2026 Annual Security Report

Northwest State Community College

Information for 2025-2026 Academic Year
This annual report contains the crime statistics for 2025, 2024, and 2023

This Annual Security Report applies to the following campuses: Main Campus, Andersons Maumee, and Van Wert Career Center.

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Introduction

All policy statements contained in this report apply to all campuses unless otherwise indicated.

Northwest State Community College's Campus Security Report includes crime statistics and prevention information to assist students in making decisions which affect their personal safety and that are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report also includes policy information for Northwest State Community College as required by the Higher Education Opportunity Act of 2008. A copy of the report can also be obtained by contacting the NSCC Police Department.

"Northwest State Community College is committed to providing environments that facilitate student learning in all of its forms, as well as promoting responsible decision making. The vitality of this commitment rests in the education and development of the whole person, including the manner in which students interact with others and the way in which they live out their rights and responsibilities as members of Northwest State Community College. As a college, we are dedicated to providing students with the resources they need to be successful members of the community. This includes the implementation of timely and appropriate intervention strategies and programs when students do not follow college policies. To this end, the Office of the Vice President for Enrollment Management & Student Affairs and the NSCC Police Department collaboratively work together to hold students accountable for their behavior and provide education regarding decision-making and personal responsibility. Northwest State Community College is dedicated to modeling responsibility, character development and values education. Through the integration of new learning and reflection on one's behavior, students at Northwest State Community College learn what it means to be a responsible and respectful citizen in a community."

Scott Campbell, Chief of Police
Todd Hernandez, President

Contact Information:

NSCC Main Campus	**(419) 267-5511**
Emergencies: any campus or off-campus location:	(419) 267-1452
Non-emergencies: Northwest State Community College Police:	(419) 267-1452
Henry County Sheriff's Office:	(419) 592-8010
NSCC Van Wert Campus:	**(419) 890-1698**
Emergencies: any campus or off-campus location:	(419) 890-1698
Non-emergencies: Northwest State Community College Police:	(419) 267-1452
Van Wert Police Dept:	(419) 238-2462
NSCC Anderson/CTS Workforce Training Center:	**(419) 267-1332**
Emergencies: any campus or off-campus location:	911
Non-emergencies: Maumee Police Dept:	(419) 897-7040

POLICE

Mission Statement

The Northwest State Community College Police Department (NSCC PD) is a professional police agency that is committed Serving and protecting Northwest State Community College by providing a safe, secure and pleasant atmosphere for training and learning.

Core Values

As an agency we will:

- Respect the right of all people
- Treat all people with impartiality
- Treat all people with concern and compassion
- Prevent crime and fear of crime in our community

About The Northwest State Community College Campus Police - Law Enforcement Authority

The NSCC PD is located in the Atrium Room A-196, which is directly behind the south stairwell in the Atrium, entrance door A-10. The NSCC PD provides uniformed police services during open hours of the College as well as for special functions during non-standard campus hours.

The NSCC PD officers are sworn State of Ohio Peace Officers commissioned by the Ohio Peace Officers Training Commission. Police Officers are entrusted through the Board of Trustees in accordance with Ohio Revised Code Section 3345.04. College officers have misdemeanor and felony arrest authority, as well as all other enforcement powers granted to peace officers in the State of Ohio. NSCC PD officers are subject to all training and education requirements established by the Ohio Peace Officers Training Council and the Northwest State Community College Administration.

NSCC PD officers are required to maintain a professional demeanor, and utilize sound judgment with a service attitude. Officers are carefully selected by their proven prior law enforcement service, experience, ability, knowledge, and dedication to the community they serve as well to their organization. In addition, the officers continue to gain knowledge through continual training in relation to their career.

NSCC PD is a full-service agency providing law enforcement service including criminal investigations, accident investigation, traffic and parking enforcement, enforcement of Court Orders such a Protection Orders both Civil and Criminal enforcement as well as enforcement of Northwest State Community College Policy and Regulations.

NSCC PD Officers have jurisdiction to operate on NSCC owned or controlled property. The patrol jurisdiction of NSCC officers is limited to any buildings or properties owned or controlled by Northwest State Community College.

Mutual Aid and Public Safety Partnerships

The NSCC PD maintains partnerships with local, state and federal public agencies. By virtue of concurrent jurisdictions and in some cases shared jurisdictions a close working relationship is in place with the Henry County Sheriff's Office, Ohio State Highway Patrol, Federal Bureau of Investigation, the Multi Area Drug Task Force, and the Attorney General's Bureau of Investigation as well as the Correction Commission of Northwest Ohio and their Special Weapon and Tactics Team.

There is a written agreement or memorandum of understanding regarding any topics, including the investigation of criminal incidents, between NSCC PD and the Henry County Sheriff's Office.

Security Awareness and Crime Prevention Programs

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of NSCC to inform students of good crime prevention and security awareness practices.

During the 2024-2025 academic year, NSCC offered safety awareness programs. Topics such as personal safety, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs that we have previously offered.

All crime prevention and security awareness programs encourage students and employees are encouraged to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved and advised to call NSCCPD to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at (419) 267-1452.

As part of the department's community-oriented policing philosophy, NSCC PD offers crime prevention presentations each semester to classrooms, campus clubs and student groups as requested. Topics of these presentations include personal safety awareness (CRASE), self-defense class for woman (KOGS.) and property protection strategies. Anyone interested in having a NSCC PD Officer speak to his or her classroom or group should contact them at (419) 267-1452.

Services Provided by Northwest State Community College Campus Police

Chaperone Service

- The NSCC PD provides chaperone service to and from vehicles upon request.
- The request may be made in person, or by calling the police office at (419) 267-1452 or contacting the Welcome Center (419) 267-5511.

Car Unlocks

- The NSCC PD will provide auto unlocks should someone need this service.
- The individual must provide proper identification and sign a waiver of liability.
- The request can be made in person at the NSCC PD office room A-196 or at the Welcome Center.

Motor Vehicle Battery Jump Starts

- The NSCC PD will provide motor vehicle jump-starts should someone require this service.
- The individual must provide proper identification and sign a waiver of liability.
- The request can be made in person at the NSCC PD office room A-196 or at the Welcome Center.

Web Check Finger Print Background Checks

- Fingerprinting for background checks can be done by NSCC PD. Appropriate identification, such as a state driver's license or other state or government-issued ID, must be provided as well as other pertinent information.
- Fingerprinting is done Monday – Friday 8:00 a.m. – 4:00 p.m. Cost for the service is $29.00 for BCI and $33.00 for FBI and should be paid in the Business Office prior to having it done.

Photo IDs

- College Photo IDs can be obtained at the NSCC PD office in the Atrium, Room A-196.
- Appropriate ID, such as a state driver's license or other state or government-issued ID, must be provided as well as the college ID number, also known as the N number.
- A $10 charge is required for a replacement ID.

Key Control

- NSCC PD is assigned the key control of the College, both traditional keys and electronic access.
- Assignment of keys requires a written request via email to the campus police chief.
- Request will include the individual's name, who the key is to be issued to and the room number said key is needed for providing access.
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Lost and Found

- Lost and found items can be recovered at the Welcome Center in the Atrium. Lost and found flash drives will be collected at the circulation desk in the Library

Timely Warnings

In the event a crime is reported within the NSCC Clery Geography (On Campus, Public Property and Non-campus property), that, in the judgment of the Campus Administration, or designee, constitutes a serious or continuing threat, a campus wide "timely warning" notice will be issued.

Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger NSCC community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the Campus Administration, or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Major incidents of Arson
- Other Clery crimes as determined necessary by NSCC PD, or his or her designee in his or her absence.

Timely Warning Notices may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of NSCC PD.

Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

Timely Warning Notices are typically written and distributed by the Campus Administration or designee.

Timely Warning Notices will be issued to the campus community via email blast to all student and staff assigned email accounts. Timely warnings may also be issued using some or all of the following methods of communication: text messages or emails sent through the College's RAVE ALERT system, or building postings by Building Administrators.

The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

Emergency Response and Evacuation Procedures

NSCC maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

College units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans. Emergencies occurring on campus should be reported to the Campus Police by dialing (419) 267-1452 or pressing Campus Police speed dial button, (419) 572-1773 or 911.

In conjunction with other emergency agencies, the NSCC conducts emergency response drills and exercises each year, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

The campus publicizes a summary of the emergency response and evacuation procedures via email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

Emergency Evacuation Procedures

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The NSCC PD does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, NSCC PD staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At NSCC, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Campus Police of the Emergency (419) 267-1452 or dial 911.

1. Remain Calm
2. Do NOT use Elevators, Use the Stairs.
3. Assist the physically impaired. If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform NSCC PD or the responding Fire Dept. of the individual's location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

Shelter-in-Place Procedures –What it Means to "Shelter-in-Place"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic "Shelter-in-Place" Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest designated area quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to "Shelter-in-Place"

A shelter-in-place notification may come from several sources, NSCC PD, Staff members, other College employees, Local Sheriff's Office, or other authorities utilizing the College's emergency communications tools.

How to "Shelter–in-Place"

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.

2. Locate a room to shelter inside. It should be:
   - An interior room;
   - Above ground level; and
   - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. NSCC staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to NSCC PD so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Emergency (Immediate) Notification

System to use	**Primary Message Creator**	**Backup Message Creator**	**Authority for approving & sending**	**Primary Message Sender/ Distributor**	**Backup Message Sender/ Distributor**
PRIMARY	Campus Admin.	Campus Admin.	Campus Admin.	Campus Admin	Campus Admin.
RAVE Alert					
SECONDARY					
Local Media					

To opt-in for emergency text and voice messaging, students, faculty, and staff can do so through My NSCC quick alert, or contact the Campus Police for assistance.

The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community and will direct them to where they can receive additional information.

Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm).

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested

parties. The larger community can also access emergency information via the NSCC homepage and/or social media.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

Emergencies on Campus

Quick Alert Emergency Communication System

Northwest State Community College utilizes the Quick Alert system as a fast and reliable means of sending urgent information to the campus community. It is important that all students log in to their Quick Alert account to update their contact information and communication preferences. This can be done by logging on to myNSCC and clicking on the Quick Alert link in the middle of the Home tab.

Announcements made through the Quick Alert system include campus emergencies, school closings and important student information and reminders.

Family Emergency

In the event of an emergency, family members are to call the main switchboard at 419-267-5511. A switchboard operator is on duty from 8:00 a.m. until 4:30 p.m. Monday – Thursday and 8:00 a.m. until 4:00 p.m. on Friday and will be able to direct your call accordingly. When the switchboard is closed, follow the message prompts to contact the NSCC Business Office.

Emergency Phones

Emergency phones are located throughout the campus for use in case of emergencies. The phone connects immediately to the Campus Police Department by lifting the handset.

Reporting Crimes and Other Emergencies on Campus

Crimes, suspicious activity, safety hazards or campus emergencies (including medical and fire emergencies) should be reported promptly to NSCC PD from any emergency hallway phone by just picking up the handset, calling from any campus desk phone use the campus police speed dial button, call (419) 267-1452 or direct contact with NSCC PD at the office located in Room A-196 as well as the Welcome Center or any NSCC Faculty or Staff member.

Response to a Report

Officers are available at these respective telephone numbers during normal business hours to answer your calls. In response to a call, NSCC PD will take the required action, either dispatching an officer or asking the victim to report to NSCC PD to file an incident report. All reported crimes will be investigated by the College and may become a matter of public record. All NSCC PD incident reports are forwarded to the Vice President of Student Affairs for review and for potential action, as appropriate. NSCC PD Investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Vice President of Student Affairs. If assistance is required from the local Sheriff's Department or the local Fire Department, NSCC PD will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including NSCC PD, will offer the victim a wide variety of services.

Voluntary Confidential Reporting

NSCC PD reports are public records under state law, therefore, they cannot hold reports of crime in confidence, so NSCC does not allow voluntary confidential reporting to the NSCC PD.

The purpose of an anonymous report is to possibly take steps to promote safety. In addition, NSCC can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Confidentiality

Ohio's public records law (Ohio Revised Code 149.43) does not permit the College to promise confidentiality to those who report crimes to anyone except counselors through the College Counseling Service or under certain circumstances, to a physician or nurse at a hospital. Some off-campus reports also may be legally confidential - e.g. report to clergy or health care professionals.

To protect privileged relationships, reports to persons operating in the role of a professional counselor, medical professional, or pastoral counselor remain confidential in all but legally recognized exceptions and therefore are not included in the annual crime report.

Pastoral and Professional Counselors

Campus "Pastoral Counselors" and "Professional Counselors," when acting as such, are not considered to be a campus security authority for Clery Act purposes and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors at Northwest State Community College are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to NSCC PD.

Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

The NSCC PD encourages pastoral and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling to voluntarily report the incident to the NSCC PD on a confidential basis for inclusion of the annual disclosure of crime statistics.

Please note that reports of sexual violence and other violations that may be sex- or gender-based will be reported to the Title IX Coordinator and cannot be held in confidence.

The College does encourage pastoral and professional counselors to notify individuals they are counseling of the option to report crimes on an anonymous or confidential basis for inclusion in the annual statistical disclosure of crime statistics.

As a result, the College does not have any procedures to encourage pastoral or professional counselors to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

False reporting to a police department is a criminal offense and a very serious matter. False reports unnecessarily create alarm in the community and direct police resources in inefficient ways, costing untold man-hours. For these reasons, the NSCC PD pursues criminal charges in any verified case of false reporting. Never falsely report a crime or incident to a police department. Contact NSCC PD if you believe an erroneous report has been provided to the police or college official, please remember, missing or lost property is not stolen property. Report honestly and responsibly.

Reporting to a Campus Security Authority (CSA)

Northwest State Community College Campus Police (NSCC PD) is the primary department accepting information about criminal activity. In some circumstances, a person may prefer to report a crime or emergencies to other college officials. The college has designated employees who have significant responsibility for students and crime activities as Campus Security Authorities (CSA) for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary.

The list of designated CSAs can be found here and include but are not limited to: President Todd Hernandez, Katy McKelvey - Vice President of Human Resources & Leadership Development, Lana Snider - Vice President for Academics, Cassie Rickenberg - Vice President of Enrollment Management & Student Affairs, Jennifer Thome - Vice President Chief Fiscal & Administrative Officer, and Brittany Chamberlain - Director of Human Resources & Leadership Development.

Additional CSAs are NSCC employees who serve as Advisors to Learner Groups, Clubs, and Sports Teams. The college recognizes that roles and responsibilities of college employees continually evolve and change. Therefore, in addition to the designated CSAs, the NSCC PD sends out an annual communication to deans, directors and department heads defining a Campus Security Authority and discussing the

responsibility of those that may fit the definition in an attempt to broadly promote a culture of reporting criminal events. For a complete list of all CSAs please see the attached list marked Campus Security Authorities.

Accurate and Prompt Reporting

Crimes should be accurately and promptly reported to the NSCC PD or the appropriate police agency, when the victim of a crime elects to, or is unable to, make such a report.

Access and Security of Campus Facilities

During normal business hours, the administrative and academic facilities at NSCC are open and accessible to students, staff, faculty, and visitors of the College. After normal business hours and during breaks, these facilities are locked and only accessible to authorized individuals. NSCC PD officers conduct routine security and safety patrols of the academic and administrative buildings to monitor conditions and report any unusual circumstances.

Security of Campus

Public Safety Officers conduct routine patrols of campus buildings to evaluate and monitor security related matters.

Security Considerations Used in the Maintenance of Campus Facilities

Northwest State Community College maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. NSCC PD works closely with Facilities Management to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that enhance security. Other members of the College community are helpful when they report equipment problems to NSCC PD or to Facilities Management.

Missing Student Reporting

The College takes the report of a missing person seriously. All missing persons shall be reported to the NSCC PD. If the student is determined to be missing from a location not within the jurisdiction of the Northwest State Community College, the reporting person will be directed to file a missing person police report with the agency of jurisdiction.

Daily Crime Logs

The Daily Crime Log is maintained by the NSCC PD in an effort to provide members of the campus community a record of all incidents both criminal and non-criminal as well as fires reported to NSCC PD. This log provides for both the most recent incidents as well as an archive listing of past incidents. The daily crime log is updated according to occurrence of incidents. Current crime logs as well as the logs from the last three years may be viewed on the campus web site or a copy may be obtained at the NSCC PD office located in room A-196 in the campus atrium from 8 a.m. – 4 p.m. Monday through Friday, excluding holidays. A version of the Daily Crime Log is also available online at northweststate.edu.

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Emergency Plans

In the event of various types of emergencies, the College has set forth various plans of action including fire, tornado, hazardous material spill, hostage or active shooter situations, etc. These plans are available for viewing on the campus website at https://northweststate.edu/

Closed Circuit Television Cameras (CCTV)

The College deploys closed circuit television cameras in parking lots, buildings and other public areas. Cameras serve as a crime deterrent and provide an extra layer of security. Areas with cameras can be monitored quickly, providing valuable information to emergency responders. Video is also helpful during police investigations.

Education and Prevention

Northwest State Community College is committed to creating an environment free from violence. One of the concerns on every campus is violence and the response to such an event. The college offers training in being alert for such indicators, communicating to authorities and various responses that may be needed in such an event. The presentation of Active Shooter & Emergency Protocols is a tool utilized in these training opportunities.

Drug and Alcohol Policy

Northwest State Community College prohibits the unlawful possession, use, and sale of alcoholic beverages and illegal drugs on campus. The Northwest State Community College Police Department is responsible for the enforcement of state underage drinking laws and enforcement of Federal and State drug laws.

Drug Free Schools and Communities Act

In compliance with the Drug Free Schools and Communities Act, Northwest State Community College publishes information regarding the College's prevention programs related to drug and alcohol abuse prevention which include standards of conduct that prohibit the unlawful possession, use, and distribution of alcohol and illegal drugs on campus and at institution-associated activities; sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and other drug use and abuse; and a description of available counseling, treatment, rehabilitation and/or re-entry programs for NSCC students and employees. A complete description of these topics, as provided in the College's annual notification to students and employees, is available online at northweststate.edu/academics. Also available in the employee handbook.

(HEOA) Notification to Victims of Crimes of Violence

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Sex Offenders

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Ohio, convicted sex offenders must register with the local Sheriff's Office. You can link to this information, which appears on the NSCC PD website, by accessing northweststate.edu/campus police.

The State of Ohio has a Sexual Offender Registry that contains the names of all persons convicted of sex offenses in the State of Ohio. The college recognizes that sex offender registries reflect convicted sex offenders, which are only a small percentage of actual sex offenders, and that most sex offenders commit assaults against people they know, rather than strangers.

The sex offender registry and access to related information can be found by visiting the following link: http://northweststate.edu/campuspolice (Local Sexual Predators)

Violence Against Women's Act - Sexual Misconduct, Domestic Violence, Dating Violence and Stalking.

In 2013, President Obama signed into law the Violence Against Women Reauthorization Act imposing new obligations for colleges and universities as it relates to the reporting, education, services, and procedures in incidents of sexual assault, domestic violence, dating violence and stalking. At Northwest State Community College, sexual misconduct and relational violence of any kind is not tolerated and many resources exist for the survivor should an incident occur. The College collects any reported incidents of dating violence, domestic violence, sexual assault, and stalking occurring within the University's Clery geography and reported to a Campus Security Authority (CSA).

Education and Programs

All members of the College community play a role in preventing sexual misconduct and relational violence. The College is committed to delivering annual sexual misconduct and relational violence primary prevention and awareness training to all new students and employees to:

- Promote healthy and respectful behavior.
- Increase awareness of what constitutes sexual misconduct and relational violence.
- Prevent circumstances that may lead to sexual misconduct or relational violence and empower bystanders to intervene in potential situations when safe to do so.

- Create an environment that promotes reporting and instills confidence in the community that the College will provide a supportive, consistent and fair response to reports.
- Promote bystander intervention in sexual misconduct and relational violence situations.

Northwest State Community College will not tolerate sexual misconduct and relational violence of any kind. The College has resources for the survivor should any such incident occur.

The College collects any reported incidents of dating violence, domestic violence, sexual assault, and stalking occurring within the College's Clery geography and that are reported to a Campus Security Authority (CSA).

A resource for training concerning the aforementioned as well as counseling and support for victims is available through The Center for Child and Family Advocacy, Inc. Northwest State Community College has partnered with the Center for such services such as training, individual, family and group therapy, marriage counseling, play therapy, child sexual abuse treatment, domestic violence treatment, anger management, trauma and loss, bereavement and intensive family-based therapy (home-based).

Additional services are domestic violence shelter, community education, teacher in-service training, prevention programing, victim advocacy and Family Justice Centers.

The Center for Child and Family Advocacy, Inc. has several locations.

- 219 E. Washington St., Napoleon, Ohio 43545 (419) 592-0540

Northwest State Community College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the college community. Toward that end, Northwest State Community College issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **Domestic Violence:**

i.A Felony or misdemeanor crime of violence committed—

A) By a current or former spouse or intimate partner of the victim;

B) By a person with whom the victim shares a child in common;

C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

D) By 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; or

E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **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.

  i. The existence of such a relationship shall be 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.

  ii. For the purposes of this definition—

    A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

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

  iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent."

  - **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

  - **Fondling** is defined as the touching of the private parts of another person for the purposes 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** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

- **Stalking:**

  i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

     A) Fear for the person's safety or the safety of others; or

     B) Suffer substantial emotional distress.

  ii. For the purposes of this definition—

     A) *Course of conduct* means two or more acts, including, but not limited to, acts 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.

     B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.

     C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

  iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

- **Domestic Violence:** The state of Ohio defines domestic violence as follows: ORC §2919.25 Domestic Violence. (A) No person shall knowingly cause or attempt to cause physical harm to a family or household member. (B) No person shall recklessly cause serious physical harm to a family or household member. (C) No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member. For purposes of eligibility to obtain a protection order, the following Ohio Revised Code (ORC) definition is used: ORC §3113.31 Domestic Violence. (1) "Domestic violence" means the any of the following: (a) The occurrence of one or more of the following acts against a family or household member: (a)(i) Attempting to cause or recklessly causing bodily injury; (b)(ii) Placing another person by the threat of force in fear of imminent serious physical harm or committing a violation of section §2903.211 or §2911.211 of the Revised Code; (c)(iii) Committing any act with respect to a child that would result in the child being an abused child, as defined in section §2151.031 of the Revised Code; (d)(iv) Committing a sexually oriented offense. (b) The occurrence of one or more of the acts identified in divisions (A)(1)(a)(i) to (iv) of this section against a person with whom the respondent is or was in a dating relationship.
- **Dating Violence:** The state of Ohio does not have a definition of dating violence.
- **Sexual Assault:** The state of Ohio defines sexual assault as follows: The state of Ohio does not have a definition of *sexual assault*. However, the following offenses constitute the underlying offenses of rape, fondling, incest and statutory rape under Ohio law.

  ORC §2907.02 Rape. (A)(1) No person shall engage in sexual conduct with another who is not the spouse of the offender or who is the spouse of the offender but is living separate and apart from the offender, when any of the following applies: (a) For the purpose of preventing resistance, the offender substantially impairs the other person's judgment or control by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception. (b) The other person is less than thirteen years of age, whether or not the offender knows the age of the other person. (c) The other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age.

  ORC §2907.03 Sexual Battery. (A) No person shall engage in sexual conduct with another, not the spouse of the offender, when any of the following apply: (1) The offender knowingly coerces the other person to submit by any means that would prevent resistance by a person of ordinary resolution. (2) The offender knows that the other person's ability to appraise the nature of or control the other person's own conduct is substantially impaired. (3) The offender knows that the other person submits because the other person is unaware that the act is being committed. (4) The offender knows that the other person submits because the other person mistakenly identifies the offender as the other person's spouse. (5) The offender is the other person's natural or adoptive parent, or a stepparent, or guardian, custodian, or person in loco parentis of the other person. (6) The other person is

in custody of law or a patient in a hospital or other institution, and the offender has supervisory or disciplinary authority over the other person. (7) The offender is a teacher, administrator, coach, or other person in authority employed by or serving in a school for which the state board of education prescribes minimum standards pursuant to division (D) of section 3301.07 of the Revised Code, the other person is enrolled in or attends that school, and the offender is not enrolled in and does not attend that school. (8) The other person is a minor, the offender is a teacher, administrator, coach, or other person in authority employed by or serving in an institution of higher education, and the other person is enrolled in or attends that institution. (9) The other person is a minor, and the offender is the other person's athletic or other type of coach, is the other person's instructor, is the leader of a scouting troop of which the other person is a member, or is a person with temporary or occasional disciplinary control over the other person. (10) The offender is a mental health professional, the other person is a mental health client or patient of the offender, and the offender induces the other person to submit by falsely representing to the other person that the sexual conduct is necessary for mental health treatment purposes. (11) The other person is confined in a detention facility, and the offender is an employee of that detention facility. (12) The other person is a minor, the offender is a cleric, and the other person is a member of, or attends, the church or congregation served by the cleric. (13) The other person is a minor, the offender is a peace officer, and the offender is more than two years older than the other person.

ORC §2907.04 Unlawful Sexual Conduct with a Minor. (A) No person who is eighteen years of age or older shall engage in sexual conduct with another, who is not the spouse of the offender, when the offender knows the other person is thirteen years of age or older but less than sixteen years of age, or the offender is reckless in that regard.

ORC §2907.05 Gross Sexual Imposition. (A) No person shall have sexual contact with another, not the spouse of the offender; cause another, not the spouse of the offender, to have sexual contact with the offender; or cause two or more other persons to have sexual contact when any of the following applies: (1) The offender purposely compels the other person, or one of the other persons, to submit by force or threat of force. (2) For the purpose of preventing resistance, the offender substantially impairs the judgment or control of the other person or of one of the other persons by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception. (3) The offender knows that the judgment or control of the other person or of one of the other persons is substantially impaired as a result of the influence of any drug or intoxicant administered to the other person with the other person's consent for the purpose of any kind of medical or dental examination, treatment, or surgery. (4) The other person, or one of the other persons, is less than thirteen years of age, whether or not the offender knows the age of that person. (5) The ability of the other person to resist or consent or the ability of one of the other persons to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the ability to resist or consent of the other person or of one of the other persons is substantially impaired because of a mental or physical condition or because of advanced age.

ORC §2907.06 Sexual Imposition. (A) No person shall have sexual contact with another, not the spouse of the offender; cause another, not the another, not the spouse of the offender, to have sexual contact with the offender; or cause two or more other persons to have sexual contact when any of the following applies: (1) The offender purposely compels the other person, or one of the other persons, to submit by force or threat of force. (2) For the purpose of preventing resistance, the offender substantially impairs the judgment or control of the other person or of one of the other persons by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception. (3) The offender knows that the judgment or control of the other person or of one of the other persons is substantially impaired as a result of the influence of any drug or intoxicant administered to the other person with the other person's consent for the purpose of any kind of medical or dental examination, treatment, or surgery. (4) The other person, or one of the other persons, is less than thirteen years of age, whether or not the offender knows the age of that person. (5) The ability of the other person to resist or consent or the ability of one of the other persons to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the ability to resist or consent of the other person or of one of the other persons is substantially impaired because of a mental or physical condition or because of advanced age.

- **Stalking:** The state of Ohio defines stalking as follows:

  ORC §2903.211 Menacing by Stalking. (A)(1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or a family or household member of the other person or cause mental distress to the other person or a family or household member of the other person. In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's family or household member or mental distress to the other person or the other person's family or household member, the other person's belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs. (2) No person, through the use of any form of written communication or any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, r-computer system, or telecommunication device shall post a message or use any intentionally written or verbal graphic gesture with purpose to do either of the following: (a) Violate division (A)(1) of this section, (b) Urge or incite another to commit a violation of division (A)(1) of this section.

- **Consent:** The state of Ohio does not have a definition of consent, in relation to sexual activity, however, NSCC does have a definition of consent that is applied in Title IX and Non-Title IX (but VAWA) disciplinary proceedings. That definition reads as follows:

  Consent is voluntary, informed, uncoerced agreement through words and/or actions freely given, which a reasonable person would interpret as a willingness to participate in mutually

agreed-upon sexual acts. Consensual sexual activity happens when each partner willingly and affirmatively chooses to participate.

Indications that consent is not present include:

- when physical force is used or there is a reasonable belief of the threat of physical force, including when one person overcomes the physical limitations of another person.
- when coercion is present. Coercion means the improper use of pressure to compel another individual to initiate or continue sexual activity against the individual's will. Coercion may include intimidation, manipulation, and/or blackmail. Words or conduct may constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether to engage in sexual activity.
- when a person is incapable of making an intentional decision to participate in a sexual act, which could include instances in which the person is in a state of incapacitation, which could be permanent or temporary. Evaluations of capacity will be viewed in hindsight using a reasonable person standard.

Important points regarding consent include:

- Consent to one act does not constitute consent to another act.
- Consent on a prior occasion does not constitute consent on a subsequent occasion.
- The existence of a prior or current relationship does not, in itself, constitute consent.
- Consent can be withdrawn or modified at any time.
- Consent is not implicit in a person's manner of dress.
- Accepting a meal, a gift, or an invitation for a date does not imply or constitute consent.
- A person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent.
- Silence and passivity do not necessarily constitute consent.
- Initiation by someone who a reasonable person knows or should have known to be deemed incapacitated is not consent.
- A person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.

A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation when a person is incapacitated or not of legal age.

A person who is asleep or unconscious is considered incapacitated and unable to consent. Additionally, a person may be incapacitated due to a temporary or permanent mental or physical disability.

In the context of this policy, incapacitation is the state in which a person's perception or judgment is so impaired that he or she lacks the cognitive capacity to make or act on conscious decisions. The use of drugs or alcohol can cause incapacitation, which is a state beyond mere intoxication. An individual who is incapacitated is unable to consent to a sexual activity. Engaging in sexual activity with an individual who is incapacitated (and therefore unable to

consent), where a person knows or ought reasonably to have understood that the individual is incapacitated, constitutes Sexual Misconduct and is a violation of this Policy.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."[1] We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list[2] of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911.This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don't know where you are going, act like you do.
4. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.

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[1] Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles, 60,* 779-792.

[2] Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
    a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
    b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
    c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
    d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and

B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and that:

A. A statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);

B. The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;

C. What behavior and actions constitute consent, in reference to sexual activity, in the State of Ohio;

D. The institution's definition of consent and the purposes for which that definition is used.

E. A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;

F. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

G. Information regarding:

   a. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in "Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs" elsewhere in this document)

   b. how the institution will protect the confidentiality of victims and other necessary parties (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);

   c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims,

both within the institution and in the community (as described in "Assistance for Victims: Rights and Options" elsewhere in this document); and

d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);

e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in "Adjudication of Violations" elsewhere in this document);

Primary Prevention and Awareness Programs

The College provides primary prevention programs for all incoming students and employees. These programs include key information on how incoming students and incoming employees can decrease risk of victimization, understanding what perpetration means, and understand what sexual assault, dating violence, domestic violence and stalking are, including how to help, how to intervene safely to stop attacks, and how to get support and file a complaint if they become the victim of a VAWA crime.

Specifically, the College offered the following **primary prevention and awareness programs** for all **incoming students** in 2025:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Incoming Student Orientation	2025	On Line	SOAR - Title IX topics
Vector Solutions (Safe Colleges)	Fall & Spring 2025	On Line	Sexual Assault Prevention for Undergraduates, Title IX Rights and Protections, Sexual Assault Prevention for Community College, Title IX Rights and Protections, Consent and Bystander Intervention

Know your Rights	Fall 2025	On Line	Annual Notice of Non-Discrimination, Expressive Rights and Activities, Anti-Hazing (Collin's Law), Religious Accommodations, Free Speech, Drug & Alcohol Prevention Plan, Suicide Prevention

The College offered the following **primary prevention and awareness programs** for all **new employees** in 2025:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Hazing Awareness & Prevention	April 2025	NSCC	Identification & Response
Title IX Training	October 2025	NSCC	Identification & Response
Ohio Ethics	October 2025	NSCC	Identification & Response
Fraud Reporting	Upon Hire	NSCC	Identification & Response

Ongoing Prevention and Awareness Campaigns

The College has developed an annual educational campaign consisting of programs, initiatives and strategies to all student and employees including print campaigns, tabling, email communications, and targeted programming that seeks to prevent recurrence of victimization and perpetration and teaches persons about their rights and options if they or someone they know should become a victim of one of the VAWA offenses. These programs are sustained over time and informed by research and/or assessed for value. Some were programs provided by NSCC employees (like Campus Police and the Title IX Coordinator, while others were provided by area resource providers.)

Dating Violence Awareness	Spring 2025	Zoom & In-person	Dating Violence Awareness

Bystander Intervention	Spring 2025	Zoom & In-person	Bystander Intervention
Domestic Violence	Fall 2025	Zoom & In-person	Domestic Violence;
Digital Abuse	Fall 2025	Zoom & In-person	Digital Abuse
Title IX on the 9th Awareness Campaign Digital Campaign through Email	2025 Fall & Spring 2025	Email Campaign to Learners and Employees	Jan '25 What is Stalking) Feb '25 Dating Violence March '25 Sexual Harassment Recognition & Reporting April '25 Bystander Intervention May '25 Summer Support Resources for Survivors of Dating & Domestic Violence Sept '25 Title IX – Rights Responsibilities & Reporting Oct '25 Dating & Domestic Violence – Prevention & Support Nov '25 Pregnancy & Parenting: Protections Under Title IX Dec '25 Protections from Digital Abuse

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at The SART Clinic of Northwest Ohio. In most jurisdictions in Ohio, evidence may be collected even if you chose not to

make a report to law enforcement[3]. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 120 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

Involvement of Law Enforcement and Campus Authorities

Although the college strongly encourages all members of its community to report violations of this policy to law enforcement (including on campus law enforcement and/or local police), it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the College Title IX or Deputy Title IX Coordinators will assist any victim with notifying law enforcement if the victim so desires. The NSCC Police Department may also be reached directly by calling 419-267-1452, pressing Campus Police speed dial button on any campus telephone, or by visiting them in room A196 in the Atrium. Additional information about the NSCC Police department may be found online at Campus Police (northweststate.edu)

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator.

Title IX Coordinator,

Northwest State Community College

In person by visiting the Title IX Office at: Human Resources Department,

Building A, 1st Floor, Suite A106

In writing by email: titleix@northweststate.edu

[3] Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not "require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both."

Or by calling: (419) 267-1440

You may also report to Campus Police (if the victim so desires.) Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant choses to pursue criminal charges.

Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant[4] and an accused party, such as changes to academic schedules, enforcement of no contact orders, and changes to transportation and working situations, if reasonably available. The College will make such accommodations or protective measures, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to NSCC PD or local law enforcement. Students and employees should contact the Title IX or any Deputy Title IX Coordinator for more information or assistance.

[4] This document will use "victim" and "complainant" and "perpetrator" and "accused party" or "respondent" interchangeably.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow:

Incident Being Reported	Procedure Institution Will Follow
Sexual Assault	1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care 2. Institution will assess immediate safety needs of complainant 3. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department (if on campus, complainant will be connected with the NSCC PD) 4. Institution will provide complainant with referrals to on and off campus mental health providers 5. Institution will assess need to implement interim or long-term protective measures, if appropriate and will provide supportive measures 6. Institution will provide the victim with a written explanation of the victim's rights and options as well as information on how to preserve evidence 7. Institution will provide written instructions on how to apply for Protective Order 8. Institution will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution 9. Institution will provide written notice of any allegations to the parties (if a complaint is made) and provide the parties with equal opportunity to present evidence, witnesses, and to be informed on the various steps and timeframes in the process 10. Institution will inform the parties of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation

Stalking	1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department (if on campus, complainant will be connected with the NSCC PD) 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate

	6. Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" directive to accused party if deemed appropriate

Dating Violence	1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department (if on campus, complainant will be connected with the NSCC PD) 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" directive to accused party if deemed appropriate
Domestic Violence	1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department (if on campus, complainant will be connected with the NSCC PD) 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the college will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

Northwest State Community College complies with Ohio law in recognizing orders of protection. The following information will assist a person in understanding what types of orders of protection are available, explain how the College can assist victims who have obtained an order of protection, explain how to apply for protective orders, explain that the College cannot apply for an order on behalf of a person (but can enact a no contact directive when the parties are both members of the NSCC community), and will explain other important information necessary for persons who seek to obtain or understand the protective order process in Ohio.

1. NO CONTACT DIRECTIVES

Often times, a no contact letter will be given to the Complainant and Respondent by the College until the conclusion of the investigation. This will prohibit communication between the parties, including contact verbally, in writing, through technology or third parties. If you have been the victim of domestic or dating violence, stalking or sexual abuse, you may also want to consider obtaining an order of protection from the State of Ohio. Violations of institutional no contact directives will be handled as a separate violation of the Student Code of Conduct (or through HR for employees) and the College reserves the right to resolve those charges prior to the completion of the investigation into the Prohibited Conduct claim. The College encourages Complainants to contact law enforcement for violations of Ohio issued orders of protection.

2. PROTECTION ORDERS

NSCC complies with Ohio law by recognizing court orders that mandate protection from abuse. For example, any person who obtains an order of protection from Ohio or any state in the U.S. should provide a copy to the NSCC Police Department and the Office of the Title IX Coordinator. A Complainant may then meet with a police representative or the Title IX Coordinator (or designee) to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to escorts, special parking arrangements, providing a temporary cellphone, changing classroom location, or allowing a student or employee to complete assignments/work from home, etc.

The College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services through Ohio Courts or with the help of law enforcement. NSCC can and does issue institutional "No Contact" directives to prevent contact between parties, which are enforceable as a violation of College. Any Complainant may request an institutional directive by contacting the Title IX Coordinator or investigator assigned to their complaint.

A Protection Order is granted by a Judge and orders the defendant (Respondent) to stay away from you. The defendant should not enter your home or approach you at your place of work or school. If the defendant violates the protection order, a new charge could be filed, and the defendant could be arrested.

Although the Judge may grant the Protection Order, <u>it does not guarantee your safety.</u> It is important for you to be careful and take steps to ensure your safety as much as possible. The College can assist you with creating a Safety Action Plan, which is a plan to provide for your safety while on campus. You may contact off campus service providers, including Lutheran Social Services 24-hour crisis hotline by dialing (614) 224-HOME (4663) to find support in creating an off-campus safety plan, connecting with advocates, and even finding a support group.

The law (2919.27 and 3113.31 Ohio Revised Code) states that protection orders issued anywhere in the State of Ohio are enforceable throughout the state - if they are current and still valid. Comparable protection orders issued in other states may also be valid in Ohio.

If you hold an out of state order, you may also bring a copy of that document into the NSCC PD or the Title IX Coordinator to develop a Safety Action Plan.

3. ARE ALL PROTECTION ORDERS THE SAME?

No. There are four different kinds of protection orders in Ohio. Municipal (Criminal) court may issue a Domestic Violence Temporary Protection Order (DVTPO) or a Criminal Protection Order (CRPO) depending on the type of charge and your relationship to the defendant. Civil (Domestic) Court issues Civil Protection Orders (CPO) if you are a family or household member of the defendant. If you are being stalked, Common Pleas Court may issue a Civil Stalking or Sexually Orientated Offense Protection Order (SSOOPO).

4. WHAT IS A CIVIL PROTECTION ORDER?

A CPO is issued by the Domestic Relations Court to protect victims of domestic violence. A CPO is intended to prevent further domestic violence. It orders someone who has been abusive to do or not to do certain things in the future.

You should consider requesting a CPO - even if you have a DVTPO from a criminal court - because a CPO lasts longer.

A petition for a Civil Protection Order (CPO) can be filed with the Domestic Relations Court. You may want to contact your own attorney, Capital University Family Advocacy Clinic (844) 234-5463, or Capital University Legal Aid (614) 236-6245 to see if you qualify for a Civil Protection Order. You do not have to be getting a divorce to ask for a CPO.

The CPO (Civil Protection Order) may include the following orders:

A. Direct the abuser to stop the abuse;

B. Grant possession of the residence or household to you and/or other family member, to the exclusion of the evict the abuser; or order the abuser to vacate the premises, or (if the abuser has the duty to support order the abuser to provide suitable, alternative housing;

C. Award temporary custody and establish temporary custody orders with regard to minor children (if no other court has determined custody and visitation rights);

D. Require the abuser to maintain support if the abuser customarily provides for or contributes to the support of the family or household, or if the abuser has a duty to support under the law;

E. Require counseling;

F. Require the abuser to refrain from entering the residence, school, business, or place of employment of the victim or other family members; and/or

G. Grant any other relief that the court considers fair, including, but not limited to, ordering the abuser to permit the use of a motor vehicle to the victim, and ordering a fair apportionment of household and family personal property.

5. WHAT IS A CIVIL STALKING OR SEXUALLY ORIENTATED OFFENSE PROTECTION ORDER?

A SSOOPO is issued by the General Division of Common Pleas Court specifically to protect victims of stalking. A SSOOPO orders someone who has been engaging in stalking behavior to end that behavior. For additional information on stalking, please call the Domestic Violence & Stalking Unit at (614) 645-6232.Who can get a Criminal Protection Order?

If you are **not** considered a household or family member according to O.R.C. 2919.25, then you may request a Protection Order if any of the following charges are filed on your behalf.

- **Felonious Assault**
- **Aggravated Assault**
- **Assault**
- **Aggravated Menacing**
- **Menacing by Stalking**
- **Menacing**
- **Aggravated Trespass**

If you **are** considered a household or family member according to O.R.C. 2919.25, then you may request a Protection Order if an offence of violence is filed on your behalf.

Offense of violence include but are not limited to:

- **Domestic Violence**
- **Felonious Assault**
- **Aggravated Assault**
- **Assault**
- **Menacing by Stalking**
- **Aggravated Trespass**
- **Criminal Damaging/Endangering**
- **Criminal Mischief**
- **Burglary**
- **Endangering Children**

Contact the Northwest State Community College Police Department for more information.

6. HOW DO I GET A CRIMINAL PROTECTION ORDER?

A. A criminal charge must have been filed against the defendant,

B. The crime must be specified by statue (ORC 2919.26/2903.213),

C. You must be the victim of the crime,

D. Your relationship with the defendant must comply with the law (see Who are considered family and household members)?

If you need assistance with understanding more about protective orders, shelters for battered persons, area resources and supports, and/or your rights, please visit the Victim Services Directory through the Office of the Attorney General for the State of Ohio by clicking here and locating your applicable county.

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Northwest State Community College will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, college offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should the Title IX Coordinator or any Deputy Title IX Coordinator. If the victim wishes to receive assistance in requesting these accommodations, she or he should contact the Title IX Coordinator or any Deputy Title IX Coordinator.

On and Off Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Northwest State Community College will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

ON CAMPUS	Type of Services Available	Service Provider	Contact Information
Counseling	Free counseling services for all NSCC students	Center for Child & Family Advocacy	Text NSCCHELP to (419) 592-0540 or call to schedule an appointment.
Counseling for Employees	Employee Assistance Program	Lighthouse EAP	Phone: (419) 475-5338 or (800) 422-5338
Health	Not available on campus		
Mental Health	Free counseling services for all NSCC students: Depression, depression, stress, anxiety, or other issues	Center for Child & Family Advocacy	Text NSCCHELP to (419) 592-0540 or call to schedule an appointment
Victim Advocacy	Free crisis intervention, information & referrals, and personal counseling to all NSCC Students	Center for Child & Family Advocacy	Text NSCCHELP to (419) 592-0540 or call to schedule an appointment
Legal Assistance	Not available on campus		
Visa and Immigration Assistance	Not available on campus		
Student Financial Aid	Assistance with applying for grants, scholarships, federal work study, and student loans.	Financial Aid Office	22600 State Route 34, Archbold, OH 43502 Office C110 finaid@northweststate.edu Phone: (419) 267-1333 Fax: (419) 267-5587
OTHER: Campus Police Department	Law Enforcement (Make a report to the police; request any form of assistance)	A196 (in the Atrium)	Use Campus Police Speed dial from any campus telephone Also, dial (419) 267-1452 or 419-572-1773

OFF CAMPUS	Type of Services Available	Service Provider	Contact Information
Counseling	Individual, Couples, and Family Therapy	The Center for Child and Family	(419) 592-0540
Counseling for Employees	Employee Assistance Program	Lighthouse EAP	Phone: (419) 475-5338 or (800) 422-5338
Health	The SART Clinic of Northwest Ohio's mission is to provide a consistent, competent, and caring response to survivors of sexual or domestic violence assaults. Our team is comprised of healthcare providers, victim advocates, law enforcement agencies and prosecuting attorneys. Survivors decide if they wish to work with all of the members of the SART clinic or only a portion, but our multidisciplinary team provides an overall therapeutic approach to a survivor's journey of recovery.	The SART Clinic of Northwest Ohio	During Business Hours: (419) 592-0540 After hours/weekends:-(800) 782-8555 or (419) 782-1100
Mental Health	Individual, Couples, and Family Therapy	The Center for Child and Family	(419) 592-0540
Victim Advocacy	The CCFA assists victims of all crimes. The victim advocate program of the Center for Child and Family Advocacy was established to respond to the needs of adults who are residents of Defiance, Fulton, and Henry counties and are victims of domestic violence. The victim advocate is a trained professional who is available to offer emotional support and practical assistance to victims of all crimes and their families. In addition to emotional support, this service includes referrals to community justice and law enforcement systems.	The Center for Child and Family	(419) 592-0540

Legal Assistance	The CCFA assists victims of all crimes. The victim advocate program of the Center for Child and Family Advocacy was established to respond to the needs of adults who are residents of Defiance, Fulton, and Henry counties and are victims of domestic violence. The victim advocate is a trained professional who is available to offer emotional support and practical assistance to victims of all crimes and their families. In addition to emotional support, this service includes referrals to community justice and law enforcement systems.	The Center for Child and Family	(419) 592-0540
Visa and Immigration Assistance	Visa Assistance; Passport Information, Embassy Information	U.S. Department of State	https://travel.state.gov/content/travel.html
Visa and Immigration Assistance	Citizen and Immigration Assistance	U.S. Department of Homeland Security	https://www.dhs.gov/topic/citizenship-and-immigration-services
Student Financial Aid	Assistance with applying for grants, scholarships, federal work study, and student loans.	Financial Aid Office	22600 State Route 34, Archbold, OH 43502 Office C110 finaid@northweststate.edu Phone: (419) 267-1333 Fax: (419) 267-5587
Community Financial Aid for Anyone in Need of Help	Community Financial Aid, Housing Assistance, Food Assistance, Childcare Assistance, and employment Assistance	Ohio Department of Job and Family Services	https://jfs.ohio.gov/ocomm_root/1000OurServices.stm#FA- 2
Henry County Sheriff's Department	Law Enforcement Assistance		123 E. Washington St., Napoleon, OH 43545 Phone: (419) 592-8010
Maumee City Police (Toledo Satellite Campus)	Law Enforcement Assistance		109 E Dudley St., Maumee, OH 43537 Phone: (419) 897-7040
Van Wert Police Department	Law Enforcement Assistance		515 E Ct St. Van Wert, OH 45891 Phone: (419) 238-2462

Other State Resources	Variable		Ohio Domestic Violence Network (800) 934-9840 https://www.odvn.org/category/for-survivors/ National Domestic Violence Helpline https://www.thehotline.org/ Ohio Sexual Violence Helpline (844) OHIO-HELP https://www.ohiosexualviolencehelpline.com/

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

http://www.rainn.org – Rape, Abuse and Incest National Network

http://www.ovw.usdoj.gov/sexassault.htm - Department of Justice

http://www2.ed.gov/about/offices/list/ocr/index.html Department of Education, Office of Civil Rights

Confidentiality

Victims may request that directory information on file with the College be withheld by request through the institution's Title IX Coordinator, who will correspond with other College administrators on behalf of the victim.

Regardless of whether a victim has opted-out of allowing the College to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective/supportive measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Adjudication of Violations

The college's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 business days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;

2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to;
5. The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the college's Title IX Coordinator may sign a formal complaint under the following policies, depending upon the status of the accused (student or employee) and the seriousness of the alleged misconduct.

Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

Northwest State Community College has one policy that pertains to both students and employees for the investigation and resolution of complaints of sexual assault, dating violence, domestic violence, and stalking. This policy will be utilized regardless of whether Title IX attaches or not as the policy contains special procedures to resolve both Title IX and Non-Title IX (but VAWA) offenses.

Sexual Misconduct Policy Governing Students and Employees (POLICY 14-3-35)

- **How to File a Disciplinary Complaint Under this Policy**

  Reports may generally be made in person when the College is normally open between 8am and 4pm Monday through Thursday and anytime 24 hours a day/7 day a week via email to titleix@northweststate.edu, by sending written correspondence through the U.S. mail to the address already provided in this document, or by using the online reporting form, which may be accessed here. In an emergency or to receive an immediate response, contact law enforcement by dialing 9-1-1 from wherever you are. *Correspondence to the Title IX Coordinator via telephone, email or the online reporting form will not result in an immediate response. Responses from the Coordinator will be as prompt as possible and can generally be expected within 2 business days of the outreach.

- **How the College Determines Whether This Policy will be Used**

  As previously stated, the College has but one policy to govern VAWA offenses. This policy governs the conduct of: College students, regardless of enrollment status; faculty; staff; and third Parties (i.e., non-members of the College community, such as vendors, alumni/ae, visitors, or local residents).

  Third Parties are both protected by and subject to this policy. A third-party may make a report of a suspected violation of this policy committed by a member of the College community. A third-party may also be permanently restricted from the College or subject to other restrictions for failing to comply with this policy.

  This policy applies to conduct that occurs on College property (i.e., on campus). This policy also applies to conduct that occurs off College property (i.e., off campus) when the conduct is associated with a College-sponsored program or activity, such as travel, research, wellness activities sponsored by the College, internship programs or when such conduct may have a continuing adverse effect or could create a hostile environment on campus. Judgments about these matters will depend on facts of an individual case.

  All actions by a member of the College community that involve the use of the College's computing and network resources from a remote location, including but not limited to accessing College owned email accounts, will be deemed to have occurred on campus. On-line and/or social media conduct may violate this Policy if it meets the definition of Prohibited Conduct. Online postings are in the public sphere and are not private. These postings may subject an individual to allegations of Sexual Misconduct or other misconduct. The College **does not regularly search for this information nor does it monitor any particular social media site, but it may take action if and when such information is brought to our attention. The** College strictly prohibits the misuse of computer/computing resources and such behavior is in violation of the Student Code of Conduct as well as the employee handbook. The College will view any Report of online Sexual Misconduct with the Respondent's free speech rights in mind.

  Individuals are encouraged to report any violation of this policy as soon as possible in order to maximize the College's ability to respond promptly and effectively. Reports and Complaints may be made at any time without regard to how much time has elapsed since the incident(s) in question.

If the Respondent is no longer a student or employee at the time of the report or Complaint, the College may not be able to take disciplinary action against the Respondent, but it will still seek to meet its Title IX or other legal obligations by offering supportive measures for the Complainant and taking steps, if necessary and possible, to end the prohibited behavior, prevent and address its recurrence, and address its effects.

For Title IX to apply, the incident must be reported while the Parties are all associated with the College (as current students or employees) and must have occurred on property owned or controlled by the College, and within the United States. Additionally, during the time the misconduct is reported to have occurred, the College must have had substantial control of the Respondent and the context of the misconduct.

- **Steps in the Disciplinary Process**

Filing A Complaint

There is a difference between a "Report" and a "Complaint." A Report is made to the College when any person contacts the Title IX Coordinator and states that any form of sexual misconduct is reported to have occurred. The reporter can be the Complainant, or the person who is alleging being the victim of sexual misconduct or may be another person who has knowledge of the incident who wishes to report the incident to the College.

When someone files a Report, the Title IX Coordinator will contact the Complainant, and will advise them the process by which they can file a Complaint with the College and will offer them supportive measures, if applicable. A Complainant need not file a formal complaint in order to receive supportive measures or may decide to file. If they do not file, they retain the right to file at a later time although delaying may result in the College losing its ability to collect evidence or interview persons who may have knowledge of the incident.

To order for the College to respond and investigate, a Complainant must file a Complaint with the Title IX Coordinator (or designee). A Complaint means a written statement filed by a Complainant or signed by the Title IX Coordinator alleging Prohibited Conduct against a Respondent and requesting resolution of the alleged behavior. A Complaint may be completed by the Complainant in person or submitted by email, mail or by phone to the Title IX Coordinator.

Informal Resolution Process

At the time of the filing of a Complaint or at any time prior to a determination of responsibility, either Party may request to proceed under a voluntary Informal Resolution Process that does not involve a full investigation. The Title IX Coordinator will determine, based on the totality of the circumstances, whether an Informal Resolution Process is appropriate given the facts and participants. For example, an Informal Resolution Process is never appropriate for resolving reports alleging sexual harassment of a student by an employee.

Upon request and written agreement by the Parties and the Title IX Coordinator that the Informal Resolution Process is appropriate, the Title IX Coordinator will provide to the parties a written notice disclosing the allegations, and the requirements of the Informal Resolution Process, including when the Parties are precluded from resuming a Formal Resolution Process, any consequences resulting from participating in the Informal Resolution, and the records that will be maintained and shared. Informal Resolutions are not subject to appeal by any Party.

Informal Resolutions may include, but are not limited to;

- Placing a Respondent on notice that, if such behavior has occurred or is occurring, such conduct should cease immediately;
- A written warning;
- Education and/or training for a Respondent and/or department;
- Permanent Supportive Measures for Complainant;
- Mediation or other informal communication between the Complainant and Respondent;
- Events and/or trainings offered to the campus community or particular departments; and/or
- Referral and/or collaboration with another College department in order to address the allegations and eliminate any potential sexual misconduct.

For cases that meet the Title IX threshold, the Parties may withdraw from the Informal Resolution Process at any time prior to agreeing to a resolution and resume the Formal Resolution Process with respect to the Complaint.

Notice of Allegation and Assignment to an Investigator

Upon filing of a complaint requesting a Formal Resolution, the Complainant and Respondent will receive written notice from the Title IX Coordinator of the allegations of sexual harassment, including sufficient details known at the time with sufficient time to prepare before any initial interview. The Parties will receive written simultaneous notification of additional allegations as appropriate.

The Title IX Coordinator will assign one or more Investigators to the case and/or will conduct the investigation personally. The Parties will be provided with the name(s) of the Investigator(s) and allowed 5 business days to request the removal and replacement of an Investigator based on bias or conflict of interest. Any request for a change in an Investigator must be accompanied by supporting information and the decision to assign a new Investigator will be made to the Title IX Coordinator.

Throughout the grievance process, the Title IX Coordinator will provide to a Party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of meetings, investigative interviews, and hearings, with sufficient time for the Party to prepare to participate as well as advise the Party of the opportunity to present evidence and witness information, if applicable.

Overview of Investigation

TIMEFRAME

The Title IX Coordinator will seek to complete the investigation and any resulting disciplinary process, excluding appeals, within 60 business days after receipt of the complaint.

There may be circumstances that require the extension of timeframes for good cause, including extension beyond 60 business days. Timeframes may be extended to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, or accommodate delays by the Parties; or for other legitimate reasons, including the complexity of the investigation and the severity and extent of the

alleged misconduct. The College will notify the Parties in writing of any extension of the timeframes for good cause, and the reason for the extension.

Although cooperation with law enforcement may require the College to temporarily suspend the fact-finding aspect of a Title IX investigation, the College will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that the agency has completed the evidence gathering process. The College will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide interim measures for the complainant.

Investigations will proceed according to the aforementioned timeframes during the summer and at other times when the College is not in session. The Title IX Coordinator will work with the Parties to balance the need for promptness and the preference for in-person meetings regarding the investigation.

Timeframes for all phases of the disciplinary process, including the investigation, any related disciplinary proceedings, and any related appeal, apply equally to both Parties.

INVESTIGATION OVERVIEW

During the investigation, the parties will have an equal opportunity to be heard, to submit information and other inculpatory and exculpatory evidence, to identify witnesses including fact and expert witnesses, and to submit questions that they believe should be directed by the investigator to the other or to any witness. The investigator will notify and seek to meet separately with the parties and third-party witnesses and will gather other relevant and available information including, without limitation, electronic or other records of communications between the parties or witnesses, photographs, and written documentation.

The College will not require, allow, rely upon, or otherwise use questions or evidence during the investigation, hearing, or determination of responsibility that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The College will not allow questions or evidence, during the investigation, hearing, or determination of responsibility, about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

The College will not restrict either Party from discussing allegations under investigation or from presenting relevant evidence.

PARTICIPATION

Exclusive of the Complainant and the Respondent, NSCC expects all members of the College community to cooperate fully with the investigation and disciplinary procedures. The College recognizes that an individual may be reluctant to participate in the process; nevertheless, any student or member of the faculty or staff who refuses to cooperate in an investigation may be subject to discipline. Refusal to cooperate includes delaying or failing to acknowledge requests

from College officials for information and delaying or failing to make oneself available for meetings with College officials.

It is understood that there may be circumstances in which a Complainant wishes to limit their participation. The complainant retains this right and will not be subject to discipline, although the College may be obligated to conduct an investigation.

Equally, there are numerous reasons why a Respondent may choose not to participate in the process. If a Respondent chooses not to participate in an investigation for any reason, the College process will continue, findings will be reached with respect to the alleged conduct, and the College will issue any sanctions, as appropriate. The College will not, however, draw any adverse inference from a Respondent's silence or stated desire to not participate.

The College will protect the privacy of the participating Parties and witnesses in any proceeding, meeting, or hearing to resolve complaints.

Inspection of Evidence and the Investigative Report

Prior to completion of the investigative report, the Title IX Coordinator will send to each Party a preliminary investigative report containing the evidence subject to inspection and review, redacted of personally identifiable information as necessary, in an electronic format or a hard copy. The Parties will have 10 business days to submit a written response, to meet again with the Investigator, and/or to request the collection of additional evidence by the Investigator. The evidence subject to inspection and review includes any evidence obtained as part of the investigation that is directly related to the allegation including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source. The evidence subject to inspection and review will not contain any privileged or inadmissible information as defined in this policy.

Following the opportunity to review the preliminary investigative report, the Investigator will create a final investigative report that incorporates any written response or new information from the Parties or collected by the Investigator. The final investigative report will also fairly summarize the relevant evidence. The Investigator has the discretion to determine the relevance of any evidence presented.

The Title IX Coordinator will send to each Party the final investigative report in an electronic format or a hard copy, for their review and the parties will have 10 business days to submit a written response.

If there is significant, substantive, new information and/or evidence provided in the written response, the Investigator will make the final determination regarding whether a revised Final Investigative Report will be issued to both Parties. The Final Investigative Report and any written responses will be provided to the Decision-Maker at least 3 business days prior to the date of the hearing.

For cases that meet the threshold for Title IX, the Title IX Coordinator will secure written permission from the Parties to share the preliminary and final investigative reports with the Party's Advisor. Reports will not be shared by the College with any support person not acting in the role of the Advisor of Choice.

- **Anticipated Timelines**

  The Title IX Coordinator will seek to complete the investigation and any resulting disciplinary process, excluding appeals, within 60 business days after receipt of the complaint.

- **Decision-Making Process**

Assignment to Grievance Procedures

If at the conclusion of the investigation, the College has not previously determined if the case meets the threshold and jurisdiction for Title IX, the Title IX Coordinator will make a final determination as to whether to proceed under the Title IX or Non-Title IX Grievance Procedures. If the case does not meet the threshold and jurisdiction for Title IX, the Title IX Coordinator will dismiss the case for purposes of Title IX and proceed under the Non-Title IX Grievance Procedures.

Determination Regarding Responsibility

At the conclusion of the Investigation, the Parties will be provided with the name(s) of the Decision-Maker(s) and will be allowed 5 business days to request the removal and replacement of a Decision-Maker based on bias or conflict of interest. Any request for a change in a Decision-Maker must be accompanied by supporting information and the decision to assign a new Decision-Maker will be made by the Title IX Coordinator. At that time, either party may also request that the Parties not to be in the same room for any hearing or meeting in which both may attend. The College will determine the appropriate use of technology to satisfy the request.

Non-Title IX Grievance Procedures--Students

For Non-Title IX cases in which the Respondent is a student, the determination regarding responsibility will be made at a live hearing utilizing the procedures outlined in this section.

The Parties may have an Advisor of Choice to accompany them to the hearing. The Advisor of Choice may not actively participate but may confer with the Party as is reasonably necessary. If the Advisor of Choice violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either Party, a witness, or the Decision-Maker, that Advisor of Choice may be prohibited from further participation. *Note: for Non-Title IX Grievance Procedures, the College has no obligation to provide an Advisor, but the Parties may do so at their expense, if applicable.

At least 5 business days prior to the hearing, the Parties must submit names of witnesses they would like to appear at the hearing and any relevant questions to be asked of the witnesses and the other party. The Party's may ask additional relevant questions at the hearing, but pre-submitted questions will be vetted in advance for relevancy and admissibility and ruled on during the live proceeding. Questions at the hearing are limited to those assessing credibility and relevant questions that have not previously been asked and answered in the final investigative report.

At the hearing, the Decision-Maker is responsible for maintaining an orderly, fair, impartial, and respectful hearing. The Decision-Maker has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding any offending person. The Decision-Maker will determine the method for questioning at the hearing, but all questions posed by the Parties will be asked exclusively by the Decision-Maker.

In the absence of good cause, as determined by the Decision-Maker, information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation will not be considered at the hearing.

All hearings are closed to the public. A recording will be made by the College, but all other recordings are strictly prohibited. The College will not provide copies of the original recording without cause, including to comply with a subpoena or other lawful production order.

A Complainant, Respondent, or witness may decline to participate in the hearing. The Decision-Maker will not draw an inference about the responsibility determination based solely on a party's or witness's absence from the Hearing or refusal to submit to questions.

Non-Title IX Grievance Procedures-Employees

For Non-Title IX cases in which the Respondent is an employee, the determination regarding responsibility will be made by the Decision-Maker based on the final investigative report (there is no live hearing.) The Decision-Maker is responsible for maintaining an orderly, fair, and impartial process. The Decision-Maker, in his or her discretion, may pose additional questions to the Parties or to witnesses in writing or in person. A Complainant, Respondent, or witness may decline to further participate. The Decision-Maker will not draw an inference about the responsibility determination based solely on a party's or witness's refusal to submit to additional questions.

In the absence of good cause, as determined by the Decision-Maker, information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation will not be considered in the decision-making process.

Title IX Grievance Procedures For Students And Employees

For cases that have been determined by the Title IX Coordinator to meet the threshold for Title IX Sexual Harassment as well as the Title IX jurisdictional requirements, the determination regarding responsibility will be made at a live hearing utilizing the procedures outlined in this section.

The Parties may have an Advisor of Choice at the hearing. The Advisor is responsible for conducting the cross-examination which includes asking the other Party and any witnesses all relevant questions and follow-up questions, including those that challenge credibility. If a Party does not have an Advisor, the College will appoint one on behalf of the Party free of charge. In this capacity, the Advisor will be appointed for the sole purpose of conducting cross examination of the other Party and witnesses. If the Advisor violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either Party, a witness, or the Decision-Maker, that Advisor or Support Person may be prohibited from further participation.

At the hearing, the Decision-Maker is responsible for maintaining an orderly, fair, impartial, and respectful hearing. The Decision-Maker has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding any offending person. The Decision-Maker will determine the method for questioning at the hearing. 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. The Decision-Maker must explain to the Party proposing the questions any decision to exclude a question as not relevant.

In the absence of good cause, as determined by the Decision-Maker, information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation will not be considered at the hearing.

All hearings are closed to the public. A recording will be made by the College, but all other recordings are prohibited.

A Complainant, Respondent, or witness may decline to participate in the hearing. The Decision-Maker will not draw an inference about the responsibility determination based solely on a party's or witness's absence from the Hearing or refusal to submit to questions.

Findings

WRITTEN DETERMINATION OF RESPONSIBILITY

The Complainant and Respondent will simultaneously receive a written determination regarding responsibility applying the preponderance of the evidence standard typically within five (5) business days of the determination of responsibility. The written determination letter, drafted by the Decision-Maker, will include:

- The allegations constituting sexual harassment;
- A description of the procedural steps taken during the grievance process;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the Policy to the facts;
- A statement, and rationale for the result of each allegation including findings, sanctions, and remedies; and
- Options for appeal.
- The determination of responsibility becomes final either on notification of the results of the appeal, or the date on which an appeal would no longer be considered timely**.**

1. Standard of Evidence

In all proceedings, the Decision-maker shall use a preponderance of the evidence standard to determine whether the alleged violation of the policy occurred. The preponderance of the evidence means a standard of proof in which the totality of the evidence offered in support of a fact is greater or more convincing than the evidence which is offered in opposition to it; given the totality of information the version of events that is more likely than not. Preponderance of the evidence is understood to require more than 50 percent certainty to determine responsibility for a policy violation (51% or greater).

2. Possible Sanctions

If there is a finding of responsibility based on a preponderance of the evidence, the determination of sanctions and remedies will be made by the Decision-Maker in consultation with the respective trained College Administrator.

Sanctions will be determined based on the seriousness of the misconduct and the Respondent's previous disciplinary history (if any).

Remedies are designed to restore or preserve equal access to the recipient's education program or activity. Such remedies may include Supportive Measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

Sanctions for students include but are not limited to:

One or more of the following courses of action may be taken when a student has been found to have violated this policy. Possible sanctions include:

(1) Disciplinary Warning

A disciplinary warning to a student represents a formal written admonition for a specific conduct violation. A student under warning shall continue to exercise all right and privileges for the college as a student in good standing. Upon issuance of a formal warning, a discipline file is created in the office of the Vice President for Academics. The file will be consulted in determining sanctions for any further proven code violation.

(2) Disciplinary Probation

Disciplinary probation is a sanction imposed for a specific period of time and may include conditions restricting the student's privileges or eligibility for and participation in activities. Such privileges and eligibility are automatically restored upon completion of the probationary period if the student has complied satisfactorily with all conditions and has refrained from further code violations. Upon issuance of a formal probation, a discipline file is created in the office of the Vice President for Academics. The file will be consulted in determining sanctions for any further proven code violations. Allied Health & Public Service and Nursing have program specific warning notice procedures; these reports are filed with the respective Dean.

(3) Suspension

Suspension is a sanction that terminates the student's enrollment, separating the student from the college for a period not to exceed two (2) full academic semesters (excluding summer) following the effective date of the imposition of the suspension. Readmission at the end of the suspension period may require satisfactory completion of specified stipulations to be met. Upon issuance of a formal suspension, a discipline file is created in the office of the Vice President for Academics. The file will be consulted in determining sanctions for any further proven code violations.

(4) Disciplinary Dismissal

Disciplinary dismissal is a sanction by which the student is involuntarily separated from the College for four (4) semesters (including summer) or more following the effective date of the imposition of the dismissal. Upon reinstatement, student may be required to meet other conditions imposed by the vice president such as ineligibility to participate in specified student activities; or periodic contact with a designated college staff member or counseling agency. Upon issuance of a formal dismissal, a discipline file is created in the office of the Vice President for Academics. The file will be consulted in determining sanctions for any further proven code violations

(5) Expulsion

Expulsion is a sanction by which the student is involuntarily separated from the college permanently. Upon issuance of an expulsion, a discipline file is created in the office of the Vice President for Academics.

(6) Other Sanctions

Other sanctions identified through the hearing proceedings deemed appropriate to the student and the conduct violation in question may be imposed, singularly or in combination with any of the above-listed sanctions. Examples include, but are not limited to, research assignments, community service projects, and special workshop participation, making restitution for property damage or misappropriation of college property or service, or the property of any person, restriction of access to specified campus facilities and/or property, and /or referral to medical resources or counseling personnel. These can be assigned as recommended sanctions or as conditions to another sanction. Upon issuance of formal sanctions, a discipline file is created in the office of the Vice President for Academics. The file will be consulted in determining sanctions for any further proven code violations.

Sanctions for employees include but are not limited to:

One or more of the following courses of action may be taken when an employee has been found to have violated this policy. Possible sanctions include:

Professional Unit:

- Verbal Warning
- Written Warning
- One Day Suspension without pay
- Five Day Suspension without pay
- Termination

Support Unit:

- Verbal Warning
- Written Warning
- One Day Suspension with or without pay
- Five Day Suspension with or without pay
- Termination

Graded:

- Verbal Warning
- Written Warning
- Time off with or without pay
- Involuntary/Voluntary Termination

The Complainant and the Respondent have equal rights to an impartial appeal. All appeals will be referred to an Appellate Decision-Maker appointed by the President (or designee.) The Decision-Maker for the appeal will not have served as the Investigator or Decision-Maker in the previous steps of the process.

A Complainant or Respondent may file a written appeal with the Title IX Coordinator on the grounds that:

A. Procedural irregularity that affected the outcome of the matter;

B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or

C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of College rules has occurred. The appellate Decision-Makers may decide to uphold the original decision, to alter the imposed penalty, or to return the case for additional proceedings or other action.

The deadline for filing a written appeal is five business days from the date the Parties are provided the written determination of responsibility. If either Party files an appeal, the Title IX Coordinator will notify the other Party in writing and provide both parties in writing the opportunity to submit a written statement in support of or challenging the outcome.

The Title IX Coordinator will have primary responsibility for interactions with the Parties, for the gathering of information needed for the appeal, and for notifying both Parties in writing of the outcome of any appeal. The written decision regarding the appeal will be provided simultaneously within five business days after the conclusion of the review and will describe the results of the appeal and the rationale for each result.

3. Range of Protective Measures Available to a Victim Alleging Misconduct

Upon receipt of a complaint or report of a violation of this policy, the College will provide reasonable and appropriate supportive measures. Supportive measures mean individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a complaint or where no complaint has been filed. Such measures are designed to restore or preserve equal access to the College's program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the College's educational environment, or deter sexual harassment.

Supportive measures may include:

- Access to counseling services and assistance in arranging an initial appointment;
- Rescheduling of exams and assignments;
- Change in class schedule, including the ability to transfer course sections or withdraw from a course;
- Change in work schedule or job assignment;
- Imposition of a mutual on-campus "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals; and/or

- Any other remedy that can be used to achieve the goals of this policy.

NSCC will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. In cases that meet the definition and jurisdiction of Title IX, Supportive Measures will also be non-punitive and non-disciplinary.

Any supportive measures will not disproportionately impact the Respondent. Requests for supportive measures may be made by or on behalf of the Complainant to the Title IX Coordinator. The Title IX Coordinator is responsible for ensuring the implementation of supportive measures and coordinating the College's response with the appropriate offices on campus.

All individuals are encouraged to report concerns about the failure of another to abide by any restrictions imposed by a Supportive Measure. The College will take immediate action to enforce a previously implemented measure and disciplinary penalties can be imposed for failing to abide by a College-imposed measure utilizing the disciplinary process deemed appropriate by the Title IX Coordinator.

Northwest State Community College: Main Campus Statistics
(NSCC Has No On/Off Campus Housing.)

OFFENSE	On-Campus			Residence Hall N/A			On-Campus Total			Non-Campus			Public Property		
Classification	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
Murder/ NonNegligent 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
Sex Offenses	1	0	0				1	0	0	0	0	0	0	0	0
Rape , Fondling, Statutory Rape, Incest	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
Domestic Violence	0	0	0				0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0				0	0	0	0	0	0	0	0	0
Stalking	0	1	1					1	1	0	0	0	0	0	0

Northwest State Community College: Main Campus Statistics
(NSCC Has No On/Off Campus Housing.)

OFFENSE	On-Campus			Residence Hall N/A			On-Campus Total			Non-Campus			Public Property		
Classification	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
Arrests															
Liquor Law Violations	0	0	0				0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0				0	0	0	0	0	0	0	0	0
Weapons Law Violations	0	0	0				0	0	0	0	0	0	0	0	0
Judicial Referrals															
Liquor Law Violations	0	0	0				0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0				0	0	0	0	0	0	0	0	0
Weapons Law Violations	0	0	0				0	0	0	0	0	0	0	0	0
Hate Crimes															
No hate Crimes Reported	0	0	0				0	0	0	0	0	0	0	0	0
Unfounded Crimes															
N/A	0	0	0				0	0	0	0	0	0	0	0	0

Northwest State Community College: Satellite Campus Statistics
(NSCC Has No On/Off Campus Housing.)

OFFENSE	On-Campus			Residence Hall N/A			On-Campus Total			Non-Campus			Public Property		
Classification	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
Murder/ NonNegligent 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
Sex Offenses	0	0	0				0	0	0	0	0	0	0	0	0
Rape , Fondling, Statutory Rape, Incest	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
Domestic Violence	0	0	0				0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0				0	0	0	0	0	0	0	0	0
Stalking	0	0	0				0	0	0	0	0	0	0	0	0

Northwest State Community College: Satellite Campus Statistics
(NSCC Has No On/Off Campus Housing.)

OFFENSE	On-Campus			Residence Hall N/A			On-Campus Total			Non-Campus			Public Property		
Classification	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
Arrests															
Liquor Law Violations	0	0	0				0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0				0	0	0	0	0	0	0	0	0
Weapons Law Violations	0	0	0				0	0	0	0	0	0	0	0	0
Judicial Referrals															
Liquor Law Violations	0	0	0				0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0				0	0	0	0	0	0	0	0	0
Weapons Law Violations	0	0	0				0	0	0	0	0	0	0	0	0
Hate Crimes															
No hate Crimes Reported	0	0	0				0	0	0	0	0	0	0	0	0
Unfounded Crimes															
N/A	0	0	0				0	0	0	0	0	0	0	0	0

Campus Security Authorities - Fall

Last name	First name	Position	Office Location	Phone Number
Atkinson	Tori	Executive Director of Client Services - Workforce	H109F	419-267-1219
Barrera	Jesse	Campus Police Officer Part-Time	A196	419-267-1452
Becher	Lisa	Business Faculty, Dean's Leadership Cluster Advisor, Kappa Beta Delta Advisor	B109	419-267-1264
Bentancur	Daniel	Campus Police Officer Part-Time	A196	419-267-1452
Berres	Allen	Arts and Sciences Faculty, NWO Board Gamers Advisor	A229D	419-267-1230
Boeyink	Andrea	Cru Advisor	N/A	419-551-2361
Boeyink	Chris	Cru Advisor	N/A	419-630-3750
Bostelman	Renee	Director of Advising	C140C	419-267-1334
Campbell	Scott	Campus Police Chief	A196	419-267-1452
Casserino	Sarah	Academic Advisor	C140D	419-267-1359
Chamberlain	Brittany	Director of Human Resources and Leadership Development	A110	419-267-1425
Christman	Keira	Admissions Recruiter	C100E	419-267-1245
Cline	Shantelle	Lieutenant for the Police Department	A196	419-267-1452
Clingaman	Emili	Administrative Assistant to the Admissions Department	C100	419-267-1242
Cox	Ashlynn	Director of Financial Aid	C110G	419-267-1504
Dapelo	Lisa	PTK Advisor and Natural Sciences Faculty	E216D	419-267-1469
Donovan	Michael	Golf Club Advisor	N/A	
Doolittle	Colin	Engineering Technologies Faculty, evMotorSports Advisor, 3Dt Advisor	E1102F	419-267-1241
Doolittle	Marianna	Women in STEM Advisor, Presidential & Deans Scholars Service Coordinator	E1102D	419-267-1236
Drewes	Jim	VP of Workforce Development; Cryptic Cyborgs Advisor aka Robot Student Group	H109E	419-267-1439
Duncan	Robert	Executive Director of Network Systems Engineering & Support	A223	419-267-1202
Fether	Ann	Admissions Advisor - Early Admit	C150C	419-267-1513
Flesher	Kara	Academic Advisor	C140A	419-267-1303
Floyd	Shannon	Executive Director of Learner Services	C100H	419-267-1319
Galbraith	Heather	Human Services Faculty, Active Minds Advisor	A213G	419-267-1205
Gerken	Kevin	Director of Plant Operations, Construction, and Renovation	A102	419-267-1226
Guthrie	Dylan	Esports Coach - NSCC Thunder	A217	See Lana Snider
Heil	Mandie	Admissions Recruiter	C100B	419-267-1470

Hernandez	Todd	President	A122	419-267-1310
Hicks	Melanie	Alpha Delta Nu Nursing Society Advisor	A213K	419-267-1317
Housh	Brenda	Success Coach	A101G	419-267-1372
Jacobs	Michael	Career & Activities Coordinator, Student Body Organization aka SBO Advisor	A105J	419-267-1330
Jones	Jamilah	Dean of Arts and Sciences	A229E	419-267-1225
Kelly	Kassie	Administrative Assistant for the Manager of Agency aka IBEWs	H109	419-267-1347
Kindinger	Anne	Data Entry & Testing Assistant	C100	419-267-1398
Klingshirn	Connie	Registrar	C120B	419-267-1329
Kwiatkowski	Mike	Engineering Technologies Faculty & evMotorsports Advisor	E1102B	419-267-1231
Lavin	Terri	Director of TRIO - SSS	A101E	419-267-1370
Lafferty	Jason	Associate Vice President of Academics aka AVPA	A105C	419-267-1497
Lazenby	Dennis	Campus Police Officer Part-Time	A196	419-267-1452
Ludwig	Tiffany	Dean of Nursing and Allied Health	A213A	419-267-1266
McKelvey	Katy	VP of Human Resources and Leadership Development	A106B	419-267-1327
Miller	Kayla	Ag Grows Here Advisor and Agricultural Studies Faculty Member	A213U	419-267-1285
Mohring	David	Engineering Technologies Faculty & evMotorsports Advisor	E1102G	419-267-1255
Nicely	Connie	Controller	C130G	419-267-1312
Rhodes	Vickie	Agency Manager	H109B	419-267-1338
Rickenberg	Cassie	Vice President of Enrollment Management and Student Affairs	E215C	419-267-1233
Rickenberg	Jason	Dean of Business and Public Services	A213S	419-267-1258
Roberts	Franklin	Dean of STEM and Industrial Technologies	E1102H	419-267-1273
Robinson	Maddie	Admissions Advisor - Early Admit	C150B	419-267-1229
Roehrig	Caitlin	Administrative Assistant for the Advising Center and Learner Services Divisions	C140A	419-267-1391
Rohrs-Cordes	Kaitlin	Academic Advisor	C100G	419-267-1357
Roth	Abigail	Admissions Recruiter	C100B	419-267-1467
Silva	Joe	Operations Manager	H109A	419-267-1386
Skeens	Felicia	Student Success Center Coordinator	A105A	419-267-1457
Schroeder	Megan	Academic Advisor	C140B	419-267-1430
Seiler	Darin	Chief Information Officer aka CIO		419-267-1212
Smith	Greg	Law Enforcement Academy Commander	A213V	419-267-1396
Snider	Lana	Vice President for Academics	E215A	419-267-1342
Tefft	Greg	Natural Sciences Faculty, Cru Advisor	E216E	419-267-1380

Thome	Jennifer	Chief Fiscal and Administrative Officer	E215B	419-267-1314
Thompson	Brittany	Executive Director of Enrollment Management	C100F	419-267-1364
Tomlinson	Jon	Dean of Van Wert Campus	A201C (?)	419-890-1698
Verville	Rachel	Enrollment Specialist	Van Wert	419-267-1421
Yantis	Alesxandra	TRIO Coach	A101F	419-267-1371
Zuver	Tracy	Campus Police Officer Part-Time	A196	419-267-1452