each party is given the same opportunity (if any) to meet with the Appeal Reviewer and the meetings are held separately.

4. The Appeal Reviewer will make a determination regarding the appeal based on the four permitted reasons for appeal described above. The Appeal Reviewer's decision may affirm the original decision completely, affirm a finding but modify the prescribed corrective action, remand the matter for additional investigation, require a new investigation, or reverse the decision. If the Appeal Reviewer does not call for further investigation, then the decision of the Appeal Reviewer will be final, and no more appeals will be permitted.
5. Both the Complainant and the Respondent will be simultaneously informed, in writing, of the Appeal Reviewer's determination. A written determination should include a statement of rationale for the decision and sanctions, if applicable. Unless otherwise stated in an appeal decision letter, corrective action will begin to take effect the following Business Day after the appeal decision letter has been issued. Any interim measures may remain in place. If the employee is employed "at-will," nothing in this section prohibits the University from terminating an employee at any time, with or without cause.

Alternative Resolution

1. Parties to a formal complaint under this procedure may be able to voluntarily pursue an Alternative Resolution to address the situation. Alternative resolution is a voluntary and remedies-based resolution option.
2. Potential remedies may include the implementation or continuation of supportive measures, targeted or broad-based educational programming or training, supported direct conversation or interaction with the Respondent, and/or indirect action by the Title IX Coordinator. An Alternative Resolution may also include mediation, negotiation, or other approaches necessary to reach a mutual agreement. Depending on the form of Alternative Resolution, agreements may involve disciplinary action against a Respondent. Disciplinary action will only be imposed against a Respondent where there is a sufficient factual foundation and both the Complainant and the Respondent have agreed to forego the Formal Resolution procedures set forth in this Policy and accept an agreed upon sanction.
3. A Complainant can seek an Alternative Resolution by notifying the Process Facilitator of their interest. The Process Facilitator, in consultation with the Decision Maker, will determine if an Alternative Resolution process is appropriate for the situation, and will determine the appropriate structure and timeline for that process. In deciding as to whether the Alternative Resolution is appropriate, the Process Facilitator will consider factors, including, but not limited to, the following:
 1. The outcome of an individualized safety and risk analysis.
 2. The nature of the alleged conduct, whether allegations involve multiple victims and/or a pattern of conduct, or other evidence-informed factors indicative of increased risk to campus safety.
4. At any point during the Alternative Resolution process, up until the signing of an Alternative Resolution Agreement, the parties, the Process Facilitator, or the Decision Maker may terminate the Alternative Resolution process. In that case, the Formal Complaint will revert to the Formal Investigation process.

End of Discrimination and Harassment Grievance Procedure (DHGP)

Appendix D – Student Accountability / Grievance Process

Student Accountability Process

Last published on 10/25/2021

The student accountability process at Seattle Pacific University is designed to help students take responsibility for their choices in a manner that is respectful, educational, and redemptive. It focuses on helping maintain community values and assisting students to learn from any issues that may arise from their choices. Students may still be subject to disciplinary sanctions, possibly up to and including dismissal, but the hope is that sanctions will help students develop individual responsibility, encourage self-discipline, and foster respect for the rights, freedoms, and safety of others. Students are expected to be active, honest participants throughout the investigation, meeting, and sanctioning stages in order to accomplish the educational and redemptive purposes of the process.

Students alleged to have violated Seattle Pacific University [Student Standards of Conduct](#) will be advised of the alleged violation or conduct concern and will be given the opportunity to provide oral and written statements and other relevant information to the dean of students for community life or designee. In certain situations the Office of Safety and Security will assist in gathering information related to specific cases. Students will receive written notice of the outcome of any accountability review proceeding, including a description of any disciplinary action or sanction. Seattle Pacific University uses preponderance of evidence (more likely than not) as its standard of proof. However, the student accountability process does not function like a court of law, and students should not expect the process to be the same as a civil or criminal legal proceeding.

The process described below applies to cases involving violations of the [Student Standards of Conduct](#) and/or [University Policies](#). Cases involving incidents of sexual misconduct will be handled as described in the [Sexual Misconduct Policy](#).

Safety of the Community and Interim Action

The University reserves the right to respond with whatever measures it deems necessary in order to protect the personal safety of students, employees, and visitors on the campus. The University may also take immediate action against a student if the student's behavior is otherwise incompatible with the orderly operation of the University or if it threatens damage to University property. In some cases, the University may impose interim measures while it is still investigating the facts of a possible violation of University policy and prior to scheduling an accountability hearing.

Such protective measures and interim measures may include, but are not limited to, temporary removal of the student from an on-campus living situation or from the campus as a whole, modification of living arrangements, adjustments to the format of accountability hearings, and/or interim suspension from campus pending an accountability meeting.

Accountability Meetings

Accountability meetings shall be conducted by an administrative staff person designated by the dean of students for community life according to the following guidelines. Accountability meetings will provide a prompt, fair, and impartial process.

- Accountability meetings will be conducted in private.

- Students who require additional accommodations as a part of their accountability meetings should request those from the person conducting the meeting no later than 24 hours prior.
- Admission of any person to the meeting will be at the discretion of the assigned staff person.
- In meetings involving more than one respondent, the staff person may, at the staff person's discretion, permit the meeting concerning each student to be conducted together with the consent of all respondents.
- The presence of parents at a meeting is not permitted.
- The presence of an attorney at a meeting is not permitted as the accountability proceeding is not meant to function as a court of law. An exception may be made only in instances where the respondent has been charged with a crime arising out of the same operative facts as the charge under [Student Standards of Conduct](#); however, the attorney must conform to the same requirements as applied to a support person described in the next paragraph. Even in those instances, counsel is present for a limited scope, which is to advise the student as to safeguarding the student's rights in the criminal proceeding. Student accountability meetings do not follow the rules of process, procedure, and/or evidence that are applied in criminal or civil court.
- The complainant and the respondent each have the right to be accompanied by a support person. The support person cannot be involved in the incident in question, and cannot be an attorney or serving as legal counsel. The support person is not permitted to speak to the administrative staff person unless directly questioned by them and cannot participate in the meeting other than quiet communication with the student they are accompanying. This communication may not interfere with the accountability process. Failure to comply will result in the removal of the support person. One five-minute break may be requested during the course of the meeting if the complainant and/or respondent wish to consult with her/his support person. It is the student's responsibility to find a support person, if desired, and the student must send a written request to the assigned staff person identifying the proposed support person in advance (preferably at least 24 hours before the meeting). The assigned staff person will decide whether the support person may attend the meeting and will attempt to notify the student of the decision prior to the meeting.
- Any pertinent materials and written statements (12-point font, five double-spaced pages maximum) must be submitted for consideration to the hearing officer at least 24 hours prior to the meeting.
- All procedural questions are subject to the final decision of the assigned staff person.
- After the meeting, the staff person will excuse all parties, deliberate, and determine which, if any, portion of the [Student Standards of Conduct](#) the student has violated.
- The assigned staff person's determination will be made on the basis of whether it is more likely than not that the respondent violated the [Student Standards of Conduct](#).
- Should new charges surface as a result of or during an accountability process, and no additional investigation is needed, the charges will be verbally introduced and heard during the current meeting. If additional investigation is needed, the assigned staff person will question the respondent, clarify items in the report, and send the respondent the findings following the meeting.

- Students charged with violations of the [Student Standards of Conduct](#) during Study Abroad or other travel courses, including SPRINT trips, will be notified of the charges after they are received by the staff person assigned to the matter and will have the opportunity to respond to those charges, as well as to appeal the outcome of their cases. However, the condensed duration of these courses and the limited availability of onsite administrators necessitate a modified accountability process in some situations.
- Students should be aware that failing to appear for an assigned meeting will be seen as waiving their opportunity to hear and present information related to the process, and that a decision will be made based on the information available.
- Students are expected to participate in the student accountability process actively. Students may be disciplined for the following actions committed in connection with the process:
 - Failure to fully disclose to a University official all requested information or other information related to the alleged violation;
 - Falsification, lying, hiding, distortion, or misrepresentation of information;
 - Disruption or interference with orderly conduct; and
 - Disrupting or attempting to disrupt another individual's participation.
- An individual's (or group's) conduct history will not be considered until the sanctioning phase of the deliberations.

Accountability Outcomes

The sanctions imposed depend upon the particular circumstances of each situation. Sanctions may be imposed singly or in combination, as appropriate to the circumstances of each situation. A student's conduct history will be considered in determining a sanction, as will the nature of the violation. Repeated violations of policy may result in more severe sanctions and may result in the removal of the student from the University. A student's failure to fulfill the terms of an imposed sanction may result in the imposition of more severe sanctions. Unless a written decision states otherwise, sanctions will not go into effect until after the conclusion of any appeal.

The types of action and/or sanctions that may be implemented include, but are not limited to, the following:

- Warning;
- Written reprimand;
- Disciplinary probation (indicating that a student's status with the University may be evaluated should other violations of University policy occur. Probation may also impact a student's ability to participate in other campus opportunities, such as student leadership, living on or off campus, campus employment, co-curricular activities, athletics, study abroad, etc.; appropriate to the violation of the Student Standards of Conduct);
- Suspension (termination of housing and/or student status for a specified period of time and with specific conditions); and/or
- Dismissal (termination of housing and/or student status).

The situation may also be reported to local law enforcement, depending on the facts. Also, in some circumstances, the student may also be required to

- Participate in an educational activity;
- Attend counseling and follow therapeutic recommendations;
- Pay restitution or fines;
- Provide community service;
- Relocate to a different residence hall or housing unit;
- Be suspended from housing or be required to return to housing;
- Lose privileges;
- Be excluded from activities;
- Be excluded from areas on campus; and/or
- Be restrained from contact with the complainant.

Administrative Fee

Any student found responsible for a violation of the drug and alcohol policy will be assessed a \$100 administrative fee that goes toward covering the cost of alcohol and drug prevention programs. Persons who host or in any way assist or promote gatherings (on or off campus) that include the violations of [any SPU policy relating to alcohol drugs, or tobacco](#) will be subject to a mandatory \$300 fine. A student who cannot afford to pay the fee can ask for a waiver as a part of the appeal [process](#).

Appeals

A student who participates in a student accountability meeting has the opportunity for a self-initiated appeal of a disciplinary action. To be eligible to file an appeal, a student must address a notice of intent to appeal in writing to the University official who would review the appeal (as described below) within 48 hours of the written notice of disciplinary action. The notice of intent to appeal can simply be a written statement submitted via email indicating that the student plans to appeal. If a student files a notice of intent to appeal, the student must file an appeal within four calendar days of receipt of the written notice of disciplinary action. Appeals must be written by the student making the appeal; submissions from other persons (e.g., parents, attorneys) will not be accepted or considered.

If the University official instituting the discipline is a member of the Residence Life staff, then the appeal should be directed to the director of Residence Life. If the official instituting the discipline is a member of the Office of Student Involvement and Leadership or the director of Residence Life, then the appeal should be directed to the dean of students for community life or vice president for student life designee. If the dean of students for community life instituted the discipline, then the appeal should be directed to the vice president for student life. A student may appeal a decision only once.

An appeal is not a second hearing but is a limited review of the original process and decision. Appeals are only permitted in three situations:

- New Information - There is new information that has not yet been considered and that would likely alter the outcome. Information would be considered "new" if it was discovered after the student's accountability meeting. Information available to the student but not provided during the meeting is not considered "new."
- Excessive Sanctions - Sanctions imposed are not appropriate to the violation(s). Generally sanctions will only be considered excessive if they are significantly different from sanctions imposed by the University for similar violations under similar facts and circumstances.
- Procedural Irregularity - There were procedural errors or unfairness that would likely alter the outcome (e.g., the process outlined above was not followed).

A student's written appeal must include the following information:

1. Names of the parties involved
2. A narrative of the incident that describes:
 - What occurred
 - Why it occurred
 - When it occurred
 - Where it occurred
 - Who was present
3. A clear statement of the nature of the appeal that explains why one or more of the permitted reasons for appeal applies (i.e., new information, excessive sanctions, or procedural irregularity)
4. The student's desired outcome, which can include proposed alternative sanctions

The decision of the appeal may be made with or without meeting with students. The reviewer of the appeal may either affirm the decision completely, affirm a finding as to the existence of a policy violation but modify the sanctions, remand the case for additional fact-finding and consideration, require a new meeting with a different staff member, or reverse the decision. After a decision has been reached, the student will be notified in writing by the reviewer. Decisions made in the appeal process are final.

Appeals Committee

In situations that result in University suspension or expulsion, the dean of students has the discretion (in consultation with the student) to convene additional campus community members as part of the appeal process. The dean of students or his/her designee will chair this committee to facilitate process. The committee may consist of representatives from the University faculty, staff, and student body (each selected by the chief judicial officer or designee).

This group's task is to review information and deliberate, and then to make a recommendation to the dean of students or his/her designee whose decision is final.

Appeals of disciplinary action resulting from a violation of the [Sexual Misconduct Policy](#) are not eligible for committee review and should instead [follow the guidelines of that policy](#). Additionally,

if the student behavior resulting in the disciplinary process involved violent or dangerous behavior, the committee shall be required to consider the safety of the community in its deliberations and recommendation, and any sanction imposed on the student shall not be stayed pending the appeal.

Additional information regarding the University's rationale for its behavioral standards or the accountability process is available by [contacting the dean of students for community life](#).

End of Student Accountability / Grievance Process

Appendix F – Drug-Free Schools and Campuses Policy (DFSCA)

Drug-Free Schools and Communities

Every year, we notify all SPU students and employees about our policy restrictions, consequences of policy violations, health risks, legal sanctions, and resources for those seeking treatment for substance abuse problems. It's all part of the federal Drug-Free Workplace and Drug-Free Schools and Communities Acts.

Our Policy

Seattle Pacific University does not permit faculty, staff, or students to unlawfully possess, use, or distribute illicit drugs or alcohol or to use alcoholic beverages on its property or as part of any of its activities. Such possession, use, or distribution will be grounds for disciplinary action, up to and including termination/expulsion, and referral for prosecution. An employee or student who, while on SPU property or at any University activity, exhibits objective signs of having consumed intoxicating beverages or illicit drugs may be placed on immediate suspension. If the observed behavior is a result of drug abuse or alcohol use, the employee/student will be subject to further disciplinary action.

Any such incident will be documented and reported to the Dean of Students for Community Life in the Office of Student Life (regarding students) or Human Resources (regarding employees) and to the President's Office. The disciplinary action taken will be reviewed and approved by the president or his designee. For further information regarding drug and alcohol policy violations and disciplinary procedures for undergraduate students, please see the [Student Handbook](#).

Even though Washington State decriminalized marijuana possession under one ounce for adults over age 21, it is still illegal under Federal law to possess, use, or distribute any amount of marijuana. Possession, use, or distribution of any amount of marijuana at any time is also not permitted for students under SPU policy.

Treatment/Counseling

SPU's [Student Counseling Center](#) offers further resources, including Seattle-area resources.

Alcohol/Drug 24-hour Help Line: 206-722-3700 or 1-800-562-1240.

If you have questions about the University's policy on drugs, alcohol and tobacco, contact Terry Winn, Assistant Vice President of Human Resources at winnt@spu.edu or 206-281-2678.

Health Risks

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. Research also indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics.

For more information:

- [“Alcohol Use and Your Health”](#) fact sheet
- [“Commonly Abused Drugs”](#)
- [“Alcohol, Tobacco, and Other Drugs/Substance Use”](#)

You’ll also find a more detailed treatment in SPU’s [Alcohol and Other Drug Biennial Review](#).

Legal Sanctions

Washington State prohibits underage drinking. In Washington, it is illegal for a person under the age of 21 years to possess, consume, or otherwise acquire any liquor (e.g., alcohol, spirits, wine, beer). It is also illegal for a person under age 21 to exhibit the effects in a public place of having consumed liquor (e.g., being intoxicated in public).

Washington State also prohibits facilitating underage drinking for others. In Washington, it is illegal for any person to sell, give, or otherwise supply liquor to someone under age 21. It is also illegal for any person to permit someone under age 21 to consume liquor on the person’s premises (e.g., you cannot let someone under age 21 consume alcohol in your house, car, or boat).

There are limited exceptions to the foregoing prohibitions (e.g., when liquor is provided for medicinal purposes by an authorized person). However, generally violations can result in fines of up to \$5,000 and imprisonment for up to 12 months. For more information, see [RCW 66.44.270](#) (i.e., the applicable Washington law).

The possession, use, or distribution of illicit drugs is prohibited by federal and state law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. Click on the following link for a [Summary of Federal and State Drug Laws](#). For more information, you can also review the federal [Controlled Substances Act](#) and the state [Uniform Controlled Substances Act](#).

End of Drug-Free Schools and Communities Policy

Appendix E – Anti-Hazing Policy

Statement and Purpose

Seattle Pacific University prohibits student organizations and their members from engaging individually or collectively in hazing activities. The University promotes safety and accountability in its efforts to prevent and respond to Hazing incidents that occur both on and off campus.

This policy intends to comply with Washington State Law [RCW 28B.10.900](#) - [28B.10.908](#).

Certain terms in this policy are defined at the end of the policy.

Entities Affected By This Policy

All University students and employees.

Policy Version: 1.0

Responsible Offices: Human Resources and Office of Student Life

Responsible Executive: VP for Business and Finance

Effective Date: September 1, 2022

Last Updated: September 1, 2022

Hazing Prohibited

No student, or other person in attendance at SPU may conspire to engage in Hazing or participate in hazing of another. Hazing does not include customary athletic events or other similar contests or competitions.

Sanctions Shall be Imposed

1. The University has adopted rules providing sanctions for Hazing as well as conduct associated with initiation into a student organization or living group, or any pastime or amusement engaged in with respect to an organization or living group not amounting to a violation of RCW [10.900](#). Such conduct will be internally addressed using the
2. A violation of RCW [10.901](#) is a misdemeanor, punishable as provided under RCW [9A.20.021](#).
3. Any organization, association, or student living group that knowingly permits Hazing is strictly liable for harm caused to persons or property resulting from hazing. If the organization, association, or student living group is a corporation whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.

Preventing and Responding to Hazing Incidents

Employee Reporting Responsibilities

1. All SPU employees who are not considered confidential resources (pastoral counselors, mental health counselors and healthcare professionals) are required to report Hazing incidents to University Officials immediately. Reports of Hazing can be submitted using the [Report a Concern](#)
2. In the event of an emergency, please call 911 for assistance if you are off campus, or 206.281.2911 if you are on campus.
3. Reports may be independently made to law enforcement.

Community Amnesty:

A person who witnesses Hazing or has reasonable cause to believe Hazing has occurred or will occur and makes a report in good faith may not be sanctioned or punished for the violation of Hazing unless the person is directly engaged in the planning, directing, or act of Hazing reported.

Employee Prevention Education

SPU shall provide Hazing prevention education on the signs and dangers of Hazing as well as the University's prohibition on Hazing to employees, including student employees, either in person or electronically. The prevention education shall be provided to employees at the beginning of each academic year and for new employees at the beginning of each academic term, [here is a link to the training](#). The Office of Human Resources is responsible for coordinating compliance with this section.

Student Prevention Education

SPU shall provide students with an educational program on Hazing and the dangers of and prohibition on Hazing, which shall include information regarding Hazing awareness, prevention, intervention, and this Policy. The educational program may be offered in person or electronically. The University shall incorporate the educational program as part of new student orientation sessions. The educational program must be posted on each institution's public website for parents, legal guardians, and volunteers to view.

Materials on student rights and responsibilities given to student organizations, athletic teams, or living groups, either electronically or in hard copy form, shall include a statement on the University's prohibition of Hazing and on the dangers of Hazing. The Office of Student Life is responsible for coordinating compliance with this section.

Reporting Actual Findings of Hazing

Beginning with the 2022-23 academic year, the University shall maintain and publicly report actual findings of violations by any student organization, athletic team, or living group of the University for violations of this Policy or federal or state laws related to hazing or offenses related to alcohol, drugs, sexual assault, or physical assault.

The report shall include the following:

- The name of the student organization, athletic team, or living group;
- The date the investigation was initiated;
- The date on which the investigation ended with a finding that a violation occurred;

- A description of the incident or incidents, including the date of the initial violation, and the violations, findings, and sanctions placed on the student organization, athletic team, or living group;
- The details of the sanction or sanctions imposed, including the beginning and end dates of the sanction or sanctions; and
- The date the student organization, athletic team, or living group was charged with a violation.

Investigations that do not result in a finding of formal violations of this Policy, or state or federal law shall not be included in the report. The report shall not include any personal or identifying information of individual student members and shall be subject to the requirements of the federal family education rights and privacy act of 1974, 20 U.S.C. Sec. 1232g.

The University shall make reports under this section available on their websites in a prominent location clearly labeled and easily accessible from the University's website. Hazing information will be made available at spu.edu/diversity.

Record Keeping

The University shall maintain reports as they are updated for five (5) years and shall post them on its website at least 45 calendar days before the start of each fall academic term and at least 10 days before the start of all other academic terms. The Office of Student Life is responsible for coordinating compliance with this section.

Questions

Employees may direct policy questions to:

- **Winn, Assistant Vice President of Human Resources:** (206) 281-2678 on campus – 330 W. Nickerson St.; by mail - Seattle Pacific University, 3307 Third Avenue West, Suite 302, Seattle, WA

Students and prospective students and their families may direct questions to:

- **Dr. Jeff Jordan, Vice President for Student Life:** (206) 281-2123;
-

Definition of Terms

Hazing

Any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary educational institution in Washington state, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate.

For the purposes of this definition, Hazing activities may include, but are not limited to the following:

- All forms of physical activity are deemed dangerous or harmful.
- Striking another person whether by use of any object or one's body.
- The application of foreign substances to the body.
- Scavenger hunts involving illegal activities, kidnapping, or abandoning a member of the community.
- Depriving others of sleep or creation of excessive fatigue as an intentional part of activities.
- Forcing, coercing, pressuring, or requiring students to consume alcohol, or foreign or unusual amounts of food or other substances.
- Nudity or forcing students to dress in a degrading manner.
- Psychological hazing: any act which is likely to compromise the dignity of a student; cause embarrassment or shame to a student; cause a student to be the object of ridicule or malicious amusement; or inflict psychological or emotional harm.

Employee

A person who is receiving wages from the institution of higher education and is in a position with direct ongoing contact with students in a supervisory role or position of authority. "Employee" does not include a person employed as medical staff or with an affiliated organization, entity, or extension of a postsecondary educational institution, unless the employee has a supervisory role or position of authority over students. "Employee" does not include confidential employees.

End of Anti-Hazing Policy