

Wabash.

Wabash College Health, Safety, and Security Handbook

2020-2021

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I. ALCOHOL AND ILLEGAL DRUGS:

LEGAL SANCTIONS, HEALTH RISKS, AND AVAILABLE PROGRAMS NOTICE TO THE COLLEGE COMMUNITY PURSUANT TO THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT AND THE DRUG-FREE WORKPLACE ACT

Wabash College complies with the Drug-Free Schools and Communities Act and with the Drug-Free Workplace Act, as they apply to students and employees of the College.

Notice to Students

As part of its single rule—that students act as gentlemen at all times—the College expects its students to maintain standards of conduct which exclude the unlawful possession, use, or distribution of illicit drugs and alcohol on College property or as part of any College activity. Pursuant to the Gentleman’s Rule, appropriate sanctions available to the College may range up to and include expulsion and referral for prosecution, depending upon the severity of the violation.

The College distributes to each student this pamphlet, *Health, Safety, and Security Issues: A Guide for the Wabash Community*, to educate students about this subject. Any questions a student has about this Notice or the pamphlet may be addressed to the Dean of Students or the Associate Dean of Students.

Notice to Employees

The College expects of its employee’s standards of conduct excluding the unlawful possession, use, or distribution of illicit drugs and alcohol on College property or as part of any College activity. Appropriate sanctions range up to and include termination of employment and referral for prosecution, depending upon the severity of the violation.

The College’s policy on employee abuse of controlled substances and alcohol is as follows:

By law, the manufacture, use, possession, sale, dispensing, or distribution of certain drugs and other substances—called controlled substances—are restricted. Abuse of controlled substances and alcohol can present serious issues, even at the College. Substance abuse can affect employees’ productivity, safety, and behavior. This policy is implemented to address that issue.

All College employees should report to work free of the influence of alcohol, drugs, controlled substances or the misuse of any medication. Employees are asked to abide by this policy personally and to come to the aid of other employees who require assistance in eliminating abuse. Employees also are requested to cooperate in the College’s efforts to maintain this policy at the College as a workplace.

Any employee who voluntarily identifies himself or herself to the College as having a drug or alcohol problem will not be subject to discipline for volunteering that fact. Rather, the College will refer that employee to a rehabilitation program to permit the employee an opportunity to eliminate dependence on drugs or alcohol. Employees who volunteer such information and participate in rehabilitation program is not relieved of their obligation to comply with this policy. Return from rehabilitation may also be conditional on the employee’s compliance with individual responsibilities.

Where Wabash College employees are working under grants from agencies of the United States government, the following paragraphs also apply:

Faculty members at Wabash College who receive grants from agencies of the United States government for which funding is administered by the College may be covered by the Drug-Free Workplace Act of 1988 and its Final Rule published May 25, 1990. The College must certify to the government that it will provide a drug-free workplace. This notice is given in compliance with that requirement.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance at the College as a workplace is prohibited. Controlled substances are those identified in Schedules I through V of Section 202 of the Controlled Substances Act and in Regulation 21 C.F.R. Section 1308.11-15. Copies of these Schedules and Regulation may be obtained from the College Treasurer.

Violations of this provision may result in discipline up to and including termination of employment and/or a requirement that an employee satisfactorily participates in a drug abuse assistance or rehabilitation program approved by a federal, state, or local agency.

The College has established a drug-free awareness program designed to inform employees of (a) the dangers of drug abuse in the workplace, (b) our Policy on Abuse of Controlled Substances and Alcohol, (c) any available drug counseling, rehabilitation, or employee assistance programs and (d) discipline that may be imposed upon employees for drug abuse.

If an employee is convicted of violating any criminal drug statute and that violation occurred in the workplace, he or she must notify the College of this fact no later than five (5) days after the conviction. The College, in turn, must notify the government agency of the employee's conviction within ten (10) days after receiving this notice.

If an employee is convicted for a criminal drug statute violation that occurred in the workplace, within 30 days after receiving notice of that fact the College must take appropriate personnel action against him or her up to and including discharge or may require satisfactory participation in a drug abuse assistance or rehabilitation program.

The College distributes to each employee this pamphlet, Health, Safety, and Security Issues, A Guide for the Wabash Community, to educate employees about this subject. Any questions an employee has about this notice or the pamphlet should be addressed to the College Human Resource Director.

LEGAL ISSUES
STATE OF INDIANA LAWS CONCERNING ALCOHOL USE:

Under the U.S. Constitution, each state maintains primary responsibility for controlling the use of alcoholic beverages within its borders. Indiana laws concerning the use of alcoholic beverages differ from the laws in other states. This brief summary of Indiana law is intended to assist students in making responsible decisions about the use of alcohol. It is not intended to provide legal advice. Students needing legal advice should consult an attorney.

Alcohol Use by Persons under the Age of 21

Indiana law states, "It is a class C misdemeanor for a minor to knowingly: (1) possess an alcoholic beverage; (2) consume it; or (3) transport it on a public highway when not accompanied by at least one of his parents or guardians." Indiana Alcoholic Beverage Code laws define the term "minor" as "a person less than twenty-one (21) years of age."

It is also illegal for a minor to:

1. Misrepresent his age for the purpose of obtaining alcoholic beverages (Class C infraction).
2. Furnish false or altered identification of any type for the purpose of providing evidence of age (Class C misdemeanor). Note: If the false ID is a driver's license, that license shall be revoked for a period of up to one year.
3. Have in his or her possession false or fraudulent evidence of age. (Class C infraction).
4. Drive an automobile being used to transport alcoholic beverages, unless the minor's parent or legal guardian is present in the car (Class C misdemeanor). **Note: The car may also be seized by the state.**

A minor operating a motor vehicle containing any alcoholic beverage is subject to arrest, unless a parent or legal guardian is in the car. A 21-year old friend does not qualify a minor to operate a vehicle containing an alcoholic beverage. It is no defense that the beverage belongs to someone else or that it is unopened.

5. Be in a tavern, bar, or other public place where alcoholic beverages are sold, bartered, exchanged, given away, provided, or furnished (Class C misdemeanor).

In addition to the criminal sanctions, a law effective July 1, 1990 mandates a 90-day to one-year driver's license suspension for any minor who is convicted of using any type of fake ID, or of entering a bar or tavern or purchasing or procuring an alcoholic beverage (with or without using a false or altered driver's license).

Indiana's Lifeline Law went into effect July 1, 2012. This law provides immunity to persons who reveal themselves to law enforcement while seeking medical assistance for a person suffering from an alcohol-related health emergency. In order to receive immunity, the person must demonstrate that they are acting in good faith by calling authorities and remaining on the scene until law enforcement and emergency medical assistance arrives. Too often, citizens have been hesitant to get assistance for another for fear of legal retribution to them; this law more greatly enables one to be gentlemanly and responsible in seeking help for a struggling friend or acquaintance. For more information about this law, please see <http://www.indianalifeline.org/about.html>.

Caution on Fake I.D.

Under certain circumstances, local prosecutors have used the "criminal code" rather than the "alcoholic beverage code" to prosecute users of fake IDs. Class A misdemeanor charges of "deception" and Class C felony charges of "forgery" have sometimes been filed. Also, under federal law, possession or use of fake or

altered drivers' licenses or state or federal ID cards can be punishable by a fine of up to \$25,000 and/or a five-year jail term.

General Rules (applying to anyone, regardless of age)

It is illegal:

1. To be in a public place in a state of intoxication — also known as “public intoxication” (Class B misdemeanor).
2. To sell, barter, exchange, provide, or furnish an alcoholic beverage to a minor (Class C misdemeanor).
3. To sell, barter, deliver, or give away an alcoholic beverage to a person who is intoxicated (Class B misdemeanor).
4. To sell, barter, exchange, give, provide, or furnish an alcoholic beverage to a person known to be a habitual drunkard (Class B misdemeanor).
5. To hinder, obstruct, interfere with, or prevent the observance of enforcement of the Indiana Alcoholic Beverage Code (Class C misdemeanor).
6. For a person 21 years of age or over to encourage, aid, or induce a minor unlawfully to possess or use an alcoholic beverage (Class C misdemeanor).
7. To take an alcoholic beverage into a bar, restaurant, or place of public entertainment (Class C misdemeanor). **Note: Indiana law prohibits patrons from taking any alcoholic beverage into any bar or other place with a liquor license. It also prohibits taking liquor into any restaurant or place of public entertainment.**
8. To possess alcoholic beverages on which Indiana tax has not been paid or to transport untaxed beverages into the state (Class B misdemeanor).
9. To directly or indirectly charge for alcoholic beverages without a license (including charging for food, entertainment, cups, napkins, tokens, etc. where alcoholic beverages are distributed). **There are no loopholes** (Class B misdemeanor). **Note: A one-day temporary permit is easily obtained. This permit allows you to charge for beer or wine, but also allows police inspection of the premises without a warrant. Rules on minors, etc., would still apply.**

Alcohol or Other Drug-Impaired Driving

It is illegal to operate a motor vehicle while intoxicated — under the influence of alcohol, any controlled substance, any other drug or any combination of alcohol, controlled substances, and other drugs (Class C misdemeanor; the second offense is a Class D felony). It is a Class A misdemeanor if the person operates a vehicle while intoxicated in a manner that endangers a person (second offense is a Class D felony). **Note: If operating a motor vehicle while intoxicated or with 0.08% or more alcohol in the blood or breath causes serious bodily injury to another person, the offense is a Class D felony. If it results in the death of another person, it is a Class C felony.**

Indiana law states that anyone operating a motor vehicle within the state gives “implied consent” to a chemical test of intoxication (breath, blood, or urine). Failure to submit to the test may be presented as evidence against the driver in court and will result in a longer driver’s license suspension than if the driver took the test and failed it. The courts have ruled that failure to cooperate with a test will constitute refusal in the eyes of the court. Since the expert testimony of police officers and videotapes of the driver after arrest will be used as evidence to prove intoxication, the consequences of refusing to take the test is almost always worse than the consequences of failing the test itself. **Note: It is illegal to drive a car while impaired—even at blood alcohol levels below 0.08%.**

Persons under age 21 with BAC 0.02%.

- (a) A person who:
 - 1. is less than twenty-one (21) years of age; and
 - 2. operates a vehicle with an alcohol concentration equal to at least two-hundredths (0.02) gram but less than eight-hundredths percent (0.08%) grams of alcohol per one hundred milliliters of his blood or 210 liters of his breath commits a Class C infraction.
- (b) In addition to the penalty imposed under this section, the court may recommend the suspension of the driving privileges of the operator of the vehicle for not more than one (1) year.

Open Container Law

The operator of a motor vehicle who has at least four-hundredths (0.04) gram of alcohol per one hundred milliliters of the blood, 210 liters of the breath, and who, while the motor vehicle is in operation, knowingly allows a container:

- (1) that has been opened;
- (2) that has a broken seal; or
- (3) from which some of the contents have been removed;

to be in the passenger compartment of the motor vehicle commits a Class B infraction. If a person is found to have a previous unrelated judgment under this section or a previous unrelated conviction or judgment under IC 9-30-5 within twelve (12) months before a violation that results in a judgment under this chapter, the court may recommend the person’s driving privileges be suspended for not more than one (1) year.

Section 7.IC 9-30-5-1 is amended to read as follows effective July 1, 2001

Sec. 1. (a) A person who operates a vehicle with an alcohol concentration equal to at least eight-hundredths (0.08) gram of alcohol but less than fifteen-hundredths (0.15) gram of alcohol per:

- (1) one hundred (100) milliliters of the person’s blood; or
- (2) two hundred ten (210) liters of the persons breath; commits a Class C misdemeanor.
- (3) A person who operates a vehicle with a controlled substance listed in schedule I or II of IC 35-48-2 or its metabolite in the person’s body commits a Class C misdemeanor.
- (4) It is a defense to subsection (b) that the accused person consumed the controlled substance under a valid prescription or order of a practitioner (as defined in IC 35-48-1) who acted in the course of the practitioner’s professional practice.

1C9-30-5-1 (b) A person who operates a vehicle with an alcohol concentration equivalent to at least fifteen-hundredths (0.15) gram of alcohol per (1) one-hundredths (100) milliliters of the person’s blood, or (2) two-hundred ten (210) liters of the person’s breath commits a Class A misdemeanor.

LAWS CONCERNING OTHER DRUGS

Drugs other than alcohol can create legal risks for those who use, possess, or transfer them to others. The following is a brief summary of those risks. A complete listing of state and federal drug laws would occupy several hundred pages. The summary below is intended to provide an overview of some of the sections relevant to university students and employees. It is not intended as a substitute for professional legal advice. Those needing legal advice should consult an attorney.

Controlled Substances

“Controlled Substances” are tightly regulated drugs that have been determined to have special “abuse potential.” Such drugs include: marijuana, hashish or hash oil, cocaine, LSD and other hallucinogens, barbiturates and other sedative-hypnotics, amphetamines and other prescription stimulants, MDMA (Ecstasy), PCP, and similar drugs.

It is illegal under both state and federal law to:

- Manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance.
- Deal in a substance represented to be a controlled substance (including counterfeit, “look-alike” drugs).
- Manufacture, advertise, distribute, or possess with intent to manufacture, advertise, or distribute a substance represented to be a controlled substance.
- Possess, without a valid prescription, a controlled substance.
- Visit a building, structure, vehicle, or other place used by any person to unlawfully use a controlled substance.
- Possess, manufacture, deal in, or deliver drug paraphernalia (an instrument, device, or other object intended for use for introducing a controlled substance into a body or for enhancing the effect or testing a controlled substance).

Criminal sanctions for such violations can include fines from \$5,000 to \$10,000 under state law and up to \$250,000 under federal law and imprisonment in a state prison for up to 50 years or in federal prison for up to life. The sanction imposed will be determined by (1) the classification of the controlled substance, (2) the quantity involved, (3) the nature of the offense (sale, use, etc), (4) the age of the recipient (higher penalties if drugs are sold or given to minors), (5) the location of the offense (higher penalties for possession, sale, or deliver near a school, etc., and (6) the prior criminal record of the offender. More detailed information may be obtained by consulting the Indiana Criminal Code or the federal Controlled Substances Act, as amended.

Possession of marijuana, hash oil, or hashish who;

- (1) knowingly or intentionally possesses pure or adulterated marijuana, hash oil, or hashish;
- (2) knowingly or intentionally grows or cultivates marijuana; or
- (3) knowing that marijuana is growing on his premises, fails to destroy the marijuana plants commits possession of marijuana, hash oil, or hashish, a Class A misdemeanor. However, the offense is a Class D felony if the amount involved is more than thirty (30) grams of marijuana or two (2) grams of hash oil or hashish, or if the person has a prior conviction of an offense involving marijuana, hash oil, or hashish.

If a person is convicted of an offense of this chapter, the court shall, in addition to any other order the court enters, order that the person's:

- (1) operator's license be suspended;
- (2) existing motor vehicle registration be suspended; and
- (3) ability to register motor vehicles be suspended:

by the bureau of motor vehicles for a period specified by the court of at least six months but not more than two years.

Anabolic Steroids

Under Indiana law, it is a criminal offense to manufacture, deliver, possess, or use an anabolic steroid without a valid and legal prescription. It is illegal for a physician or other licensed practitioner to issue a prescription for an anabolic steroid for enhancing performance in an exercise, sport, or game, or to increase muscle mass, strength, or weight without medical necessity.

Criminal sanctions for such violations can include fines and/or imprisonment. More detailed information may be obtained by consulting the Indiana Code.

SANCTIONS

Maximum Statutory Penalties

Class A Felony: imprisonment for 20-50 years (30 years is advisory sentence).

Class B Felony: imprisonment for 6-20 years (10 years is advisory sentence).

Class C Felony: imprisonment for 2-8 years (4 years is advisory sentence) and a fine up to \$10,000.

Class D Felony: imprisonment for 6 months-3 years (1 1/2 years is advisory sentence) and a fine up to \$10,000.

Class A Misdemeanor: imprisonment for up to 1 year and a fine up to \$5,000.

Class B Misdemeanor: imprisonment for up to 180 days and a fine up to \$1,000.

Class C Misdemeanor: imprisonment for up to 60 days and a fine up to \$500.

Class C Infraction: no imprisonment, but a fine up to \$500.

In addition to the penalties shown above, police will confiscate and dispose of all alcoholic beverages and containers (including kegs and taps) involved in any violation of the alcoholic beverage laws. Automobiles or other vehicles used to transport alcohol may also be seized and disposed of.

Along with the criminal penalty for misdemeanors or felonies of driving while intoxicated or with 0.08% or more alcohol in the blood, the driver's license shall be suspended for at least 90 days for a first offense and up to two years for a second offense. (On a first offense, the judge is empowered to reduce the suspension

to 30 days and then permit a “restricted” license limiting driving privileges to “to and from work or court” for 180 days.) A third offense could result in a 10-year suspension.

Usual Penalties

In Montgomery County, every person convicted of driving while intoxicated or with 0.08% or more alcohol in the blood is given a jail sentence of not less than 60 days, even for a first offense. Part of this sentence will not be suspended and will be served in jail. In most first offenses involving students, the fine and costs (court, probation, and substance abuse) exceed \$300 and the student’s driver’s license is suspended for at least 90 days. Second and subsequent offenses are processed as felonies.

Additional Consequences

In the past several years, convictions for alcohol-related offenses, especially driving offenses, have had serious impact upon the employability of recent college graduates. Students convicted of driving while intoxicated have found it difficult to find preferred employment and have been forced to settle for lower salaries at less prestigious companies and institutions. Conviction records, even for misdemeanors and infractions, also may influence one’s ability to be bonded or to enter a licensed profession. Admission to graduate or professional schools may also be affected.

Once convicted of driving while intoxicated (or with a 0.08% BAC), a person must file proof of financial responsibility (usually insurance) with the state for a period of five (5) years. This means that your insurance company must be notified of your conviction before you get your license back. It is not unusual for insurance rates to triple after an OWI conviction.

The names of all persons arrested for alcohol-related driving offenses are regularly printed in local newspapers. It is common practice for credit and other reporting agencies to enter such information in their files.

What happens if you are arrested?

In Montgomery County, Wabash students who have been arrested for misdemeanor alcoholic beverage offenses will be required to pay a cash bond. It is a county policy to require all persons arrested for alcohol-related driving offenses to remain in jail until the percentage of alcohol in their blood is within safe limits. A minimum of four hours in the drunk-tank will be required.

Court Referral Program

Indiana Public Law 154 makes it possible for judges and prosecutors to establish alternative sentencing programs for first offenders against those laws pertaining to the use of alcohol or other drugs. In Montgomery County, the court referral program is run by Montgomery County Alcohol and Drug Services, Inc., a private not-for-profit corporation that provides assistance to persons with alcohol and drug problems by preventing or interrupting their arrest cycle, by intervening in their abuse of alcohol and drugs, and by offering appropriate evaluation, diagnosis, education, and referral.

All clients are court-referred. Ranging in age from 14 to over 60, they are charged with offenses such as OWI, public intoxication, illegal possession or consumption of alcohol, possession of marijuana or paraphernalia. By participation in and successful termination from the court referral program, they can avoid harsher penalties and sanctions of the court. Offenders pay the program fees and thus accept responsibility for their behavior — the offender pays for his or her offense.

Attendance and completion of the recommendations made by this program, which are tailor-made for each client's individual needs, become part of the person's terms of probation. Failure to comply with any of these recommendations can and will result in a probation revocation.

Montgomery County Alcohol and Drug Services, Inc., offers a range of services including Diagnostic/Evaluation and Assessment of all clients; Alcohol/Drug Information classes at different levels of involvement, and Individual and Group Counseling. Families are involved whenever possible. Education regarding the complexities of substance use and abuse is one of the basic components of the program, which intends to provide at the minimum an educational experience for every client.

Pre-Trial Diversion

Pre-Trial Diversion is a program designed for first offenders under the supervision of the Prosecuting Attorney. Pre-Trial Diversion screens prospective clients for eligibility into the program and can accept persons with first arrests for alcohol-related charges such as illegal consumption or possession of alcohol, contributing to the delinquency of a minor and public intoxication. ***(No one with an alcohol-related driving charge or an illegal drug charge is eligible for Pre-Trial Diversion.)***

The purpose of this program is to give the first offender a "break" by not having a criminal conviction on his or her record, provided the offender completes the program and abides by all terms and conditions as set out by Pre-Trial Diversion. Violation of any or all of the terms of Pre-Trial Diversion (re-arrest, failure to comply with terms, etc.) can and will result in revocation of the Pre-Trial Diversion Agreement. If this occurs, the client will then be assigned a date in County Court and all Pre-Trial Diversion contracts are void.

Montgomery County Court Directory

The Honorable Heather Barajas
Judge, Montgomery County Superior Court
Montgomery County Court House
Crawfordsville IN 47933
Phone: 364-6447

The Honorable Harry A. Siamas
Judge, Montgomery Circuit Court
Montgomery County Court House
Crawfordsville IN 47933
Phone: 364-6450

The Honorable Peggy Lohorn
Judge, Montgomery Superior Court 2
Montgomery County Court House
Crawfordsville IN 47933
Phone: 364-6455

Montgomery County Prosecutor's Office

Joseph Buser, Prosecuting Attorney
Montgomery County Court House
Crawfordsville, IN 47933
Phone: 364-6470

Montgomery County Police & Sheriff

Crawfordsville Police Department
Mike Norman, Chief of Police
311 N. Green St.
Crawfordsville, IN 47933
Phone: 362-3762

Montgomery County Sheriff's Department
Ryan Needham, Sheriff
1010 North Whitlock Avenue
Crawfordsville, IN 47933
Phone: 362-3740

MEDICAL ISSUES
HEALTH RISKS OF ALCOHOL ABUSE

For most adults, moderate alcohol consumption has not been shown to cause serious, long-term health risks. Alcohol abuse, on the other hand, is a major problem of 10-15% of the drinkers, and greatly reduces life expectancy. Even short-term alcohol intoxication poses serious safety risks to those that operate motor vehicles or engage in activities that require motor coordination or mental alertness.

Alcohol abuse refers to the use of alcoholic beverages in such a way as to interfere with physical or mental health, or with the social interactions of the drinker.

Alcoholism is a complex, chronic, progressive disease in which the use of alcohol interferes with health, legal, social, and economic functioning. Untreated alcoholism results in physical incapacity, permanent mental damage, and/or premature death. The average age of onset of alcoholism in the male is 20 to 30 years of age. Alcohol abuse refers to the use of alcoholic beverages in such a way as to interfere with physical or mental health or with the social interactions of the drinker.

The National Institute on Alcoholism and Alcohol Abuse estimates that there are 20 million known adult and 4.6 million teen alcoholics. All authorities point out that drinking among the young is rising rapidly. The use of other drugs among youth has risen sharply after several years of gradual decline. By the time students in this country are high school seniors, 48% of the males and 30% of the females are drinking at least one time per week.

We don't yet have a good method of predicting which drinkers will develop alcohol problems. While some evidence indicates that alcoholism may run in families, there are countless exceptions to this trend. The amount and frequency of drinking appear to be the best predictors of alcohol abuse.

Although only a small number of college students develop chronic alcohol problems, a substantial percentage are involved with "incidents" of inappropriate drinking, such as drinking which results in nausea and vomiting, driving while intoxicated, hangovers, fights or vandalism, and alcohol-related arrests. Ten to fifteen percent of the students surveyed at various universities around the country were identified as problem drinkers because they experienced negative behavioral consequences as a result of alcohol use. Thirty to forty-five percent said they had driven after several drinks during the past year. Suicide, homicide, accidents, and unwanted pregnancies are part of the damaging effects of alcohol on our nation's young people. Recent studies on binge drinking and the secondhand effects of alcohol misuse suggest most college students will suffer some negative consequences as a result of alcohol consumption (theirs or some else's).

Short-Term Intoxication

Consumption of more than two average-sized servings of alcohol within several hours will produce measurable impairment of motor coordination and reasoning. The more alcohol consumed the greater impairment. Although many states (including Indiana) set a blood alcohol concentration (BAC) of 0.08% by volume as a presumptive level of intoxication for certain purposes, intoxication and impairment begins at a much lower level. It is safest to avoid all alcohol if operating a vehicle or engaging in risky recreational activities.

Intoxication at levels of 0.20% BAC and above presents risks of loss of consciousness, nausea and vomiting, injuries, and even overdose death. Although the average lethal dose is about 0.40%, overdose deaths occur in some situations with BACs near 0.20%

Long-Term Heavy Drinking

Drinking to the point of intoxication one or two times per week or more frequently over a period of several years can cause serious health consequences, including: liver disease and cirrhosis, circulatory problems and cardiomyopathy, nervous system damage and polyneuropathy, alcohol dependence and psychosis. Alcohol abuse can increase the risks of certain types of cancers, including cancer of the tongue, mouth, pharynx, esophagus, larynx, and liver. The cancer-producing effects of alcohol abuse are increased by the use of tobacco.

Warning Signs

Here are some basic warning signals that indicate a person might have a drinking problem:

1. Frequently drinking to a state of intoxication
2. Behaving out of character while under the influence of alcohol
3. Skipping classes because of hangovers
4. Experiencing blackouts and loss of memory from drinking
5. Drinking alone out of boredom and loneliness, or to escape from reality
6. Sustaining bodily injury as a consequence of drinking
7. Denying an alcohol problem when approached about heavy drinking
8. Suffering from chronic hangovers and seeking drink for relief
9. Relying on a drink to start the day

Alcohol Intoxication

General Effect: Alcohol is a depressant drug that reduces activity in the central nervous system. The intoxicated person exhibits loose muscle tone, loss of fine motor coordination, and often has a staggering “drunken” gait. The eyes may appear somewhat “glassy” and pupils may be slow to respond to stimulus. At high doses pupils may become constricted. At intoxicating doses, alcohol can decrease heart rate, lower blood pressure and respiration rate, and result in decreased reflex responses and slower reaction times.

Effects related to Blood Alcohol Content (BAC):

BAC Level	Effects
0.02-0.03%	No loss of coordination, light euphoria and loss of shyness. Depressant effects are not apparent.
0.04-0.06%	Feeling of wellbeing, relaxation, lower inhibitions, sensation of warmth. Euphoria. Some minor impairment of reasoning and memory lowered caution.
0.07-0.09%	Slight impairment of balance, speech, vision, reaction time, and hearing. Euphoria. Judgment and self-control are reduced; caution, reason, and memory are impaired. IT IS AGAINST THE LAW TO OPERATE A MOTOR VEHICLE AT THIS LEVEL OF INTOXICATION.

0.10-0.125%	Significant impairment of motor coordination and loss of good judgment. Speech may be slurred; balance, vision, reaction time, and hearing will be impaired. Euphoria.
0.13-0.15%	Gross motor impairment and lack of physical control. Blurred vision and major loss of balance. Euphoria is reduced and dysphoria begins to appear.
0.16-0.20%	Dysphoria predominates, nausea may appear. The drinker has the appearance of a "sloppy drunk."
0.25%	Needs assistance in walking; total mental confusion. Dysphoria with nausea and some vomiting.
0.30%	Loss of consciousness.
0.40%	Onset of coma, possible death due to respiratory arrest.

HEALTH RISKS OF USE OF OTHER DRUGS

[Adapted, in part, from U.S. Department of Education, Schools Without Drugs, 1987]

Marijuana, Hashish, and Hash Oil

All forms of marijuana have negative physical and mental effects. Several regularly observed effects of marijuana are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite. Use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are “high.” Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis.

Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco. Long-term users of marijuana may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

Cocaine

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment can cause AIDS, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly.

Crack or freebase rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, and elevated blood pressure, insomnia, and loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by disrupting the brain’s control of the heart and respiration.

Other Stimulants

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headache-blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects, users report feeling restless, anxious, and mood swings. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use ceases.

Other Depressants

The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby

multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

Hallucinogens

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movements are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent.

Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders, depression, anxiety, and violent behavior also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, heart and lung failure, or ruptured blood vessels in the brain.

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

Designer Drugs

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. The narcotic analogs can cause symptoms such as those seen in Parkinson's disease— uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

Narcotics

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possibly death.

Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

Anabolic Steroids

Anabolic steroids are often misused in an attempt to artificially induce increases in muscle strength or bulk. Serious health consequences may result from even small amounts of anabolic steroids, including problems such as: liver dysfunction, cysts, and tumors; high blood pressure and changes in blood chemistry; hardening of the arteries; weakness in heart muscle tissue; and cancers of the breast, prostate, and bladder.

Males may suffer from premature baldness, decreased testicle size and function, lower sperm count, decreased sex drive or impotence, and breast enlargement. Females may suffer from masculinization, decreased breast size, decreased sex drive, and unwanted body hair. Steroid use by adolescents may cause premature stoppage of bone growth resulting in smaller, shorter body size. Other side effects often include acne, decreased immune system response, aggressiveness, and personality changes.

AVAILABLE RESOURCES

On-Campus Resources

Although by long tradition Wabash is averse to interfering in the private lives of its students, members of the College community are eager to assist students in difficulty. Faculty advisors, fraternity and residence hall leaders, and the deans stand ready to offer what help they can; they also can refer students to other resources. Chief among those resources is the Counseling Center, which can guarantee anonymity in a clinical relationship. Students can make appointments to see a member of the College counseling staff by calling 765-361-6252.

If you are in trouble with alcohol or drugs, or if you are concerned about a friend in trouble, seek out faculty advisors, fraternity and residence hall leaders, deans, or members of the counseling center staff so that help can be offered before the things get out of control! If someone close to you seems to have an alcohol problem, do not be afraid to talk to that person. Show concern and support without preaching or criticizing. Have a positive attitude and be sincere about your feelings. Be prepared to offer alternatives and specific advice—the resources listed below may be helpful—as to what kinds of professional help are available, because the problem drinker is usually the last to recognize the problem.

Sources of Help in the Community

ALCOHOLICS ANONYMOUS is a fellowship of men and women who share their experiences, strengths and hopes with each other that they may solve their common problems and help others recover from alcoholism. [Meetings are held at the Wabash Avenue Presbyterian Church](#) at 307 South Washington Street, Crawfordsville. Call 765-366-9029 (24 hours).

AL-ANON is for families and friends of those who struggle with alcohol abuse. There are no dues or fees involved. Members share experiences, hope, and strength. Meetings are held at the Wabash Avenue Presbyterian Church at 307 South Washington Street, Crawfordsville each Wednesday at 1:30 p.m.

NARCOTICS ANONYMOUS is a non-profit fellowship of men and women for whom drugs are or were a major problem. Membership is open to any drug addict, regardless of particular drug or combination of

drugs used. There are no restrictions, dues or fees. The local group meets at Wabash Avenue Presbyterian Church in Crawfordsville (307 S. Washington St) on Wednesday and Friday evenings at 8:00 p.m.

Montgomery County Court Referral Program

Alcohol & Drug Services, Inc

Montgomery County Court House Basement
101 East Main Street
Crawfordsville IN 47933
Phone: 362-8600

Salvation Army

Harbor Lights
2400 North Tibbs Avenue
Indianapolis IN 46204
Phone: (317) 972-1450

Wabash Valley Outreach Center

1480 Darlington Avenue
Crawfordsville IN 47933
Phone: 362-2852

Adult Rehabilitation Center

711 East Washington Street
PO Box 1003
Indianapolis IN 46204
Phone: (317) 638-6585

Cummins Mental Health Center

701 N. Englewood Dr.
Crawfordsville IN 47933
Phone: (888) 714-1927

St. Vincent's Stress Center

8401 Harcourt Road
Indianapolis IN 46206
Phone: (317) 338-4600

Sources of Help in the State

Fairbanks Hospital

8102 Clearvista Parkway
Indianapolis IN 46256
Phone: 800-225-4673 toll free

Veteran's Administration Hospital

38th and Lincoln Road
Marion IN 46952
Phone: (765) 674-3321

Hamilton Center

2160 N. Illinois
Indianapolis IN
Phone: 317-937-3700
After Hours: 800-742-0787

Riverbend Hospital

2900 North River Road
West Lafayette IN 47906
Phone: (765) 463-2555

Smoking

Indiana's Smoke-Free Air Law (HEA 1149) went into effect July 1, 2012. The law prohibits smoking within eight feet of any building entrance (including all College housing, garage doors, and maintenance doors) across the campus. The College prohibits smoking, including e-Cigarettes, in any College-owned building or vehicle. The law does not apply to private vehicles. For more information about the law, please visit [Indiana's Smoke-Free Air Law FAQs](#).

II. NONDISCRIMINATION POLICY AND TITLE IX

INTRODUCTION

As Title IX of the Higher Education Amendments of 1972 (“Title IX”) permits, Wabash College admits only men as students to its education program or activity. Title IX prohibits discrimination on the basis of sex in a school’s education program and activity, including sexual harassment. Wabash prohibits sex discrimination and sexual harassment in its education program or activity. This policy defines sexual harassment subject to Title IX, explains how to report it and how to file a formal complaint, and details how Wabash will respond to such reports and formal complaints.

Additionally, all Wabash students must comply with the Gentleman’s Rule. All Wabash employees must comply with the College’s employment policies. Nothing in this policy limits Wabash’s right to address, investigate and discipline under the Gentleman’s Rule or any other College policy alleged misconduct that does not constitute sexual harassment subject to Title IX.

DEFINITIONS

Actual Knowledge means notice of Sexual Harassment or allegations of Sexual Harassment to the College’s Title IX Coordinator or any College official who has authority to institute corrective measures on the College’s behalf. In addition to the Title IX Coordinator, employees with authority to institute corrective measures on behalf of the College are the Dean of Students, the Associate Dean of Students, the Director of Athletics and Campus Wellness, the Director of Human Resources, and the Director of Safety and Security. This standard is not met when the only College official with Actual Knowledge is the Respondent.

Complainant means any individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.

Consent means, for purposes of this Title IX policy, the positive, unambiguous, and voluntary agreement to engage in a specific sexual activity throughout a sexual encounter. Consent to some acts does not constitute consent to others, nor does past consent to a given act constitute present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Consent cannot be obtained by or through coercion or force. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when the person lacks the ability to make or act on considered decisions to engage in sexual activity. A person is also incapable of giving valid consent to sexual activity if they are under the legal age of consent.

Decision Maker means the person or persons who oversee a hearing to resolve a Formal Complaint.

Wabash’s education program or activity includes locations, events, or circumstances over which Wabash exercised substantial control over both the Respondent and the context in which the Sexual Harassment occurs, and also includes any building owned or controlled by a student organization that Wabash officially recognizes.

Formal Complaint means a document or electronic submission signed by the Complainant or the College’s Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the College investigate the allegation. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the College’s education program or activity. Attempting to participate

includes applicants for admission or a person who has withdrawn but indicates a desire to re-enroll at the College if it appropriately responds to Sexual Harassment allegations.

Investigator means an individual assigned by the Title IX Coordinator to investigate a Formal Complaint.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment. Complainants and Respondents are sometimes referred to collectively as Parties and individually as a Party.

Sexual Harassment means conduct against a person in the United States on the basis of sex occurring in the College's education program or activity that satisfies one or more of the following:

- A. A College employee conditioning the provision of a College aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C.1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Title IX Coordinator means an individual who coordinates the College's compliance with Title IX, provides leadership for Title IX activities, offers consultation, education, and training, and helps to ensure that the College responds appropriately, effectively, and equitably to all Title IX issues.

DUTY TO REPORT

All students and College employees, except those exempted by legal privilege of confidentiality, have an obligation promptly to report circumstances that they reasonably believe may constitute Sexual Harassment to the Title IX Coordinator. Corrective action may be taken against any individual who fails to do so. Reports should be made to the Title IX Coordinator who can be reached in the following ways:

Title IX Coordinator: Heather M. Thrush
In-Person: Center Hall 112A
Mail: 301 W. Wabash Avenue Crawfordsville, IN 47933
Phone: 765-361-6347
Email: thrushh@wabash.edu

When the Dean of Students, the Associate Dean of Students, the Director of Athletics and Campus Wellness, the Director of Human Resources, or the Director of Safety and Security have notice of a report, they should provide that information to the Title IX Coordinator as soon as possible.

CONFIDENTIALITY

The College will maintain the confidentiality of the identity of individuals who make reports or complaints of sex discrimination or Sexual Harassment, persons accused of such misconduct, and any witnesses except

as FERPA permits, as is deemed necessary to protect the safety of the College's campus and community, as the law requires, or to carry out this policy's purposes or provisions, including conducting a grievance process.

THE TITLE IX COORDINATOR'S DISCRETION TO FILE A FORMAL COMPLAINT

- A. If an incident is disclosed or reported to the College and the individual requests that the College not engage in a grievance process, the Title IX Coordinator or designee will explain that the College prohibits retaliation and explain the steps it will take to prevent and respond to retaliation if the individual participates in its grievance process. The Title IX Coordinator will evaluate the request to determine whether the College can honor the request while still providing a safe and nondiscriminatory environment.
- B. A decision to proceed with a grievance process despite an individual's request will be made on a case-by-case basis after an individualized review, and the Complainant will be notified if the College makes such a decision. If the College proceeds with a grievance process, the Title IX Coordinator will make the Formal Complaint and the Complainant is under no obligation to participate.

RETALIATION

Wabash College prohibits retaliation. Specifically, no one may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

REMEDIES WITHOUT INVESTIGATIVE RESOLUTION

- A. When the College is unable to proceed with investigative resolution (e.g., due to insufficient information in the report or a request by the Complainant that an investigation not move forward which the College grants), the College may take other measures to seek to remedy the effects of the alleged Sexual Harassment or prevent its recurrence. Remedial measures may also be implemented when the College determines that inappropriate behavior occurred but did not rise to the level of a policy violation.
- B. Remedial measures may include and are not limited to providing Sexual Harassment training, increasing security in a designated space, changing policy or procedure, or conducting climate checks.

RESPONSIVE ACTIONS AND THE GRIEVANCE PROCESS

- A. Steps in the Process. Wabash's Title IX responsive actions upon its Actual Knowledge of Sexual Harassment may involve different steps depending on the individualized circumstances of a matter. These steps may include supportive measures with or without the filing of a Formal Complaint; the

filing of a Formal Complaint followed by informal resolution; or the resolution of a Formal Complaint through investigation and a live hearing, which may be followed by an appeal.

- B. Prompt and Equitable Resolution. When Wabash has Actual Knowledge of Sexual Harassment, it will provide supportive measures and a prompt and equitable resolution through the grievance process set forth in this policy. After the filing of a Formal Complaint, the College will set reasonably prompt time frames for all steps in the grievance process. Parties may seek temporary delays or limited extensions of time for good cause. For purposes of this policy, any time period defined by days shall mean business days, excluding weekends and College holidays.
- C. Presumption of Non-Responsibility. Regarding any report of Sexual Harassment and a Formal Complaint pertaining to such allegations, the Respondent is presumed to be not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.
- D. Initial Assessment. Upon receiving a report, the Title IX Coordinator will promptly discuss with the Complainant the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.
- E. Supportive Measures. The Title IX Coordinator will coordinate the provision of supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to Complainant or Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve access to the College's education 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 to deter Sexual Harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College will maintain as confidential any supportive measures provided to the Complainant or Respondent to the extent that maintaining such confidentiality would not impair its ability to provide the supportive measures.
- F. Emergency Removal. The College may remove a Respondent from its education program or activity on an emergency basis if (a) it determines based upon an individualized safety and risk analysis that the Respondent poses an immediate threat to the physical health or safety of any student, employee, or any other individual arising from Sexual Harassment allegations, and (b) it provides the Respondent with notice and an opportunity to challenge the decision immediately following the emergency removal.
- G. Administrative Leave. After a Formal Complaint is filed, the College may place an employee Respondent on administrative leave during the pendency of a grievance process.
- H. Formal Complaint. At the time of filing a Formal Complaint, the Complainant must be participating or attempting to participate in the College's education program or activity. Attempting to participate includes applicants for admission or a person who has withdrawn but indicates a desire to re-enroll at the College if it appropriately responds to Sexual Harassment allegations. Sexual misconduct allegations against Wabash students by persons not participating or attempting to

participate in its education program or activity will be processed under the Gentleman's Rule. If the Complainant or the College's Title IX Coordinator elects to file a Formal Complaint, the Title IX Coordinator will provide written notice to the parties who are known within ten (10) days including:

- i. Notice of the College's grievance process including its informal resolution process;
- ii. The allegations of facts that potentially constitute Sexual Harassment with sufficient details known at the time and with sufficient time to prepare a response before any initial interview, including the identities of the parties involved in the incident and the date and location of the alleged incident, if known;
- iii. That the Respondent is presumed not responsible for the alleged conduct and that a responsibility determination is made at the conclusion of the grievance process;
- iv. That all parties are entitled to an advisor of their choice who may be, but is not required to be, an attorney (the College is not required to compensate any individual for serving as an advisor);
- v. That all parties can inspect and review evidence; and,
- vi. That the College prohibits false statements made in bad faith.

The College may consolidate Formal Complaints where the allegations of Sexual Harassment arise out of the same facts or circumstances.

I. Dismissal of Formal Complaint.

- i. In the event that prior to, or in the course of, an investigation, the College determines that the allegations fail to meet the definition of Sexual Harassment even if proved, or did not occur against a person in the United States, or did not occur in the College's education program or activity, the College must dismiss the Formal Complaint. If dismissed, the allegations and events underlying the Formal Complaint may still be resolved through an informal resolution process as outlined below or under the Gentleman's Rule or any other applicable College policy.
- ii. The College may dismiss the Formal Complaint or any of its allegations if at any time during the investigation or hearing (a) the Complainant notifies the Title IX Coordinator in writing that he or she wishes to withdraw the Formal Complaint or any of its allegations; (b) the Respondent is no longer enrolled in or employed by the College; or (c) specific circumstances prevent the College from gathering sufficient evidence to reach a determination as to the Formal Complaint or its allegations (e.g., lack of participation in the investigative process by parties or witnesses).
- iii. If the College dismisses the Formal Complaint for any reason, the College must promptly send to the parties written notice of the dismissal and the reasons for the dismissal simultaneously. Either party may appeal the dismissal as outlined in this policy's appeals process.

J. Informal Resolution. The College may offer informal resolution if a Formal Complaint is filed and the Respondent is a student; informal resolution is not available if the Respondent is an employee. At

any time prior to reaching a determination regarding responsibility, the College may facilitate an informal resolution process that does not involve a full investigation and adjudication as follows:

- i. The College provides a written notice disclosing (a) the allegations and the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations; (b) at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint; and (c) any consequences resulting from the informal resolution process, including the records that will be maintained or could be shared and obtained.
- ii. The College obtains the parties' voluntary written consent to the informal resolution process.
- iii. The College will provide a facilitator who is free from conflicts of interest and bias for or against any party.
- iv. Informal resolution can take any form that the parties agree upon. The Title IX Coordinator will work with the parties to develop a form of resolution that adequately resolves the needs of the parties. This may include, among other forms, (a) a facilitating dialogue involving the Complainant and the Respondent and (b) mediation.
- v. Through informal resolution, the parties and the College may agree to additional measures (including educational programming, training, regular meetings with an appropriate College individual or resource, extensions of no contact orders, or counseling sessions).

INVESTIGATION AND HEARINGS

A. Investigation

- i. The College will investigate any Formal Complaint that has not been dismissed. An Investigator will be assigned to the case by the Title IX Coordinator. During the investigation, the Investigator will seek to meet separately with the Complainant, the Respondent, and any reasonably available witnesses who may have information regarding the alleged incident. The Investigator may also gather or request other information or evidence regarding the alleged incident when available and appropriate. Both the Complainant and Respondent will be asked to identify witnesses and provide other information regarding the alleged incident in a timely manner to facilitate prompt resolution of the Formal Complaint.
- ii. Although the College advises both the Complainant and Respondent to participate in the investigation to facilitate a fair and equitable resolution, neither is required to do so.
- iii. During the investigation process, the parties have an equal opportunity to:
 - a. A process with reasonably prompt timeframes, with extensions for good cause;
 - b. Present relevant information to the Investigator, including inculpatory and exculpatory evidence and fact and expert witnesses;

- c. Have the opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney; and
 - d. An investigator who is adequately trained to investigate cases of alleged Sexual Harassment, is familiar with applicable policies and procedures, and who does not have a conflict of interest or bias for or against any party.
- iv. During the investigation, the advisor may advise his or her party but does not have a speaking role.
- v. The College must provide a written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings to all parties whose participation is invited or expected with sufficient time for the party to prepare to participate.
- vi. The College will not restrict the ability of a Complainant or Respondent to discuss the allegations under investigation or to gather and present relevant evidence.
- vii. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
- viii. The College will provide both parties an equal opportunity to inspect and review any evidence obtained in the investigation that is directly related to the allegations raised in a Formal Complaint. This includes 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 purpose of this disclosure is to permit each party to respond to the evidence prior to the investigation's conclusion. Before the report is finalized, the Investigator will send to all parties and their advisors a draft of the investigative report and the evidence subject to inspection and review in an electronic format or a hard copy. The parties will have at least ten (10) days to submit a written response, which the Investigator will consider before finalizing the investigative report. The Investigator will finalize an investigative report that summarizes relevant evidence. At least ten (10) days prior to a hearing or other determination regarding responsibility, the Investigator will send to each party and the party's advisor the investigative report in an electronic format or a hard copy, for their review and written response.

B. Hearings

For all live hearings conducted under the grievance process:

- i. The Title IX Coordinator will assign one or more Decision Makers (hereinafter the "Decision Maker") who have received training to oversee the hearing. The Decision Maker will be impartial, avoid any bias, and objectively analyze all of the relevant evidence, including inculpatory and exculpatory evidence. A person who serves as Title IX Coordinator or Investigator or who attempted to facilitate an informal resolution in a matter cannot also serve as the Decision Maker in that matter.
- ii. The Respondent is presumed not responsible for the alleged conduct until the Decision Maker makes a determination regarding responsibility after the hearing.
- iii. The Decision Maker will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived it.

- iv. Credibility determinations may not be based upon a person's status as a Complainant, Respondent, or witness.
- v. The College will make available at the hearing any evidence obtained in the investigation that is directly related to the allegations raised in a Formal Complaint. This includes 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 purpose of this disclosure is to give each party equal opportunity to refer to such evidence during the hearing, including for cross-examination.
- vi. Hearings are not legal proceedings and do not follow courtroom procedure or the formal rules of evidence. During any hearings, each party must have an advisor present to cross-examine the other party. This advisor does not need to be licensed to practice law and may be a person of the party's choice. If the party does not have an advisor present at the hearing, the College will provide one free of charge; an advisor may be, but is not required to be, an attorney. During the hearing, the advisor may advise his or her party but does not have a speaking role other than cross-examination as explained below.
- vii. Questioning and Cross-Examination
 - a. A Decision Maker may question parties and witnesses.
 - b. The Decision Maker must permit each party's advisor to ask the other party and all witnesses all relevant questions, including those challenging credibility. Such cross examination at the live hearing must be conducted directly, orally, and in real time. A party may not personally cross-examine another party or a witness. At either party's request, the College will permit the live hearing to occur with the parties located in separate rooms with technology enabling the Decision Maker and parties simultaneously to see and hear the witnesses answer questions. 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. A witness is not required to answer any question the Decision Maker determines to be irrelevant.
 - c. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless they are offered to prove that someone other than Complainant committed the conduct Complainant alleges or they concern specific incidents of the Complainant's prior sexual behavior with respect to Respondent and are offered to prove consent.
 - d. If a party or witness does not submit to cross-examination at the live hearing, the Decision Maker may not rely on any statement of that party or witness in reaching a determination of responsibility. However, the Decision Maker may not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- viii. Hearings may be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses, and other participants

may appear at the live hearing virtually, with technology enabling participants to see and hear each other.

- ix. The College will create an audio or audiovisual record or transcript of the live hearing and make it available for parties to inspect and review.

C. Determination Regarding Responsibility, Sanctions, and Remedies

- i. The Decision Maker will issue a written determination regarding responsibility by applying a preponderance of the evidence standard to all evidence from the investigation and the hearing; this standard will apply to all Respondents including students, faculty, and staff members and to all Formal Complaints at Wabash. Applying that standard, if the Decision Maker determines that it is more likely than not that Respondent committed alleged acts constituting Sexual Harassment, he or she will find the Respondent responsible for violating this policy.
- ii. The Decision Maker's written decision will include the following information:
 - a. Identification of the allegations potentially constituting Sexual Harassment;
 - b. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearing held;
 - c. Findings of fact supporting the determination;
 - d. Conclusions regarding the application of this Title IX policy and/or the Gentleman's Rule to the facts;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanction imposed upon the Respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant; and
 - f. The procedures and permissible bases for the Complainant and Respondent to appeal.
- iii. The College will provide the written determination to the parties simultaneously. The determination becomes final either on the date the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- iv. If the Respondent is a student and found responsible for violating this policy, and if the Decision Maker is not the Dean of Students, the Decision Maker will consult with the Dean of Students to determine the corrective actions or sanctions to resolve the case. The Decision Maker will outline any such corrective actions or sanctions in the written determination.
- v. When the Respondent is a student, potential sanctions include formal reprimand, disciplinary probation, suspension, expulsion, and other appropriate educational sanctions. When the Respondent is an employee, corrective actions may include coaching,

development plans, reduction in supervisory duties and leadership responsibilities, changes in salary, suspension, termination, and other appropriate corrective actions.

- vi. If the Respondent is an employee and found responsible for violating this policy, the Decision Maker shall consult with the Director of Human Resources to determine the corrective actions or sanctions to resolve the case consistent with any other policy or document applicable to the Respondent's employment at the College.
- vii. The Title IX Coordinator is responsible for effective implementation of any remedies under this policy. Corrective actions or sanctions will not take effect until after any appeals have been completed.

APPEALS

- A. Within ten (10) days of receiving the decision, any party may file a written appeal with the Title IX Coordinator from a dismissal of a Formal Complaint or from a determination regarding responsibility.
- B. Appeals may be filed due to:
 - i. A procedural irregularity that affected the outcome of the matter;
 - ii. New evidence that was not reasonably available at the time the determination of responsibility or dismissal was made and that could affect the outcome of the matter; and
 - iii. The Title IX Coordinator, investigator, or Decision Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.
- C. The Title IX Coordinator will notify the other parties in writing when an appeal is filed and implement an appeal process equally for both parties. The College will give the parties a reasonable and equal opportunity to submit a written statement in support of, or challenging, the outcome. The Title IX Coordinator will appoint a College appeals officer who will decide the appeal; the College appeals officer cannot be the Title IX Coordinator, investigator, Decision Maker, or any person who attempted to facilitate an informal resolution in the matter and may not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The College official deciding the appeal will issue a written decision describing the result of the appeal and the rationale for the result and provide the written decision simultaneously to both parties.

RECORDKEEPING

- A. The College will maintain for seven (7) years records of:
 - i. Each Sexual Harassment investigation, including any responsibility determination and any hearing recording or transcript, any disciplinary sanctions imposed on the Respondent, and any remedies provided to the Complainant;
 - ii. Any appeal and its result;
 - iii. Any informal resolution and its result; and

- iv. All materials used to train Title IX Coordinators, investigators, decision makers, and persons facilitating informal resolutions, which must also be posted on the College website.
- B. The College will maintain for seven (7) years records of any actions, including any supportive measures, taken in response to a report or Formal Complaint of Sexual Harassment, including the basis for its conclusion that its response was not deliberately indifferent and documenting that it has taken measures to restore or preserve equal access to its education program or activity. If the College does not provide supportive measures, it will document why that response was not clearly unreasonable under the known circumstances.

TRAINING

- A. The College will provide appropriate training to individuals serving as the Title IX Coordinator, informal resolution facilitators, investigators, Decision Makers, and College appeals officers.
- B. Title IX training will be offered to faculty and staff annually; to students during new student orientation; and on other appropriate occasions.

VI. CRIME AWARENESS AND CAMPUS SECURITY AT WABASH

In accordance with Public Law 101-542 (known as the Students' Right to Know and Campus Security Act) Title II, Wabash publishes this annual report:

- The Department of Safety and Security works closely with the Crawfordsville Police Department and the Montgomery County Sheriff's Department. All prosecutions are secured through the Crawfordsville Police Department.
- The Department of Safety and Security maintains a daily logbook containing all reports to the Security Department regarding incidents of crime. This logbook is located in the Director of Safety and Security's office.
- Campus facilities are open to students, employees, and guests during normal business hours. Individuals not having legitimate business on campus may be arrested as trespassers and are subject to penalties provided by the Indiana Crimes Code.
- In the maintenance of campus facilities, including landscaping, grounds keeping, and outdoor lighting, College personnel monitor the campus for irregularities and needed repairs. Periodic input is sought from outside agencies as an additional guide in evaluating our needs.
- The following media are used on an as-needed basis to alert the campus community to any threats and/or general security matters: e2 Campus (by contacting the IT Help Desk, students, faculty and staff may sign up for this service which provides the capability to send email, text message, and phone alerts); *The Bachelor* (weekly student newspaper); WNDY (the on-campus radio station); Email; Student Affairs staff; Student Senate meetings; campus forums, and written announcements.
- Campus housing at Wabash includes 11 residence halls, two houses, and 10 fraternities. The College does not have housing for married students. Students may request a change in roommates through the Associate Dean of Students' office. Such requests are honored if they are appropriate and possible within the limits of available space. Exterior doors to all residential facilities are locked 24 hours a day. Standard locking mechanisms are used to secure doors and windows in student rooms. Residents are urged to use these safety features.
- **Firearms and other weapons are prohibited on campus.**

Missing Student Policy

Definition: Any individual who is a student of Wabash College who resides in a facility owned, operated, or approved by the institution and is reported missing from his residence.

If you believe that a student is missing, immediate referral to the Department of Safety and Security and/or Crawfordsville Police is required. Once the notification has been received, College officials will attempt to determine the last known location of the student using all resources available, including but not limited to:

1. Questioning roommates, friends, faculty and staff.
2. Notifying the Crawfordsville Police Department.

3. Calling and/or texting the student's cell phone.
4. Checking the student's most recent email sent and/or received.
5. If the student owns a vehicle, checking all parking areas on campus.
6. No later than 24 hours after determining that the student is missing, notification will be made to the student's emergency contact.
7. Once the student has been located, notification will be made to those College officials involved as well as any additional law enforcement agencies that were contacted.

Specified Emergency Contact Person for Missing Students

Students have the option to have a separate emergency contact in case they are reported missing. During registration, students will have the opportunity to add or change their emergency contact information or by direct contact with the Registrar's Office.

If a student is under 18 years of age and not emancipated, the College is required to notify a custodial parent or guardian within 24 hours when the student is determined to be missing.

Fire Safety Information

Wabash College strives to provide a safe environment regarding fire safety as well as educational programming. Fire suppressant systems vary by living unit and are detailed below:

Monitored Fire Alarm and Sprinklers: Butler House, Seymour House, College Hall, Martindale Hall, Rogge Hall, Williams Hall, North Lodge, South Lodge, Beta Theta Pi, Delta Tau Delta, Kappa Sigma, Lambda Chi Alpha, Phi Delta Theta, Phi Gamma Delta, Phi Kappa Psi, Sigma Chi, and Tau Kappa Epsilon.

Monitored Fire Alarm: Morris Hall, Wolcott Hall, 214 W. Jefferson and 307 Jennison.

Fire safety education is provided to the resident assistants and fraternity officers before the start of the fall and spring semester. Fire safety inspections and fire drills are conducted in each residence hall and college-owned fraternity house at the beginning of each semester. Under the Indiana State smoke-free law and College policy, no smoking, including e-Cigarettes, is permitted in the residence halls and College-owned fraternity houses. There are no specific policies regarding portable electrical appliances or open flames; students are expected to follow the fire safety regulations set by the Crawfordsville Fire Department, abide by the Gentleman's Rule, and think critically about their choices.

Student Housing Fire and Severe Weather Evacuation Procedures

Butler House (319 Crawford) and Seymour House (407 Crawford) – In case of a fire, proceed out the nearest safe exit, and move to the MXI parking lot. Please notify your R/A or emergency personnel if you suspect someone has not exited your living unit. In the event of a severe weather alert, proceed to the lowest level of your living unit and shelter away from windows.

Rogge Hall / North Lodge (322 Union) – In case of a fire, proceed out the nearest safe exit, and move to the Cole Hall parking lot. Please notify your R/A or emergency personnel if you suspect someone has not exited your living unit. In the case of a severe weather alert, proceed to the basement of your living unit and shelter away from windows.

Williams Hall / South Lodge (404 Union) – In case of a fire, proceed out the nearest safe exit, and move to the southwest parking lot on Milligan Street. Please notify your R/A or emergency personnel if you suspect someone has not exited your living unit. In the case of a severe weather alert, proceed to the basement of your living unit and shelter away from windows.

College Hall - In case of a fire, proceed out the nearest safe exit, and move to the Fine Arts parking lot and meet up with fellow residents. Please notify your R/A or emergency personnel if you suspect someone has not exited your living unit. In the event of a severe weather alert, proceed to the basement and shelter away from windows.

Martindale Hall – In case of a fire, proceed out the nearest safe exit, and move to the arboretum on the north side at least 50 yards away from your building. Please notify your R/A or emergency personnel if you suspect someone has not exited your living unit. In the event of a severe weather alert, proceed to the basement and shelter away from windows.

Morris and Wolcott – In case of a fire, proceed out the nearest safe exit, and move to the front steps of the Allen Center. Please notify your R/A or emergency personnel if you suspect someone has not exited your living unit. In the event of a severe weather alert, proceed to the basement and shelter away from windows.

214 West Jefferson – In case of a fire, proceed out the nearest safe exit, and move to the north side of FIJI. Please notify your R/A or emergency personnel if you suspect someone has not exited your living unit. In the event of a severe weather alert, proceed to the lowest level of your living unit and shelter away from windows.

307 Jennison – In case of a fire, proceed out the nearest safe exit, and move to the west parking lot of College Hall. Please notify your R/A or emergency personnel if you suspect someone has not exited your living unit. In the event of a severe weather alert, proceed to the lowest level of your living unit and shelter away from windows.

Beta Theta Pi – In case of a fire, proceed out the nearest safe exit, and move to the north side of Wabash Ave. Please notify your president or emergency personnel if you suspect someone has not exited your living unit. In the event of a severe weather alert, proceed to the basement and shelter away from windows.

Delta Tau Delta – In case of a fire, proceed out the nearest safe exit, and move to the TKE parking lot. Please notify your president or emergency personnel if you suspect someone has not exited your living unit. In the event of a severe weather alert, proceed to the basement and shelter away from windows.

Kappa Sigma – In case of a fire, proceed out the nearest safe exit, and move to the FIJI parking lot. Please notify your president or emergency personnel if you suspect someone has not exited your living unit. In the event of a severe weather alert, proceed to the basement and shelter away from windows.

Lambda Chi Alpha – In case of a fire, proceed out the nearest safe exit, and move to the north side of Jennison Street. Please notify your president or emergency personnel if you suspect someone has not exited your living unit. In the event of a severe weather alert, proceed to the basement and shelter away from windows.

Phi Gamma Delta – In case of a fire, proceed out the nearest safe exit, and move to the west side of Grant Avenue. Please notify your president or emergency personnel if you suspect someone has not exited your living unit. In the event of a severe weather alert, proceed to the basement and shelter away from windows.

Phi Kappa Psi – In case of a fire, proceed out the nearest safe exit, and move to the north side of Cole Hall. Please notify your president or emergency personnel if you suspect someone has not exited your living unit. In the event of a severe weather alert, proceed to the basement and shelter away from windows.

Sigma Chi – In case of a fire, proceed out the nearest safe exit, and move to the west side of Cole Hall. Please notify your president or emergency personnel if you suspect someone has not exited your living unit. In the event of a severe weather alert, proceed to the basement and shelter away from windows.

Tau Kappa Epsilon – In case of a fire, proceed out the nearest safe exit, and move to west side of Crawford Street. Please notify your president or emergency personnel if you suspect someone has not exited your living unit. In the event of a severe weather alert, proceed to the basement and shelter away from windows.

Theta Delta Chi - In case of a fire, proceed out the nearest safe exit, and move to the Fine Arts parking lot and meet up with fellow residents. Please notify your president or emergency personnel if you suspect someone has not exited your living unit. In the event of a severe weather alert, proceed to the basement and shelter away from windows.

Statistics Concerning Fires and Criminal Offenses

Number of Fires in Residential Living Units

	2010	2011	2012	2013	2014	2015	2016	2017	2018
Number of Fires	1	0	0	0	0	1	0	0	0
Location	Martindale	n/a	n/a	n/a	n/a	TKE	0	0	0
Cause of Fire	Elec. Cord	n/a	n/a	n/a	n/a	unk.	0	0	0
Fire Related Injuries	0	n/a	n/a	n/a	n/a	0	0	0	0
Fire Related Deaths	0	n/a	n/a	n/a	n/a	0	0	0	0
Total Damages	\$2,164	n/a	n/a	n/a	n/a	\$30	0	0	0

The following is a list of crimes (as described in Uniform Crime Reporting definitions) occurring on campus, which have been reported to the Wabash College Department of Safety and Security or the local police as required by the Crime Awareness and Campus Security Act of 1990:

Wabash College Statistics Concerning Criminal Offenses

	2010	2011	2012	2013	2014	2015	2016	2017	2018
Murder	0	0	0	0	0	0	0	0	0
Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses/Forcible Rape	0	0	0	0	1	0	1	0	1
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	8	7	8	13	9	10	11	8	3
Motor Vehicle Theft	0	0	0	0	1	1	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	1	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

VII. HIV/AIDS POLICY STATEMENT

Consistent with recommendations and guidelines of the American College Health Association Wabash has developed the following policy statement:

Public health officials advise that there is no known risk of transmission of the Human Immunodeficiency Virus (HIV) or the associated Acquired Immunodeficiency Syndrome (AIDS) through casual or routine contact.

POLICY

It is the policy of Wabash College not to discriminate against any employee or student on the basis of a disability or illness, including exposure to or infection by the Human Immunodeficiency Virus (HIV) associated with AIDS. Consequently, the College:

1. does not require HIV testing as a condition of admission or employment.
2. does not tolerate discrimination against or harassment of those with HIV infection.
3. treats knowledge of any HIV infection case on campus with confidentiality.
4. addresses any individual instance on a case-by-case basis, balancing the rights and interests of the individual and the whole College community.

IMPLEMENTATION

Discrimination

HIV infection is considered a disability under federal civil rights laws. This includes protection from harassment and provision of reasonable accommodation for education and employment.

Activities

A student or employee who is infected with HIV will be allowed to attend classes or to perform his or her duties without restrictions, as long as he or she is physically and mentally able to do so. However, the infected person will be expected to act in a responsible manner in his/her relationships with other members of the College community.

Responsibility and Authority

If decisions about participation by any student, faculty, or staff member with AIDS or HIV infection in College activities, programs, or facilities becomes necessary, such decisions will be made on a case-by-case basis by the Dean of the College, the Dean of Students and Treasurer of the College, in consultation with medical experts. In addition, this administrative team may intervene in an instance where an HIV/AIDS infected person is engaged in an activity that poses a significant risk either to the person or to another member of the College community. A student or employee of the College may inform any member of the administrative group noted above of his or her HIV infection.

Confidentiality

All information regarding HIV infection of a student or employee will be considered confidential and shared beyond the designated administrative team only on a need-to-know basis determined for each individual

case. Except as required by law or for the administration of this policy, this information will be given out only to parties authorized by the specific, written permission of the HIV-infected employee or student.

Housing

Decisions about housing for a student infected with HIV will be made on a case-by-case basis by the appropriate administrative officers in consultation with medical experts.

Education

Although HIV/AIDS is a disease for which there is no known cure, it can be prevented through proper precautions. The College will endeavor to provide information and educational programs designed to inform members of the community about how to minimize the risk of infection. Although the College does not provide testing, it will offer assistance in finding appropriate facilities for testing, medical treatment and counseling.

Precautions

Precautions proposed by the U.S. Public Health Service for the handling of blood and body fluids will be taken for all members of the College community, not just those known to have HIV infection. Departmental managers, coaches, and laboratory supervisors are responsible for monitoring employees and students concerning use of such precautions, and for instruction in the use of these precautions.

VIII. STUDENTS WITH DISABILITIES

Wabash College Policy Relating to Documentation and Accommodation

Wabash College responds to the needs of students with disabilities as outlined in Section 504 of the Rehabilitation Act of 1973 (PL 93-616) and the Americans with Disabilities Act of 1990 (PL 101-336). The College will provide persons with disabilities an equal opportunity to participate in and benefit from programs and services as afforded to other individuals. This is done in the most integrated setting appropriate to the needs of the individual with a disability.

Students with a disability are encouraged to inform the Academic Support Staff (Armory 101B, ext. 6024) of their disability. However, to respect the student's right to confidentiality, the student's instructor(s) and relevant College staff will be notified of the student's disability only after he has given written permission for this information to be shared.

Documentation of the disability must be on file with the Academic Support Services Office before an accommodation will be recommended.

- An individual with a physical disability will provide documentation from a medical professional such as a physician, physical therapist, occupational therapist, ophthalmologist, optometrist, or audiologist.
- An individual with a condition affecting emotional or psychological functioning will provide documentation from an appropriately licensed psychologist or psychiatrist.
- An individual with a learning disability will provide documentation from a licensed psychologist, physician, or other specialist. The documentation will include a psycho-educational evaluation that has been administered within the last three years. Documentation must clearly state that a learning disability exists. As presently used in the literature, a "learning difference" or a "learning problem" does not constitute a learning disability.

Once appropriate documentation is received, necessary academic accommodation will be determined.

- The student has the responsibility of deciding whether he will request accommodation. If he chooses accommodation, then the instructor(s) for the course(s) for which accommodation is requested will be notified. The student is encouraged to communicate with his instructor(s) or relevant staff about his disability as early in the semester as possible.
- Each request for accommodation must be assessed individually, and the person with a disability must be an active participant in the assessment process.
- In the assessment process, any available diagnostic information, the student's past experiences, and recommendations from the student's instructors will be considered.

- Appropriate accommodations may include but are not limited to the following: relocating class to an accessible room; removing structural barriers; providing interpreters and note takers; using assistive technology such as closed captioning and text-to-voice computers; providing text in large print; allowing lectures to be taped; extending testing time; using a different testing format; reducing course load and providing alternative testing sites.
- If the requested accommodation is a course substitution/waiver for a requirement, the request will be forwarded to the Curriculum Appeals Committee.
- It is not appropriate for the instructor(s) to determine that no accommodation is needed without consultation with the Academic Support Services staff.

In the event that a student with a documented disability is not satisfied with a recommended accommodation, he is encouraged to work with the staff of Academic Support Services and his instructor to resolve the matter informally. However, if the student has remaining issues of concern, he may contact the Dean of Students.