The Alfred University Annual Campus Safety report is required by the federal “Crime Awareness and Campus Security Act.” The purpose of this report is to provide the University community and prospective members of the community with information about campus safety, including crime statistics and procedures to follow for reporting crimes. This report is prepared by the Office of the Dean of Student Wellbeing and can be accessed at the Alfred University's website: https://my.alfred.edu/student-policies/
Important Phone Numbers

*when calling from a campus phone press 9 to access an outside line

Alfred Police Dept.......................................................1-911 or 1-607-587-8877
Alfred University Public Safety............................1-607-871-2108
Ambulance ......................................................................1-911
Counseling Services...................................................1-607-871-2300
Health Services..............................................................1-607-871-2400
Dean of Student Wellbeing..................................1-607-871-2132
Fire........................................................................1-911
New York State Police-Amity...............................1-585-268-9030
Jones Memorial Hospital.........................................1-585-593-1100
St. James Mercy Hospital........................................1-607-324-8000

Connect with Public Safety to file a report with your RAVE Guardian app
on your smartphone or call 607-871-2108.
Go to My.Alfred.Edu or AU Report It to file a report.

Other University Phone Numbers

College of Liberal Arts & Sciences.................607-871-2171
College of Business.................................................607-871-2124
College of Art & Design........................................607-871-2441
College of Engineering........................................607-871-2953
VP of Student Affairs..............................................607-871-2132
Dean of Student Wellbeing..............................607-871-2132
Environmental Health & Safety.........................607-871-2190
Equal Opportunity Policy
Alfred University, Alfred, NY, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee, student or applicant because of race, age, sex, color, sexual orientation, gender identification or expression, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, military or veteran status, domestic violence victim status, criminal conviction status, political affiliation or any other characteristic protected by applicable law. Protected veterans, minorities and women are encouraged to apply.

Vision, Mission and Code of Honor Statements

VISION
Alfred University will be an innovative leader in the delivery of academic excellence and enduring educational value, preparing all students for success in their studies and throughout life.

MISSION
The mission of Alfred University is to provide excellent quality and enduring value through academic and co-curricular programming that is both intellectually challenging and practically relevant. We are culturally diverse and student-centered, and aim to serve an ever-changing student population. We seek students with the aspiration and dedication to do well for themselves and for their greater communities. Thus, we prepare our students with the knowledge, skills, and life-habits that will enable them to succeed, and to live lives of continuous personal growth and service to others. These outcomes are achieved through a commitment, by the entire Alfred University community, to teaching and research, the pursuit of scientific and technical expertise, artistic creativity, and humanistic learning.

ALFRED UNIVERSITY’S STUDENT CODE OF HONOR
We, the students of Alfred University, will maintain an academic and social environment that is distinguished by Honesty, Integrity, Understanding and Respect. Every student is expected to uphold these ideals and confront any student who does not. Keeping these ideals in mind, we, the students, aspire to live, interact with and learn from one another in ways that ensure both personal freedom and community standards.
Introduction

CHIEF’S MESSAGE
From Chief of Public Safety, Jessica Middaugh

Your safety on campus is vitally important to us, encompassing not only your personal security, but also the environment of mutual trust that is central to our educational mission. Cooperation and collaboration is the key. The Office of Public Safety and many other offices at the University work together to deter crime and have increased the number and variety of proactive safety and security measures on and around our campus.

Faculty, staff members, and students work together to foster safety awareness. Information, education, and personal awareness are some of the most powerful tools you have to ensure the safety of yourself and others on campus.

The following pages provide students, staff, faculty, parents, and neighbors with a comprehensive summary of services and programs offered by the university. A common goal unites each program and service we provide: to protect and serve. The Office of Public Safety staff of nearly 20 law enforcement and administrative professionals is dedicated to protecting the Alfred University campus, to providing a safe community for academic growth, and to furthering the mission of our University. As the campus grows beyond traditional physical boundaries, so too does our commitment and service to the community.

We hope you will use the information provided in this handbook to make your experience at Alfred University the best it can be, and keep this handbook as a convenient reference for crime prevention programs, student guidelines, and important information on our campus safety reporting procedures.

Public Safety

OFFICE OF PUBLIC SAFETY - PURPOSE & OPERATIONS
Four full-time professionals and seven part-time professionals staff Alfred University Office of Public Safety. The Office of Public Safety is operational seven days a week with limited hours of closure. It is located in the Physical Plant building and can be reached by calling 607-871-2108. After office hours, the University emergency phone is forwarded to the Allegany County 911 Center located in Belmont, New York. In the event of an after-hours emergency, the 911 Center will dispatch appropriate emergency personnel along with Alfred University personnel to the scene of an emergency.

Students are employed by the Office of Public Safety on a part-time basis and assume the position of the Public Safety Aides.

A significant number of Public Safety Aides are certified New York State Security Guards as mandated by the State of New York in compliance with the Security Guard Act of 1992. The Chief of Public Safety is ultimately responsible for managing the daily activities of the student security operation. All Public Safety Aides function as an important part of the University’s overall effort to maintain the peace, safety, and security of persons and property at the University.

Specific responsibilities of the Office of Public Safety include: enforcing laws and policies, controlling on-campus parking of vehicles belonging to students, faculty, staff and visitors; controlling the movement of vehicular and pedestrian traffic as well as crowd control during special events on campus; and aiding in the control of alcohol and drug use on campus through the enforcement of the University Substance Use & Abuse Policy. Their presence also assists in resolving conflicts between students and deterring unlawful acts. Although the professional Public Safety staff does not have the power to arrest, staff members are certified New York State Police Officers who fill a critical role by observing and reporting incidents to appropriate University administrators and the local police, with whom they have direct radio contact.
All members of the University community are encouraged to report criminal incidents, emergencies, and suspicious activity. The Office of Public Safety phone number is 607-871-2108 and should be used to report all crimes.

Incident Reports can be filed using AU Report It https://alfred-advocate.sypmlicity.com/public_report/Public Safety’s Anonymous Tip online form or by contacting either the Dean of Student Wellbeing or Chief of Public Safety. Reports may also be filed through Alfred Police Department at 607-587-8877.

The Alfred University Office of Public Safety encourages members of the AU community to promptly and accurately report crimes to the AU Office of Public Safety or the appropriate police agency. If a complainant files a report with the Alfred University Office of Public Safety, the information may not be able to be kept confidential. Although we encourage the reporting of campus criminal activity directly to the Office of Public Safety (607-871-2108), in some instances members of the campus community may choose to file a sexual assault, harassment or discrimination report, reports should be filed with one the following Campus Security Officers:

**Title IX Coordinator, Director of Human Resources**
Mark Guinan (all persons) | 607-871-2909 | guinan@alfred.edu

**Title IX Deputy Coordinator (students), Dean of Student Wellbeing**
Tamara Kenney (students) | 607-871-2132 | kenney@alfred.edu

**Title IX Deputy Coordinator (faculty), Psychology Instructor**
Amy Button (faculty) | 607-871-2860 | button@alfred.edu

**Title IX Deputy Coordinator (staff) Human Resources Generalist**
Kayleigh Jones | 607-871-2276 | misner@alfred.edu

**Title IX Deputy Coordinator (student-athletes), Assistant Athletic Trainer**
Marley Bender | 607-871-2022 | bendermm@alfred.edu

If a community member wishes to report an incident of domestic violence, stalking, sexual harassment, sexual misconduct and/or sexual assault, they are encouraged to speak to a professional staff member of our Wellness Center – Counseling Services. AU professional counselors are encouraged to tell their clients about reporting procedures outlined in this document. Victims of sexual violence have the option of keeping their report in complete confidence, protecting their right to anonymity, when making a report through the AU Wellness Center - Counseling Services.

For medical emergencies, dial 1-607-871-2108 or 911 to request emergency medical services. Residential students should also report incidents and emergencies to their residence hall staff. All reports are logged and responded to appropriately. The law requires that campuses report specific criminal activities that occur on campus property and specific areas around those properties. Crimes occur in the community beyond what is required to be reported in this document. Students and employees are advised to exercise caution in ALL locations. On Campus: includes the main campus property, in campus buildings, the Equestrian Center, Foster Lake and athletic fields. Public Property includes thoroughfares, streets, sidewalks, parking facilities, and Public Park or park-like settings immediately adjacent to and accessible from the campus (ref. map in this document).

Any student, faculty member, or employee may report crimes in progress and any other on-campus emergency to the Office of Public Safety by dialing campus extension x2108. Upon receipt of a call, a patrol will be immediately dispatched to the site of the complaint.

Also, on the back of the University ID/ meal cards is a list of emergency numbers.

Members of the University community may report criminal incidents to the professional staff of Counseling Services. Counselors at the Wellness Center, who are informed by persons they are counseling of the commission of a crime, may also inform that person that crimes can be reported to the
Office of Student Affairs that this can be done on a voluntary, confidential basis for inclusion in the University’s crime statistics only.

In the event of a major crime, emergency or an event which poses a threat to the campus community notification can be distributed via e-mail, AU text messages and voice-mail to all student, faculty, staff, and administrative accounts, and by paper copy when necessary.

**DAILY CRIME LOG**
The Office of Public Safety also maintains a daily log of crimes and incidents that occur on campus which is available for the public to view. This information is recorded by date, time, and general location and disposition of the complaint. This daily log is available at the Office of Public Safety located in the Physical Plant building on campus. Please note that entries or updates are generally made within two business days after the event occurs. Incidents or situations deemed to pose a threat to the campus community are logged as soon as possible.

While most events are logged, the Office of Public Safety may determine that an incident be classified as “confidential” in order not to jeopardize a criminal investigation or reveal the identity of a victim.

**TIMELY WARNINGS**
In the event that a situation arises, either on- or off-campus, that, in the judgment of the Chief of Public Safety and the Dean of Student Wellbeing, constitutes an ongoing or continuing threat, a campus-wide “Timely Warning” will be issued after consultation with the Office of Communications. The warning will be issued through e-mail and/or the University text messaging system to student, faculty, and staff. In the event of a major emergency, or if there is an event which poses a threat to students, employees, or others, the “Timely Warning” will be prepared and distributed to:

- WALF (campus radio station)
- Campus e-mail service
- Entrance doors to academic and residence hall buildings
- Fiat Lux (campus newspaper)
- RAVE Alert

Standard notification procedures may be altered if in the emergency responses authorities determine it would compromise efforts to assist a victim, or compromise efforts to contain, respond to or otherwise mitigate the emergency. Pursuant to its procedures, fire drills are not announced, and testing of the other emergency systems may be announced or unannounced.

**EMERGENCY NOTIFICATION**
The University’s leadership is trained in assessing emergencies, appropriately responding to emergencies, and initiating necessary communication with those immediately impacted by the event and the greater campus community. The Chief of Public Safety/Incident Commander, or their designee, is responsible for determining the appropriate segment or segments of the campus community to receive a notification, determine the content of the notification and initiate protocols for the implementation of the emergency notification system through the established procedures.

The Chief of Public Safety/Incident Commander or designee will, upon confirmation of an emergency that necessitates evacuations, order an evacuation or if the situation warrants instructions to “shelter in place”.

The Chief of Public Safety is responsible for determining the level of an incident. In the absence of the chief, the officer on duty will make appropriate consults and level determination. If there were a serious, immediate threat to the health and safety of the campus community, the emergency response protocol would be enacted as appropriate to the situation. This can include activation of RAVE Guardian telephone, email and text notification, loudspeaker, and alert message in the My.Alfred portal and Alfred University. Notification to the greater campus community is coordinated between Public Safety and the Communications Office.

Subsequent to the emergency response and for other non-eminent serious incidents, a “Timely Warning” would be prepared and distributed to via campus e-mail, notices posted at building main
entrances, the My.Alfred portal, and/or the Public Safety website. Standard notification procedures may be altered if the emergency response authorities determine it would compromise efforts to assist a victim or compromise efforts to contain, respond to or otherwise mitigate the emergency.

Safety on Campus

CAMPUS PERSONAL SAFETY COMMITTEE
The Campus Personal Safety Committee’s responsibilities are: to advise the President, Dean of Student Wellbeing, Chief of Public Safety, and the Director of Environmental Health and Safety on matters of campus security, public safety (including signage and parking), and personal safety; to review and suggest improvement in safety and education programs; to assess availability of counseling services for crime victims; to review victim referral and campus response procedures for sexual assault situations; to conduct ongoing assessment of the quality of campus personal safety policies, practices, procedures, and programs; and to conform to Article 129-A of the Education Law by providing information to incoming students about sexual assault prevention measures, penalties, and related security procedures.

SHELTER IN-PLACE PLAN
OFFICE OF PUBLIC SAFETY
ALFRED UNIVERSITY 607-871-2108
Most of our community members are familiar with the “lockdown” concept practiced throughout the nation’s K-12 schools whenever there is a potential for violence on school property. That practice works well in the strictly controlled environment that operates on a universal, common schedule and has clearly defined physical boundaries. The “lockdown” concept is impractical for most of the country’s college campuses for that same reason. Most colleges and universities are open to visitors and seldom feature gates, fences or checkpoints. The Office of Public Safety offers the following practical suggestions to our community members to adapt to the principle of “Shelter in Place” rather than “lockdown”. If you are notified that an emergency is in progress and you receive the direction to “shelter in place,” please proceed as follows and wait for further instructions.

HOSTILE INTRUDER(S) IN AN ALFRED UNIVERSITY BUILDING
Notification of a hostile person on a campus may come from a pre-recorded message on the campus phones, a text message, by runner, by e-mail, or by public alert through loud speakers on campus. These guidelines apply to any building on or near campus, including residence halls, academic buildings, administrative buildings, etc.

• Faculty/Staff should immediately close the doors to their classroom/office. Lock them if possible. If locks are unavailable, barricade doors unless there is an imminent need to be silent. Attempt to cover any door or classroom windows or openings that have a direct line of sight into the hallway.
• If communication is available, call 911 or 607-871-2108.
• Do not sound the fire alarm. A fire alarm would signal the occupants to evacuate the building and thus place them in potential harm as they attempted to exit.
• Lock the windows.
• Stay away from the exterior and interior windows, if possible
• Turn off all audio equipment and silence cell phones.
• Try to remain as calm as possible.
• Keep everyone together.
• Keep classrooms locked, insist that occupants remain until police arrive and give you directions.
• If you are in an open area such as a hallway or vestibule, try to get to a classroom or an office and then follow above procedures. Do not go outside, unless you feel comfortable that you can make it without harm.
• Stay out of open areas and be as quiet as possible.
• If for some reason you are caught in an open area such as a hallway or lounge, you have several options:
You can try to hide, but make sure it is a well-hidden space or the intruder may find you as the intruder moves through the building looking for victims.

If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Attempt to keep objects such as, desks, cabinets, fixtures, etc. between you and the hostile subject. When away from the immediate area of danger, summon help in any way you can and warn others.

If the person(s) is/are causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead, if other victims are around you.

Your last option, if you are caught in an open area in a building, may be to fight back. This is dangerous but, depending on your situation, this could be your last option.

If you are caught by the intruder and are not going to fight back, obey all commands and don’t look the intruder in the eyes.

Once the police arrive, do not run toward them. Obey all police or emergency officer’s commands. This may involve you being handcuffed, or keeping your hands in the air. This is done for safety reasons. Once the police evaluate circumstances, they will give you further directions to follow.

HOSTILE INTRUDER(S) ON THE GROUNDS OF ALFRED UNIVERSITY

When a hostile person(s) is actively causing death or serious physical injury or threatening imminent death or serious physical injury to person(s) on the University grounds, we recommend the following actions be taken:

- Run away from the threat if you can, as fast as you can.
- Do not run in a straight line.
- Keep vehicles, bushes, trees and anything that could possibly block your view between the hostile person(s) and you while you are running.
- If you can get away from the immediate area of danger, summon help, CALL 911 or 607-871-2108, and warn others.
- If you decide to hide, take into consideration the area in which you are hiding. Will I be found here? Is this really a good spot to remain hidden?
- If the person(s) is/are causing death or serious physical injury to others, and you are unable to run or hide, you may choose to play dead, if other victims are around you.
- The last option you have, if caught in an open area outside, be ready to fight back. This is dangerous, but depending on your situation, this could be your last option.
- If you are caught by the intruder and you are not going to fight back, do not look the intruder in the eye and obey all commands.
- Once the police arrive, do not run toward them. Obey all police or emergency officers’ commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons. Once the police evaluate the circumstances, they will give you further directions to follow.

This action/procedure guide cannot cover every possible situation that might occur, but it is a tool that can reduce the number of injuries or deaths if put into action as soon as a situation develops. Time is the most important factor in the optimal management of these types of situations.

SAFE RIDE SERVICES

607-871-2108
The escort service operates during business hours, and from 5 p.m. to 3 a.m. 7 days a week.

Public Safety operates a Safe Ride Service on campus for any member of the University community who desires a ride. This ride may consist of a vehicle or walking escort. During busy periods, callers may experience a delay in the arrival of the escort. Rides are provided for safety, and for students, faculty and staff, and those who have physical disabilities. Escorts are not provided for groups of three or more on campus or for those who use the service for convenience purposes. The Alfred University’s Safe Ride Service is a service intended to provide a ride for persons who actually need assistance and do not wish to walk ALONE at night. To request a ride/escort call 607-871-2108. No escorts will be given from one off-campus to another off-campus location. Although escorts are provided to locations in Alfred, they are
not provided to parties and restaurants. Walking escorts may be substituted for vehicle rides. The escort reserves the right to refuse an escort to anyone who does not meet the requirements.

RAVE GUARDIAN
Download the App to your smart phone
A mobile phone app enhances safety on campus through real-time interactive features that create a virtual safety network of friends, family, and Campus Safety. Features:

- **Panic Button** – Direct immediate connection to Campus Safety with GPS location and personal profile information.
- **Tip Texting** – Enables anonymous, 2-way, crime tip reporting through text and images.
- **Personal Guardians & Safety Timer** – Students can identify Campus Safety, friends, roommates, and family as “Guardians” when setting their Rave Guardian Safety Timer. During a timer session, Guardians and Campus Safety can check status of the student. If the Safety Timer is not deactivated before it expires, Campus Safety is automatically provided with the user’s Rave Guardian profile to proactively identify and check in on the individual.
- **Safety Profile** – Student-created Safety Profiles contain information such as residence details and medical conditions. When a student requires assistance – on or off campus – student Safety Profiles are displayed to Campus Safety and Smart911 enabled 9-1-1 centers nationwide.

Reporting an Incident

VICTIM REPORTING
The Alfred University Office of Public Safety encourages members of the AU community to promptly and accurately report crimes to the AU Office of Public Safety or the appropriate police agency. If a complainant files a report with the Alfred University Office of Public Safety, the information may not be able to be kept confidential.

Although we encourage the reporting of campus criminal activity directly to the Alfred University Office of Public Safety (607-871-2108), in some instances members of the campus community may choose to file a report with one of these Campus Security Authorities:

- **Title IX Coordinator**, Director of Human Resources, Greene Hall, 607-871-2909 or 607-871-2276
- **Vice President for Student Affairs**, Powell Campus Center, 607-871-2132
- **Dean of Student Wellbeing**, Powell Campus Center, 607-871-2132
- **Residence Life**, Bartlett Hall, 607-871-2186
- **Athletic Department**, McLane, 607-871-2193
- **Center for Student Involvement**, Powell Campus Center, 607-871-2175

If a community member wishes to report an incident of domestic violence, stalking, sexual harassment, sexual misconduct and/or sexual assault, they are encouraged to speak to a professional staff member of our Wellness Center – Counseling Services. AU professional counselors are encouraged to tell their clients about reporting procedures outlined in this document. Victims of sexual violence have the option of keeping their report in complete confidence, protecting their right to anonymity, when making a report through the AU Wellness Center – Counseling Services.

CRIME AWARENESS & PREVENTION PROGRAMS
Alfred University’s Office of Residence Life takes an active part in the education and support of the residential community. Office of Residence Life staff members are trained for prompt, appropriate response and to get students to the appropriate resources. Staff hosts programs on various safety topics each semester, in each building, by inviting speakers into the residence halls. Also, safety and the “crime
of opportunity” are topics at every mandatory hall meeting. Typically, each floor has them three times each semester. Students are given the message to be safe, lock your doors, take good care of your belongings that are dear to you, and take care of each other.

Resident Directors and Resident Assistants actively work together throughout the school year conducting various programs that promote a safe and informed community. Residence Life advocates daily for students to be sure they are always locking their room doors and not propping open exterior residence hall doors. This is done each evening by RA staff members on call in each residence hall, seven days / week, 9 p.m. – 8 a.m., and during the day, as needed. Specifically on RA rounds, the “If I Were a Thief” program is utilized in that staff checks room doors and, if unlocked, leaves an “If I Were a Thief” tag on the door letting students know they left their door unlocked and to encourage them to lock it.

The Wellness Center staff contributes to and organizes many aspects of teaching the campus community. This includes training for the Office of Residence Life’s on sexual assault responding; training on date rape drugs; publicizing national weeks and days devoted to awareness of sexual violence (such as the RA INN Day, rape and incest victims’ services) using a variety of media; emergency response for sexual assault; training peer educators to present on intoxication and unwanted sex, safer sex, consent and related issues; present programs in residence halls, with clubs, and in classrooms on sexuality, consent, the role of intoxication in unwanted sex; training AU Peer Educators to provide peer programming on a variety of safety, harm, and wellness topics.

**HARASSING PHONE CALLS/TEXT MESSAGES**
If you receive a series of harassing phone calls or text messages hang up immediately and save all messages. If text messages or email become harassing or threatening screen shot the texts, save the emails and file a report with Public Safety. In addition students may contact the Dean of Student Wellbeing, Norm Pollard for assistance 607-871-2132 or stop by the Office of Student Affairs on the 2nd floor of the Powell Campus Center located behind the Information Desk.

**BOMB THREATS**
If you receive a bomb threat by phone, remain calm and try to get as much information as possible from the caller. Call Public Safety or 911 IMMEDIATELY do not pull the fire alarm.

**THREAT OF PHYSICAL BEHAVIOR**
By text, email, IM or phone call - document the messages. Threatening or aggressive behavior - leave the area and help to remove others to a safe place.
Student Handbook
https://my.alfred.edu/student-policies/

Alfred University understands that a student code of conduct policies and procedures is an educational tool for encouraging a campus community in which students live and learn successfully. Each year under the supervision of the Dean of Student Wellbeing, all students are emailed a copy of the Student Life Policies & Procedures/General University Policy book. Hard copies can be obtained in the Office of Student Affairs located on the 2nd floor of the Powell Campus Center. Additional copies can be located in both libraries and in each academic dean’s office. Policies may be updated during the academic year and the most up to date version can be located online: https://my.alfred.edu/student-policies/

Environmental Health and Safety
https://my.alfred.edu/ehs/

The Environmental Health and Safety (EHS) assists the University to meet its responsibility to protect students, employees and the environment and to provide a safe and healthy place of employment and learning. Environmental Health and Safety provides occupational and environmental health and safety services to all faculty, students and staff, including maintaining compliance with federal, state and local laws and regulations related to occupational health and safety, environmental conservation and protection, and laboratory safety. Environmental Health and Safety also provides emergency response, technical support, information and training programs, and environmental health and safety consulting.

EHS is located on the 1st floor of Myers Hall:
Mike Honeycutt | 607-871-2190 | honeycuttm@alfred.edu

Animals on Campus
Alfred University prohibits animals of any kind, with the exception of service animals while performing their duties (owners must properly dispose of their service animals’ waste) and aquarium fish that are in tanks and may not exceed 10 gallons, in campus buildings. Animals may be permitted elsewhere on campus so long as they are leashed, attended by the owner at all times, and not interfering with normal use of University facilities. The University prohibits the feeding of any stray animals in and around the residence halls or anywhere on campus. Stray animals found on campus will be removed.

Violations of the Animal Control Policy should be reported to the Chief of Public Safety. While Alfred University enforces a no-pet policy in its residence halls (with the exception of fish, not exceeding 10 gallons) and campus facilities, it is acknowledged that some members may require the use of service or assistance animals. Set forth below are guidelines concerning the appropriate use of and protocols associated with Service Animals and Assistance Animals.
https://my.alfred.edu/student-policies/auserviceanimalassistanceanimalpolicy.cfm

Working Together

MOU-MEMORANDUM OF UNDERSTANDING WITH ALFRED VILLAGE POLICE DEPARTMENT
In accordance to the recently passed amendment Article 129-B to the NYS Education Law Alfred University’s Office of Public Safety and the Alfred Village Police Department have signed a Memorandum of Understanding to work cooperatively when necessary to protect the health, safety and welfare of the University’s students, employees and the Village community. The MOU acknowledges the shared interest between the Village and the University to promote and maintain a continued, harmonious working relationship and cooperative effort between the Village and the University.
LOCAL POLICE AGENCIES & WORKING TOGETHER
Alfred University works with the Village of Alfred Police Department to provide law enforcement on campus when needed. Although, AU Public Safety Officers are certified police officers, the University & Village are in agreement that all law enforcement procedures (arrests) are carried out by the village officers. Notification of all arrest/incident reports by the local police department are submitted to the Office of Public Safety; this is a close and successful working relationship.

The Village Police Department also provides training and work in consultation with the Alfred University Office of Public Safety and officials on an as needed basis.
Members of the University community are encouraged to file reports with the Office of Public Safety as well as the Alfred Police Department. New York State Police and County Sheriff’s Department are also available to assist.

ALFRED COMMUNITY COALITION
The Alfred Community Coalition is comprised of members from Alfred University, Alfred State College, the Village and Town of Alfred who are dedicated to addressing issues that arise regarding students living in the Alfred community. The Coalition works proactively to reduce high risk behaviors of students in the community. The Coalition also is committed to promote responsible decision-making of college students on their rights and responsibilities as good neighbors and citizens in the Village and Town of Alfred.

Accomplishments:
- Expanded membership to include a landlord, a business owner, and the health/wellness/alcohol and other drug (AOD) educators from each campus
- Explored the idea of restorative justice and a community/town “court” for alternative sanctioning of students who might otherwise go through the court system for alleged violations.
- Pursued grant funding for the development of “town-gown” initiatives and partner ships; submitted a federal grant for sexual assault prevention on the AU and ASC campuses

Living On-Campus

SECURITY IN RESIDENCE HALLS
The Alfred University Office of Residence Life is committed to providing a safe environment in all residence halls. Students are made aware of safety concerns as well as tips on prevention through residence hall building, floor meetings and presentations. While many safeguards are in place for residence hall students, each student must do their part to assure a safe and secure environment by adhering to the safety related policies and procedures. A graduate resident director supervises each of the residence halls, who in turn is supervised by a professional master’s level staff member in the Office of Residence Life.

Residence halls are co-ed, each with 24-hour inter-visitation. Graduate resident directors and undergraduate resident assistants, all members of the University Residence Life staff, live in the residence halls and participate in an on-call duty rotation. The Student Affairs team is on-call 24 hours a day and is comprised of graduate RDs and professional staff members of the Office of Residence Life. They are trained in University rules and regulations, enforcement procedures, crisis management and fire safety.

Access to the individual residence halls is restricted to residents of each building who have Fob access, and guests who are hosted by the residents. All outside doors of residence halls are locked 24 hours a day. Resident assistants are on call between the hours of 9 p.m. and 8 a.m. nightly and monitor residence halls from evening to early morning hours by completing rounds of the living area and reporting any unusual circumstances or situations in the residence hall.

Residence halls are communities in which each resident must take responsibility for personal safety including keeping room doors locked (all student doors have conventional locks), not propping open
exterior building doors, not walking alone, and immediately notifying Residence Life staff, Public Safety or the Police Department of any suspicious people or activities.

Special Interest Houses which are not on our property and are controlled by individual student organizations or academic programs each have their own access policies and procedures that are monitored by the organization’s coordinators and house residents. Public Safety and Alfred Police Department responds to incidents at these locations.

As a priority, the University Physical Plant maintains the safety and security of all buildings and grounds on the campus. Repairs that affect safety and security are made promptly. The campus is well lit. The lighting system is maintained and upgraded on an on-going basis.

EDUCATING FIRST YEAR & TRANSFER STUDENTS

- Orientation is a great time to begin educating students about our community values, but since research indicates that short, single-session programs do little to create long-term attitude or behavior change, we are not solely relying on one program/speaker. We use comprehensive, multi-pronged strategies that are interconnected in a planned way. Many of these tactics have been in place for years and some are new, but each will help us create a safer campus.
- Every incoming student is expected to complete two online education programs – Alcohol Wise and an additional module on Sexual Assault – during the summer, prior to the start of classes. In the past several years the majority of all students have successfully completed the courses.
- Over the summer there was a complete review and revision of our Discrimination, Harassment and Sexual Misconduct policy to ensure we are compliant with the federal and state regulations.
- Before the start of classes, every student is sent an electronic copy of our Code of Conduct. Additionally, they are invited to take five free online course titled: “Healthy Relationships & Dating Violence,” “Impressions,” “Intervene,” “Lasting Choices” and “Show Some Respect: Prevent Harassment.”
- The very first evening of orientation, the Dean of Student Wellbeing, Director of the Wellness Center, Chief of Public Safety and the Health and Wellness Educator host the first all-class meeting to discuss community expectations and information specific to sexual misconduct and other safety issues.
- Residence Life has instituted a Community Watch program with the Office of Public Safety.
- Office of Public Safety encourages all community members to use the Rave Guardian and Rave Alert app.
- September is National Campus Safety month, and Public Safety, Residence Life and the Wellness Center have partnered to offer a wide range of programs including a “No More” pledge drive, bystander awareness, shared spaced, consent and alcohol/substance abuse prevention.
- Over the course of the academic year, information about Sexual Misconduct, campus resources and community expectations is disseminated through a variety of social media/social networking platforms. Over the past several years we partnered with the “No More” campaign; our athletic teams created a video and L’il Alf appeared in a poster series.
- Specific training about Sexual Misconduct victim identification, support and response is provided to the Health Services, Counseling Services, Public Safety and Residence Life staffs, as well as hearing boards and investigators.
- During orientation, a theater group called Sex Signals performs.
- In 2015 the campus wide implementation of the “Green Dot” bystander intervention program began.
- We are a “Culture of Respect” and “It’s On Us” campus, dedicated to strengthening sexual violence prevention and response on college campuses
- We are a “JED Campus”, a nationwide initiative of The Jed Foundation designed to empower schools with a framework and customized support to promote the emotional well-being of students, reduce suicide and serious substance abuse and build communities where students can learn and thrive.
NON-EMERGENCY SERVICES
Concerning Emotional Behavior - During business hours, assist the student in receiving counseling services and offer to walk them to the Health & Wellness Center. Call x2300 to request an outreach, or fill out an online Student Alert, or contact the Dean of Student Wellbeing for guidance, 607-871-2132. After hours, contact the Public Safety Office to file a report.

NON-EMERGENCY MEDICAL TRANSPORTS (NEMT)
Contact the Public Safety Office 607-871-2108, transportation can be arranged for a ride back from the hospital and a fee maybe placed on your student account.

MISSING PERSONS
Do not wait if you believe a student is missing. Alfred University’s Public Safety Office conducts an immediate response to the report of any missing student. To file a report, contact the:
1. Office of Public Safety (7:30am- 3:am Mon-Fri, 5:00pm -3:00am Sat & Sun) 607-871-2108
2. Alfred Police Department (24hrs. a day) 607-587-8877
3. Director of Residential Communities
4. Graduate Resident Director
5. Resident Assistant
6. Dean of Student Wellbeing, 2nd floor of the Powell Campus Center 607-871-2132
7. Submit a report: AUReportIt [https://my.alfred.edu/student-affairs/au-report-it.cfm]

Students are encouraged to identify a contact person who University personnel should contact in the event they are determined to be "missing"; the identified person’s contact information is maintained by the Office of Residence Life and remains confidential. The contact information will only be accessible to authorized campus officials, and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. Specific contact information is obtained by each student living on campus during the first residence hall meeting; transfer students moving onto campus for the first time provide the contact information to their Graduate Resident Director.

Alfred University’s Public Safety immediately conducts an initial investigation for all missing student reports. Missing students who reside in on-campus housing and are determined to be missing for 24 hours from initial notification, the following procedures will be followed:
1. Notification will be issued to the Village of Alfred Police Department and NYS Police in accordance to the Memoranda of Understanding
2. Notification (regardless of the age of the student) will be issued to the specified missing person contact person the student provided
3. Notification to the parents or the guardians of an un-emancipated student under 18 years of age, in addition to the contact person given by the student.

ANNUAL EDUCATION PROGRAMS
Through comprehensive awareness programs, members of the University community learn more about the University’s efforts to enhance their safety and become aware of their personal stake in their own security and that of others. Below is a sample listing of crime prevention and personal safety programs presented by various offices of Alfred University:

Interactive Educational Bulletin boards: Three times each semester bulletin boards are created by staff members, on every floor of each residence hall, on a variety of topics including safety-related topics.

The Emergency Folder is Alfred University’s emergency response information folder that is issued to all faculty, staff, and students. This orange folder gives the members of the campus community guidelines on how to respond to campus emergencies such as bomb threats, fire, and medical emergency and studio/lab accidents. This folder also outlines what you should do if you are notified that an emergency is occurring or what to do if you are threatened with physical harm. Additional folders are at the Office of Public Safety.

Bystander Intervention Program The role of the bystander is one component of sexual violence prevention that can be effective on college campuses. Common goals of bystander programs are to:
• Develop ways to increase awareness of sexual assault, such as learning to make observations and recognizing warning behaviors that may require intervention;
• Teach the appropriate skills to intervene safely and effectively, in both direct and indirect ways.

Effective bystander programs foster an encouraging environment for others to speak out against sexist attitudes, rape myth beliefs, and sexual violence itself. Confronting sexual violence can help change the social norms of a community and society as a whole. Some of recent efforts include:
• Bystander Intervention #SaxonsStandUp
• Monthly workshops with select groups
• "No More" campaign
• Partnership with It’s On Us

Peer Education Program: Peer Educators are students that encourage other students to consider the behaviors, attitudes, and actions that guide their lives. Peer Educators are student volunteers who promote health and wellness alongside the supervision of the Health & Wellness Coordinator. Peer Educators are concerned about people their own age and are willing to take a stand about issues that affect young people. There are two types of Peer Educators:
• Wellness Reps
• Sexual Assault Prevention Peer Educators (SAPPE)
INTRODUCTION TO CLERY - CAMPUS CRIME STATISTICS
In November 1990, the Student Right-to-Know and Campus Security Act of 1990 was signed into law. Compliance with this act, known as the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act or Clery Act, provides students and families, as higher education consumers, with the information they need to make an informed decision. The Higher Education Amendments of 1992 imposed new requirements for preventing, reporting, and investigating sex offenses that occur on campus. In 1994, the U.S. Department of Education issued the final regulations needed to implement the Higher Education Act of 1965 as amended by the Student Right-to-Know and Campus Security Act (Public Law 101-542), the Higher Education Technical Amendments of 1991 (Public Law 103-26), the Higher Education Amendments of 1992 (Public Law 102-325), and the Higher Education Technical Amendments of 1993 (Public Law 103-208). In accordance with the Clery Act, data collected in this report represents activity on the Alfred University campus and in the Village of Alfred.

As required by the Clery Act, the University must report all hate crimes. A hate crime occurs when a person is victimized intentionally because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Clery Act statistics for 2020 were not provided by the Alfred Police Department, 7 W. University Street, Alfred, NY 14802 607-587-8877 https://www.alfredpd.org/ Paul Griffith, Chief.

The crimes presented are based on conduct referrals filed with the following offices: Dean of Student Wellbeing, Chief of Public Safety, Director of Residential Communities, Director of Athletics and Alfred Police Department. A conduct referral is a student whose conduct has been documented and is subject to Alfred University's conduct process. Statistics are based on referrals; this does not differentiate whether or not the student was found in violation or not. Criminal offenses that if determined unfounded are not included within this report. As directed by the statutes of the federal government, Alfred University does not permit an officer, employee, student or agent of this institution, to retaliate, intimidate threaten, coerce, or otherwise discriminate against any individual reporting violations to the Clery Act.

VAWA - VIOLENCE AGAINST WOMEN ACT
https://nnedv.org/content/violence-against-women-act/

The Violence Against Women Act (VAWA) is the cornerstone of our nation's response to domestic and sexual violence. A strong bipartisan bill to reauthorize VAWA (S. 47) passed in the Senate on February 12, 2013 (78-22) and in the House of Representatives on February 28, 2013 (286-138). President Obama signed the bill into law on March 7, 2013.

DEAR COLLEAGUE LETTER
Issued on July 22, 2015 by the US Department of Education detailing the VAWA Final Regulations. The letter summarizes the final regulations implementing statutory changes to the Clery Act Regulations.

NEW YORK STATE LAW ARTICLE 129-B
On June 14, 2015 the state of New York signed into law "Enough is Enough" Article 129-B which requires all colleges and universities in the state to implement specific policies and procedures outlined in the law concerning sexual assault, dating violence, domestic violence and stalking prevention and response.

LOCAL LAW ENFORCEMENT STATISTICS 2018
The accompanying chart for Alfred Police Department (APD) Clery Act Stats for 2019 is provided by the Alfred Police Department.

REPORTING DEFINITIONS
“On-campus” offenses include all offenses which occurred in or on all University-owned property or buildings.

“Residence halls” are categorized as all residential housing owned by the University including special interest houses.

“Non-campus building or property” and “public property” includes property owned or rented by student organizations officially recognized by the University and those owned or rented by the University outside of the campus boundaries. The offenses presented also include statistics reported by the Alfred Police Department.

“Public property” represents the Village of Alfred, which includes thoroughfares, streets, sidewalks, parking facilities immediately adjacent to the campus.

The following chart represents “Other Locations” in accordance to the NEW developments and guidelines as established by the 2016 updated Clery Handbook concerned geography reporting requirements, detailing subsections Other Non-campus Considerations”, “Off-Campus Student Housing Considerations” and Repeated use of location for school sponsored trips, Short-stay “away” trips and Study abroad programs”. Good faith efforts have been made to the qualifying locations; please see the Dean of Student Wellbeing or the Chief of Public Safety for more information.
### CONSIDERATIONS FOR TRIPS TO OFF-CAMPUS LOCATIONS:
FIELD TRIPS, OVERNIGHT, SCHOOL-SPONSORED TRIPS

<table>
<thead>
<tr>
<th>Criminal Offenses</th>
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<th>OTHER LOCATION 2019</th>
<th>OTHER LOCATION 2020</th>
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<tr>
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<tr>
<td>Sex offense (non-forcible)</td>
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<td>Motor Vehicle Theft</td>
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<td>------------------------</td>
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<td>------</td>
</tr>
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<td>Murder/Non-negligent manslaughter</td>
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</tr>
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<tr>
<th>Criminal Offenses - On campus - in a Residence Hall</th>
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<th>2019</th>
<th>2020</th>
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<td>Murder/Non-negligent manslaughter</td>
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<tr>
<td>Negligent manslaughter</td>
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<td><strong>Sex offenses</strong></td>
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<tr>
<td>Fondling</td>
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<td>Incest</td>
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</tr>
<tr>
<td>Statutory rape</td>
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<tr>
<td>Robbery</td>
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<tr>
<td>Aggravated assault</td>
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</tr>
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<td>Burglary</td>
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<td>6</td>
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<td>Motor vehicle theft</td>
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<table>
<thead>
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<th>Criminal Offenses - Public Property</th>
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<th>2019</th>
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</thead>
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<tr>
<td>Negligent manslaughter</td>
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<td><strong>Sex offenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rape</td>
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<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>Statutory rape</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Robbery</td>
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</tr>
<tr>
<td>Aggravated assault</td>
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<tr>
<td>Burglary</td>
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<td>Motor vehicle theft</td>
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</tr>
<tr>
<td>Arson</td>
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</tbody>
</table>

Individual statistics for Rape, Fondling, Incest and Statutory Rape were not collected prior to the 2015 data collection. Prior to the 2015 collection, Rape and Fondling statistics were combined under Sex offenses – Forcible, and Incest and Statutory Rape statistics were combined under Sex Offenses – Non-forcible. As of the 2015 data collection, statistics for Sex offenses, non-forcible are no longer collected. The Gender Identity category of bias was added in the 2015 data collection. As of the 2015 data collection, the Ethnicity/National origin category of bias was split into separate Ethnicity and National origin categories.

The crime data reported by the institutions have not been subjected to independent verification by the U.S. Department of Education. Therefore, the Department cannot vouch for the accuracy of the data reported here.
<table>
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<tr>
<th></th>
<th>2018</th>
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<tr>
<td>Domestic violence</td>
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<tr>
<td>Dating violence</td>
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<tr>
<td>Stalking</td>
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<td><strong>VAWA Offenses – In a Residence Hall</strong></td>
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<tr>
<td>Dating violence</td>
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<tr>
<th></th>
<th>2018</th>
<th>2019</th>
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<tbody>
<tr>
<td>Weapons: carrying, possessing, etc.</td>
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<tr>
<td>Drug abuse violations</td>
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<td><strong>Arrests - On Campus</strong></td>
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</tr>
<tr>
<td>Weapons: carrying, possessing, etc.</td>
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<tr>
<td>Drug abuse violations</td>
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<td>Drug abuse violations</td>
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<tr>
<td>Liquor law violations</td>
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<td><strong>Arrests - On Public Property</strong></td>
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<td>Liquor law violations</td>
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<th></th>
<th>2018</th>
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<td><strong>Disciplinary Actions – On Campus – in a Residence Hall</strong></td>
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<tr>
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<td>72</td>
<td>94</td>
<td>37</td>
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<tr>
<td>Liquor law violations</td>
<td>75</td>
<td>44</td>
<td>25</td>
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<tr>
<td><strong>Disciplinary Actions - On Public Property</strong></td>
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Statistics are based on referrals; this does not differentiate whether or not the student was found in violation.

*May of 2002 Greek life was disbanded; there are no off campus student organizations to report.*
### Hate Crimes

#### ALFRED UNIVERSITY CLERY

<table>
<thead>
<tr>
<th>Crime Category</th>
<th>2018</th>
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<td>Aggravated Assault</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<tr>
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</tr>
<tr>
<td>Damage/Vandalism of Property</td>
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</tbody>
</table>

These hate offenses manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability, or ethnicity/national origin.

#### SECURITY OF NON-RESIDENTIAL BUILDINGS

The Office of Public Safety is committed to providing a safe and secure environment to all academic and non-academic buildings. The Office of Public Safety performs routine patrols through all buildings during Public Safety’s hours of service. When Public Safety is closed the Night watchman, a member of the Alfred University Heating Plant staff also makes scheduled rounds throughout all building on the University Campus to insure their security.
Parking on Campus

GENERAL RULES AND REGULATIONS

• For the purpose of these regulations, campus boundaries consist of all properties owned or controlled by Alfred University. These regulations apply to all operators of motor vehicle on the University campus.
• Operating a motor vehicle on University properties is a privilege and constitutes acceptance by the owner and/or operator of the responsibility to assure that his/her vehicle is neither parked nor operated in violation of University regulations.
• All employees, students, and visitors are required to obtain, learn and follow the campus parking rules and regulations.
• There is no parking or standing (even with flashers) on any campus roadways. All vehicles must be parked between designated parking lines.
• Area not specifically designed for parking shall be considered “No Parking/Restricted” areas. The University, having marked approved spaces, is under no obligation to mark all areas where parking is prohibited.
• The responsibility for finding a legal space rests with the motor vehicle operator. Inability to locate a space or a convenient space is not an excuse for violating University parking regulations.
• Alfred University assumes no responsibility for a vehicle or its contents. This includes any damage caused by moving, towing and booting.
• The operation of motorcycles in areas other than those designated for all motor vehicles is prohibited. The operation of snowmobiles, all-terrain or unlicensed vehicles is not permitted on campus.

PARKING PERMITS

All vehicles, including automobiles, truck, motorcycles, and other licensed vehicles to be operated or parked on University property, must be registered immediately upon bringing it to campus with the Office of Public Safety in the Physical Plant Building. Please note that having a permit DOES NOT guarantee a parking spot.

Student vehicle registration is $99.05 for the first vehicle, and $75.05 for each additional vehicle registered. A $5.95 permit fulfillment fee also applies to all permits. There will be no refunds issued after the first full week of classes. Each registered vehicle will be issued a decal that must be applied to the inside of lower left hand corner of the driver’s side rear window. Permits are issues to permanent, full-time, or part-time employees and will receive one permit with will be supplied in a form that can be transferred from one vehicle to another depending on employee needs. If a second permit is requested, the employee will be charged $61.00. Temporary faculty/staff will be issued a special permit for periods required. Go to www.thepermitstore.com to purchase a parking permit online.

• Student veterans are eligible for reduced fee parking permits. Please inquire with the Chief of Public Safety for such discount before purchasing your permit at full price.
• Student workers or Graduate students are not authorized for regular or special faculty/staff permits and must purchase a student permit to park on campus.

The Office of Public Safety must be notified within 48 hours if there is a change of license plate number or vehicle. The employee must register the vehicle prior to using the current tag. Students must remove the permit or parts thereof, and be returned to the Office of Public Safety where a new permit will be issued free of charge. If the permit is lost/stolen or otherwise unobtainable, individuals will be required to pay a non-refundable $25.00 fee for administrative processing. It is not the responsibility of the owner or person registering a vehicle to see that other drivers of his/her vehicle knows and adhere to these regulations.

SPECIAL PARKING PERMITS

An Alfred University Handicap permit will be issued to student and employees with a physical disability in order to park in a handicap parking spot. Proof of a permanent disability will be obtained with a copy of the driver’s license. Persons with a temporary disability must have a statement from their personal
physician or the Wellness Center (Health Services) indicating the length of time the permit will be required. Handicap parking spaces are located in close proximity to entrances to University buildings. The vehicle must also be registered with the Office of Public Safety.

Students who have a motor vehicle on campus temporarily must obtain a special permit with a cost of $15.00 per week.

Special parking permits for visitors or campus guests should be obtained from the Office of Public Safety and are only valid for 3 consecutive days. Visitors are subject to the same rules and regulations as a registered vehicle owner.

AUTHORIZED PARKING AREAS
Signs have been erected indicating parking areas as either student or faculty/staff areas. Faculty/staff parking as well as student and visitor parking are public parking from 5 p.m. until 7 a.m., unless signs identify specific parking areas as restricted at all times. Vehicles with student stickers may park in any student area at any time and may not park in faculty/staff parking until public parking takes effect.

Employees may park in any faculty/staff area at any time and may not park in student parking until public parking takes effect.

No one is permitted to park at any time in any pedestrian area, fire lane, or otherwise restricted parking spaces. Parking is prohibited at all loading docks, entrances to building, crosswalks, fire hydrants, and in any area where signs, yellow curbing, or lines restrict parking. Cars parked in these areas are subject to booting or towing at the owner’s expense. There are loading/unloading zones, (maximum of 10 minutes only), located at the north and south sides of Harder Hall, the southeast corner of the McMahon Building, south side of the Millar Performing Arts Building, the north side of the F.W. Olin Building, and within the area of Pine Hill and Ford Street; please use flashers to indicate loading/unloading. Parking in these areas for any and all appropriate fines and/or booting vehicle. If your vehicle is parked in a restricted area because of a flat tire, dead battery, etc., please notify the Office of Public Safety by calling X2108.

Inclement Weather Closing

INCLEMENT WEATHER PROCEDURE
Occasionally, emergency situations require that classes and/or activities to be cancelled. All decisions related to closing University offices and/or canceling classes and activities will be made by the President. The Chief of the Office of Public Safety and the Alfred University Supervisor of Grounds or designee will collaborate and advise the President of the inclement weather situation on and off campus. If the President determines activities need to be cancelled, he will notify the Chief of the Office of Public Safety who will in turn notify the Office of Communications to alert the campus through the means described below.

Supervisors are not authorized to close offices except at the explicit instruction of the President.

CLOSURE PRIOR TO THE START OF THE WORKDAY
When it is determined that classes and/or activities at the University be cancelled, essential staff of the Office of Public Safety, University Physical Plant will be asked to report. Dining Services will also be classified as essential when classes are in session. Other staff may also need to report based on the time of year and the specific situation. The decision will be conveyed using radio, email, and voice mail and text messages.

• Radio announcements will be conveyed to local radio stations. Announcements will normally occur several times between approximately 6:00 and 9:00 a.m.
• E-mail messages will be sent to students, faculty and staff.
• **Voice mail** messages will be sent as priority voice mail to all individual voice mailboxes. Voice mail subscribers may hear such messages by dialing (607)-871-2888 and following instructions for accessing one’s personal mailbox.

• **Text Messages** will be sent to all those enrolled in the emergency alert program (RAVE alert).

### CANCELLATION OF CLASSES/ACTIVITIES DURING THE WORKDAY

Should the President find it necessary to cancel classes or activities during the workday (with only essential staff being asked to report or stay), he will inform the Director of Communications, who will deliver all priority voice, text and e-mail messages as described earlier. In addition, the Director of Communications will notify the Office of Human Resources. From there, each office will utilize their internal office contact lists to ensure staff are aware of directives.

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### GENERAL INFORMATION

In weather-related emergency closings, Physical Plant Grounds and Heating Plant Staff personnel should report as usual. For all other types of cancellations, Physical Plant staff are asked to contact their supervisor for further instruction.

When students are in residence, other offices may need to remain open and operable during an emergency; please note, not all emergencies are the same, and therefore, reporting to work may or may not be required.

During an **official** (as implemented by the local Sheriff’s Office or State Law Enforcement) weather
emergency issued travel ban, employees may not be able to report to work. When buildings are closed during these or other emergency evacuations (weather related storms, chemical exposures or fire drills), no admittance is allowed for any reason unless authorized and/or accompanied by Public Safety.

RADIO STATIONS TO RECEIVE CLOSING NOTIFICATIONS

<table>
<thead>
<tr>
<th>Radio Station</th>
<th>Dial</th>
<th>Location</th>
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<td>WSKG</td>
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<td>WGR-AM</td>
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<td>WIVB-TV</td>
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</tr>
</tbody>
</table>

Health, Counseling, & Wellness

There are numerous resources both on and off campus to confidentially assist individuals with alcohol or other drug-related concerns including prevention, education, assessments, and treatment referrals. Early contact with a professional can often prevent a subsequent crisis or a tragedy.

CAMPUS WELLNESS EDUCATION PROGRAMS

The goal of the Campus Wellness Education Program is to support the educational mission of the University by engaging AU students in learning opportunities to encourage the development of healthy habits, both individually and as a community.

One-on-one education sessions, online educational units, and other classes/workshops are designed as an educational alternative to punitive conduct sanctions for violations of the University Substance Use & Abuse Policy. Students are provided with the opportunity to gain new knowledge about the effects of alcohol and other drugs on one’s physical and mental health, academic performance, and college life, as well as to evaluate their personal risk factors. Students also discuss personal strategies to lower their risks. The purpose of this program is to encourage understanding and awareness related to individual health and to enhance skills in effort to increase protective factors, moving students towards a healthier lifestyle.

ON-CAMPUS RESOURCES:

- Wellness Education Program - 607-871-2300
- AU – Health Services - 607-871-2400
- AU – Counseling Services - 607-871-2300
- Office of Residence Life, Bartlett Hall - 607-871-2186

OFF-CAMPUS RESOURCES:
The Allegany Council on Alcoholism & Substance Abuse
76 Park Ave, Wellsville, NY 14895 585-593-6738

The Steuben County Department of Alcoholism & Substance Abuse
115 Liberty Street, Bath, NY 14810 607-664-2156

MATCH Association for Children of Alcoholics
11426 Rockville Pike Suite 100, Rockville, MD 20852 301-468-0985

Drug Abuse and Addiction Hotline...585-593-5706
Alcoholics Anonymous...716-372-4800
24 Hour Crisis Hotline...585-593-5706
NYS Drug Info Line...800-522-5353
National Council on Alcoholism & Drug Dependence...212-206-6770

Care Team
As a result of a growing national trend on college campuses of mental health issues and the increase in hospitalizations and deaths due to alcohol consumption, Alfred University created the Care Team. Care Team has been charged with increasing early intervention and prevention efforts to maintain a healthy environment for the entire Alfred University community.

The mission of the Alfred University's Care Team is to identify students who have engaged in threatening behaviors or done something that raised serious concerns about their well-being, stability, or potential for violence or suicide.

The Care Team is committed to improving the Alfred University community safety through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention, and management of situations that pose a threat to the safety and well-being of the campus community.

Reasons for Care Team Referral:
- Self-injurious behavior/suicidal ideation or attempt behaviors including, but are not limited to suicidal thoughts or actions
- Erratic behavior (including online activities) that disrupts the mission and/or normal proceedings of students, faculty, staff or community behaviors include, but are not limited to: weapons on campus, significant inappropriate disruption to the community, potential for safety being compromised
- Transportation to the hospital for alcohol and drug use/abuse

Team composition: Dean of Student Wellbeing, Director of the Wellness Center, Chief of Public Safety, Director of Residential Life, Assistant Director of Residence Life, Assistant Director of Athletics, Director of the Center for Academic Success, and additional members specific to individual student issues, as needed.

To submit a report, please send a detailed description of the incident using specific, concise and objective language to AUREportIt [https://my.alfred.edu/student-affairs/au-report-it.cfm], or studentaffairs@alfred.edu, or call 607-871-2132.

Alcohol & Drug-Free Policy

PHILOSOPHY
The abuse of alcohol and other drugs severely limits the ability of individuals to succeed academically, professionally, and personally. Substance abuse has been linked to health problems, accidents, decreased academic and job performance, violence, vandalism, sexual misconduct, financial difficulties, legal problems and other negative consequences for individuals and the entire University community.
In keeping with its mission and in complying with federal regulations such as the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989, Alfred University has established this policy to promote an environment that encourages learning, fosters respect for people and property, and supports individual development and success. The responsibility for preserving this environment extends to all members of the University community including faculty, staff, administrators, and students. Therefore, this substance use and abuse policy is intended to provide information about standards of conduct, the risks of use of illicit drugs and the abuse of alcohol, applicable legal and University sanctions for employees and students, and resources available for the prevention, intervention, and treatment of substance abuse.

POLICIES
The following policies consider the rights people have to privacy, to be treated as equal members of the University community and to participate in the responsible possession and consumption of legal substances as defined by federal, state, and local laws and the statements below.

ALCOHOL

- No person (including students and employees) under the age of 21 may:
  - possess, purchase, consume, distribute or knowingly being in the presence of alcohol while under the age of 21 (with the exception of being in the presence of alcohol while attending University sanctioned events).
    - No alcoholic beverages shall be permitted in rooms, apartments or suite common areas of students under the age of 21. If an underage student resides in the same room, apartment or suite as a student of legal drinking age, the over-21 student may not distribute, sell, possess or consume alcohol in their assigned residence hall room. Nor may alcohol be in the common area while the under 21 student(s) is present.
    - be in the presence of or in possession of empty alcoholic containers, paraphernalia, cans, bottles while being under the age of 21 while on university property.
  - Participating in an activity that encourages mass consumption of alcohol (games such as beer or water pong, quarters, flip cup, etc.) is prohibited.
  - Only quantities and containers appropriate to individual consumption are permitted for private use by students of legal age.
  - No person (including students and employees) will be permitted to provide an individual under the age of 21 with alcohol.
  - No open alcoholic container will be allowed on University premises except:
    - events in locations in which an approved University alcohol event form has been obtained.
    - residence hall rooms, suites, or apartments assigned to students who are at least 21 years old and do not reside with a student under the age of 21.
  - The alcohol event request form will identify who will be responsible for the acquisition, distribution, and monitoring of alcohol held on University property.
  - The Office of Student Affairs may recommend or mandate the presence of an advisor, a member of public safety, additional staff, and/or other controls at any event where alcohol will be served.
  - If alcohol is being served, the sponsoring organization must provide food and non-alcoholic beverages in sufficient quantities as outlined by the University alcohol event form.
  - The duration of alcohol service during an “open bar” event is restricted to 4 hours.
  - Any organization or individual(s) wishing to advertise a function on University premises may not include any reference to providing or selling alcoholic beverages at that activity.
  - Alcoholic beverages shall not be provided as free awards to individual students or recognized organizations. This includes promotional activities such as raffles and contests.
  - Beer balls, kegs or any other materials used to enable mass consumption of alcohol are not permitted on University premises unless approved by the Office of Student Affairs.
  - Alcoholic beverage consumption or possession at University athletic facilities and surrounding property, including but not limited to Merrill Field, Connor’s Pavilion, McLane Center and the Walton & Joyce Center during scheduled athletic/non-athletic events is prohibited without explicit permission from the Office of Student Affairs. Any containers of alcoholic beverages will be confiscated at the entrances.
Alcohol cannot be purchased using individual department credit cards or cash advances and cannot be reimbursed through a check request. All alcohol for University catered events must be purchased through University authorized vendors. The organizer/responsible person for all other events where alcohol is provided must:
   a) specify exact quantities being served on the alcohol event form.
   b) state how and who will be monitoring those individuals under the age of 21.
   c) take responsibility for ensuring the attendees do not consume excessive amounts of alcohol.
   d) ensure the amount of alcohol at the event is proportional to the number of attendees.

DRUGS
No person shall possess, use, or distribute illicit drugs or drug paraphernalia on University property. Those persons found to possess or distribute will be subject to arrest and/or the University’s Student Conduct process.

   • Students: Possession, use, distribution, or knowingly being in the presence of illicit drugs or drug paraphernalia (bongs, pipes, hookahs, etc.) is prohibited.
   • Prescription Medications: Abuse, misuse, sale, and/or distribution of another person’s prescription medications or of the student’s/employee’s own prescription medications is prohibited.

PROCEDURES
• Any organization or individual(s) planning to sponsor a function with alcohol present on University premises must submit the University’s alcohol event form for approval to the Office of Student Affairs/Dean of Student Wellbeing. Submission of the alcohol event form to the Dean of Student Wellbeing must be submitted four weeks prior to an event.
• For catered events being held on University property (excluding Susan Howell Hall or the Knight Club), a NYS Alcohol Beverage Control Board (ABC) permit is required and obtained through the VP of Business and Finance Office. An additional permit fee of $75 will be charged.
• The University alcohol event form is found online at https://my.alfred.edu/student-policies/docs/alcoholeventform.pdf
• The University alcohol event form should not be confused with facility reservations. All facility reservations will be made by the sponsoring club, organization, and/or University office.

RESPONSABILITY
• In keeping with Alfred University’s philosophy, the primary control for responsible alcohol use lies with the individual. Additionally:
   • Sponsoring organizations or individuals will ensure that all University regulations, and specifically the substance use and abuse policy, are adhered to when organizing and conducting activities.
   • The Office of Student Affairs will respond immediately to reported incidents of inappropriate alcohol use or distribution and to any illegal drug use or distribution. This response will follow current procedures and may be referred to local, state, or federal police agencies.
   • Residence hall staff is authorized to monitor the use of alcohol or illicit drugs within the residence halls, confront inappropriate use, and report misuse according to the current internal procedures.
   • University staff, including but not limited to public safety and residence life staff, is authorized to report violations of Alfred University’s Alcohol & Drug-free Policy to the appropriate office.

VIOLATION OF THE UNIVERSITY’S ALCOHOL & DRUG-FREE POLICY/ALCOHOL EVENT FORM
• The following sanctions are intended to promote learning and personal development while preventing individuals and groups from compromising the learning environment or the health and safety of themselves and others.
• If any organization or individual(s) are found to be in violation of the University alcohol event form agreement, the violator(s) will not be allowed to file for another alcohol event for a maximum of two years; length of time to be determined by the Dean of Student Wellbeing/Office of Student Affairs.
• If a student is found to be in violation of the University Alcohol & Drug-free Policy, that person will be subject to student conduct action up to and including expulsion from school. If a student is held responsible for a violation of this policy, the parent or legal guardian may receive a copy of the letter sent to the student documenting outcome of a related Student Conduct hearing. Federal regulations permit this notification without the student’s consent for those students who are under the age of 21. This notification will be mailed to the address of record of the parent or guardian.
• If an employee is found to be in violation of the University Alcohol & Drug-free Policy, that person will be subject to the current disciplinary policies of the University up to and including termination of employment.
• If a student or employee is assessed with a substance abuse problem, that person may be given the opportunity to seek assistance for the problem. However, if that person refuses or fails to follow through with the assistance program, sanctions will be imposed up to and including expulsion from the University or termination of employment.

**POLICY REVIEW**
This policy is reviewed on an annual basis. Comments or questions may be directed to the Office of Student Affairs/Dean of Student Wellbeing. Contact: 607-871-2132 8:30 AM – 4:30 PM or studentconduct@alfred.edu.

**DISTRIBUTION**
As directed by the 1989 Drug-Free Schools and Communities Act annually in August the Student Life Policies & Procedures Handbook is distributed via email to every student by the Dean of Student Wellbeing. Annually each October the Campus Safety & Fire Report is emailed to the entire campus community (students, faculty, staff). Annually each January the handbook and the safety report (link or PDF) are emailed to all new and transfer students by the Dean of Student Wellbeing. Human Resources is responsible for all new employees receiving the Annual Campus Safety & Fire Report (link or PDF) upon employment.

**CRITICAL INFORMATION FOR STUDENTS AND EMPLOYEES**

**Alcohol is the drug most frequently abused in American society.** The irresponsible use of alcohol may lead to consequences such as poor grades, violence, vandalism, sexual assault, sexually transmitted diseases, unplanned pregnancies, accidents, health problems, addiction, and death on college campuses. Alcohol is the number one health risk for college drinkers and nondrinkers who are often impacted by the behavior of intoxicated individuals. It is imperative to stay in control whenever in a situation where alcohol is being used.

**RESOURCES**
There are numerous resources both on and off campus to confidentially assist individuals with alcohol or other drug related concerns including prevention, education, assessments, and treatment referrals. Early contact with a professional can often prevent a subsequent crisis or a tragedy.

**ON CAMPUS**
- Alcohol and drug education - Wellness Center - Counseling Services 607-871-2300
- Wellness Center – Health Services 607-871-2400
- Office of Residence Life - Bartlett Hall 607-871-2186
- Alcoholics Anonymous 716-372-4800

**OFF CAMPUS**
- The Allegany Council on Alcoholism & Substance Abuse
  76 Park Ave, Wellsville, NY 14810 585-593-6738
- The Steuben County Department of Alcoholism & Substance Abuse
  115 Liberty Street, Bath, NY 14895 607-664-2156
EMPLOYEE BENEFITS
Alfred University’s employee benefits provide substance abuse treatment referrals through our employee assistance program and/or providers identified by the insurance company.

SUMMARY OF LOCAL, STATE, AND FEDERAL LAWS
Students and employees are responsible for knowing local, state and federal laws that apply to the possession, consumption, and distribution of alcohol and controlled substances. Listed below are some of these relevant laws. For more information or a complete listing, contact any law enforcement agency.

a) Open containers - It is unlawful to possess an open container, resealed or partly open bottle, can, container, or similar article containing an alcoholic beverage in a public place within the Village of Alfred. Maximum fine, first offense: $500

b) Providing alcohol to those under 21 - Giving or selling alcohol to persons under the age of 21 is a Class B misdemeanor. Maximum fine, first offense: $500

c) Selling alcohol without a license - Selling alcohol without a license (i.e. charging admission to a party where alcohol is distributed) is a misdemeanor. Fines range from $250-$1,000

d) Fake identification - Creating, altering or possessing an altered written instrument officially issued or created by a public office, public servant or government instrumentality (i.e., a driver’s license) is a Class D felony. Maximum fine of $5,000 for the first offense.

e) Social host liability (The Dram shop Act) - It is illegal to give or sell alcohol to a person who is already intoxicated. Additionally, individuals and organizations that host parties can be held liable for damages and injuries that intoxicated guests inflict on themselves or others during or after these events.

f) Possessing marijuana - It is illegal to possess marijuana on the Alfred University campus. less than 25 grams – violation; maximum fine, first offense: $250 more than 25 grams-Class B misdemeanor; maximum fine, first offense: $500 more than 2 ounces-Class A misdemeanor; maximum fine, first offense: $1,000 more than 16 ounces-Class D felony; maximum fine, first offense: $5,000 more than 10 pounds-Class C felony; maximum fine, first offense: $15,000

g) Selling marijuana - Selling marijuana in tiny quantities is a misdemeanor with fines between $250 and $1,000. However, selling more than 25 grams is a Class E felony and selling more than one pound is a Class C felony; maximum fine of $15,000 for first offenders.

h) Other controlled substances - Penalties for the possession and sale of other controlled substances are much harsher than for marijuana and often include mandatory jail terms in addition to substantial fines.

A note about criminal penalties - For alcohol and other drug violations, each criminal case is evaluated separately and individual penalties can vary to include greater or lesser fines and other sanctions including community service, probation, and/or prison. The criminal justice process is separate from the Alfred University Student Conduct process and both may occur simultaneously.

Alfred University assumes no responsibility for changes to or errors in interpreting local, state, or federal laws.
Amnesty Policy

POLICY FOR MEDICAL EMERGENCIES INVOLVING ALCOHOL OR OTHER DRUGS
The Alfred Amnesty Policy is designed to encourage students to call for assistance in an alcohol or other drug related medical emergency.

This process is not intended to address possible violations of criminal laws or their consequences outside the University.

Alfred University is committed to the health, security, and welfare of all its students. Students are encouraged to look out not only for their own health and welfare, but also for that of other community members. When a student’s health or safety is threatened or appears to be in jeopardy, we hope bystanders would take immediate action to prevent injury, illness or danger.

The Division of Student Affairs is concerned that, in a medical emergency involving alcohol or other drugs, students may be reluctant to call for assistance because of the fear that to do so, might result in disciplinary action. To address this concern, we have enacted the following policy for addressing possible disciplinary consequences when medical emergencies result from the use of alcohol or other drugs.

Under the Amnesty Policy, formal conduct action for mere possession or use of alcohol or drugs will not be taken against students for whom medical assistance is sought, or against those who seek medical assistance for themselves or for others, provided that the student/group has not violated other University policies that warrant formal disciplinary action. After the residence life or public safety staff has reviewed the incident report, a referral may be made to meet with the Dean of Student Wellbeing. In addition, a student who receives medical assistance must then meet with the Health and Wellness Educator and comply with any recommendations prescribed by such office. Students or student organizations seeking medical assistance for another person during an alcohol or other drug-related emergency will not face formal conduct action for the mere possession or use of alcohol or drugs as long as such individuals or representatives from organizations meet with the health and wellness educator and comply with any recommendations prescribed by such office.

Parents of students under the legal drinking age may be notified of the incident by the Dean of Student Wellbeing and completion of the amnesty program in accordance with the University’s alcohol substance use & abuse policy.

Medical amnesty applies only to alcohol or drug-related medical emergencies, but does not apply to other prohibited conduct such as assault, property damage or distribution of illicit substances. In cases where an individual or organization fails to seek emergency medical assistance when it is clearly indicated, formal student conduct action will be taken against the individual(s) and/or organization.

The responsibility for determining applicability of this policy rests solely with the Dean of Student Wellbeing.
## Drug Effects Chart

<table>
<thead>
<tr>
<th>DRUGS OF ABUSE</th>
<th>Uses and Effects</th>
<th>U.S. Department of Justice</th>
<th>Drug Enforcement Administration</th>
</tr>
</thead>
</table>

### Narcotics

<table>
<thead>
<tr>
<th>Substance</th>
<th>Medical Uses</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Tolerance</th>
<th>Duration (Mean Hours)</th>
<th>Commonly Abused Routes</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndromes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heroin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3-4</td>
<td>Oral, intramuscular</td>
<td>Slow and shallow breathing, cyanosis, pinpoint pupils, coma, possible death</td>
<td>Multiorgan failure, respiratory depression, hypotension, hypoxia, cardiovascular collapse, uncal herniation, death</td>
<td>Nausea, vomiting, diarrhea, respiratory depression, hypotension, hypoxia, cardiovascular collapse, uncal herniation, death</td>
</tr>
<tr>
<td>Morphine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3-4</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydrocodone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3-12</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hydromorphone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3-6</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oxycodeone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3-6</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Codeine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3-4</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Depressants

<table>
<thead>
<tr>
<th>Substance</th>
<th>Medical Uses</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Tolerance</th>
<th>Duration (Mean Hours)</th>
<th>Commonly Abused Routes</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndromes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gamma Hydroxybutyric Acid (GHB)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Low</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1-8</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Depressants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2-4</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Stimulants

<table>
<thead>
<tr>
<th>Substance</th>
<th>Medical Uses</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Tolerance</th>
<th>Duration (Mean Hours)</th>
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<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndromes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1-2</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amphetamines/Methaqualone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1-2</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methamphetamine</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2-4</td>
<td>Oral, intravenous</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Other Stimulants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2-4</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Hallucinogens

<table>
<thead>
<tr>
<th>Substance</th>
<th>Medical Uses</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Tolerance</th>
<th>Duration (Mean Hours)</th>
<th>Commonly Abused Routes</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndromes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4-6</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phencyclidine and Analogues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8-12</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4-8</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Cannabis

<table>
<thead>
<tr>
<th>Substance</th>
<th>Medical Uses</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Tolerance</th>
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<th>Effects of Overdose</th>
<th>Withdrawal Syndromes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4-8</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tetrahydrocannabinol</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish and Hash Oil</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Anabolic Steroids

<table>
<thead>
<tr>
<th>Substance</th>
<th>Medical Uses</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Tolerance</th>
<th>Duration (Mean Hours)</th>
<th>Commonly Abused Routes</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndromes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testosterone</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12-24</td>
<td>Oral, intravenous</td>
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</tr>
<tr>
<td>Other Anabolic Steroids</td>
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<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Inhalants

<table>
<thead>
<tr>
<th>Substance</th>
<th>Medical Uses</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Tolerance</th>
<th>Duration (Mean Hours)</th>
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<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndromes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amyl Nitrite and Butyl Nitrites</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nitrous Oxide</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.5</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Inhalants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.5-2</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alcohol</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1-3</td>
<td>Oral, intravenous</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2007
INTRODUCTION
Alfred University’s Discrimination, Harassment and Sexual Misconduct Policy has been adopted to ensure that all students, faculty, staff and guests may work, study, and enjoy the society of the University community without being subjected to discrimination, harassment or any form of non-consensual sexual activity.

Alfred University’s Board of Trustees has entrusted the President of the University with the responsibility to appoint the appropriate personnel to oversee the administration and enforcement of the provision of this policy. The President has appointed Director of Human Resources to be the Title IX Coordinator and the person responsible for overseeing the administration of this policy.

Mark Guinan, Director of Human Resources, is the Title IX Coordinator. He maintains an office on the campus in Greene Hall, located on Main Street, 1 Saxon Drive, Alfred, NY 14802 and may be contacted by phone at 607-871-2909 or by e-mail at guinan@alfred.edu. He has appointed the following as Title IX Deputy Coordinators:

Tamara Kenney, Dean of Student Wellbeing, for student complaints;
Amy Button, Assistant Professor of Psychology, for faculty complaints
Kayleigh Misner, Human Resources Generalist, for staff complaints
Jess Hurlbut, Assistant Director of Athletics, for student and athlete complaints.

POLICY STATEMENT
Alfred University is committed to maintaining a learning and working environment that is free of bias, prejudice, and harassment – an environment that supports, nurtures and rewards career and educational advancement based on ability and performance.

Alfred University is also a community that values freedom of expression, intellectual inquiry, and academic debate. This policy is not intended to prevent or penalize a statement, opinion, theory, or artistic expression offered within the bounds of legitimate, relevant and responsible teaching or learning.

Policy Coverage
This policy sets forth behavioral expectations for all members of the Alfred University community: students, faculty and staff. Alfred University will not tolerate harassment or discrimination in the workplace, classroom, University facilities, and in other Alfred University-related settings, such as study-abroad programs and Alfred University-sponsored social functions and events. Non-community members (guests, alumni, vendors, family members, etc.) visiting our campus are also expected to abide by the behavioral expectations set forth here. Even conduct that takes place off-campus and not in connection with Alfred University programs may violate this policy if the conduct creates a threatening or hostile work or learning environment on campus or within an Alfred University program, or if the incident causes concern for the safety or security of Alfred University's property. This policy applies regardless of an individual’s race, color, national origin, religion, creed, age, disability, sexual orientation, gender, gender identity, gender expression, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction.

Definitions
DISCRIMINATION
Alfred University defines discrimination as an educational or employment-related decision that disadvantages a person and that occurs because of the affected individual’s race, color, national origin, religion, creed, age, disability, sexual orientation, gender, gender identity, gender expression, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction or any other characteristic protected by applicable law. A person who believes
that he/she has been discriminated against with respect to an academic or employment decision is generally entitled to bring a complaint pursuant to this policy in addition to any other Alfred University process or procedure that may be available (such as a grade appeal policy or appeal procedures for work performance or promotion). However, the role of this policy is not to modify or displace another's legitimate decision as to competency or performance; the only function of this policy is to ensure that the decision was not biased.

This policy does not apply to decisions relating to requests for reasonable accommodation due to a disability. Academic disability accommodations are handled by the Center for Academic Success and pursuant to that office’s policies. Work-related disability accommodations are handled by the Human Resources Office and pursuant to that office’s policies.

HARASSMENT
Alfred University defines harassment as conduct that offends on the basis of race, color, religion, ethnic or national origin, gender, age, disability, predisposing genetic characteristics, sexual orientation, gender identity, gender expression, military or veteran’s status, status as a victim of domestic violence, marital status or any other characteristic protected by applicable law.

Harassment is any form of offensive conduct or communication and may be verbal, written, electronic, visual or physical. Merely by way of illustration, harassing acts may include racial, ethnic or religious slurs; name-calling that demeans on the basis of gender, age, disability, sexual orientation or gender identity; unwanted touching of a person's legs or shoulders; physically harming or threatening another due to racial or religious animosity; vulgar pictures or ethnically offensive symbols or graffiti; or gestures that mimic or mock a person's gender, sexual orientation, disability, race or religion. Sexual harassment is one form of harassment. Sexual harassment may consist of sexually-charged comments or conduct, including sexually lewd conversation or pictures, repeated, unwelcome requests for dates or romantic interaction; conditioning a benefit (such as a grade or promotion) on sexual activity; or unwelcome physical affection (such as hugs or kisses).

The fact that a person was personally offended by a statement or incident does not alone constitute a violation of this policy. The determination is based on a “reasonable person” standard and considers the totality of the circumstances. Alfred University considers the context of a communication or incident, the relationship of the individuals involved in the communication or incident, whether an incident was an isolated incident or part of a broader pattern or course of offensive conduct, the seriousness or severity of the incident, the intent of the individual who engaged in the allegedly offensive conduct, and its effect or impact on the individual and the learning community.

In all instances, a key factor is whether the complained-of behavior occurred because of one of the protected characteristics listed here. If it did not, the behavior is not regulated by this policy. Nevertheless, Alfred University reserves the right to discipline conduct that offends based on a protected characteristic even if the situation does not rise to the level of severity or pervasiveness to violate applicable law.

AFFIRMATIVE CONSENT
Alfred University expects that any sexual activity or contact will be based on mutual affirmative consent to the specific sexual activity or sexual contact. All references to consent in this policy will mean affirmative consent as defined in this section.

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or action, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Past consent to sexual activity or consent to any sexual act does not necessarily constitute consent to the same or any other sexual activity in the future. Consent can be withdrawn at any time during sexual activity. When consent is withdrawn or can no longer be given, sexual activity must stop. Consent
cannot be withdrawn after the fact.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in the sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of impairment, someone who is under the influence of alcohol, drugs or other intoxicants may be intoxicated and therefore unable to consent.

Consent is required regardless of whether the person initiating the sexual activity is under the influence of drugs or alcohol. Thus, a person who has been drinking or using drugs is still responsible for any violation of this policy that he/she commits. This means that, even if the accused was drunk or high and, as a result, he/she did not realize that the other person was not consenting to or was unable to consent to sexual activity, the person who committed the non-consensual act is still responsible for having violated this policy.

Sexual activity as the result of coercion is non-consensual. Coercion is undue pressure, force or threat, threat of harm or intimidation to engage in sexual activity.

RESPONSIBLE EMPLOYEES
All fulltime staff and faculty of Alfred University are required to promptly report information about possible sexual harassment or sexual misconduct, including but not limited to sexual assault, domestic or dating violence, and stalking to the designated Title IX Coordinator or Title IX Deputy Coordinator listed on page 4 of this document.

SEX OFFENSES
Alfred University expects that any sexual activity or contact will be based on mutual affirmative consent to the specific sexual activity.

SEXUAL ASSAULT
Consistent with federal law, Alfred University defines sexual assault as including:
   a) Non-consensual Sexual Contact. Any intentional sexual contact, however slight, with an object or bodily part, by a person upon another person that is without consent. This includes any bodily contact with the breasts, groin, genitals, mouth or other bodily contact in a sexual manner. Examples of non-consensual sexual contact include but are not limited to touching the private body parts of another person for the purpose of sexual gratification forcibly or without affirmative consent or where the victim is incapable of consent due to incapacity or age.
   b) Non-Consensual Sexual Intercourse. Sexual assaults of this type can be sub-defined by the following:
      • **Rape**: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, forcibly or without affirmative consent or where the victim is incapable of consent due to mental or physical incapacity.
      • **Statutory Rape**: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

SEXUAL EXPLOITATION
Sexual exploitation occurs when, without affirmative consent, one takes sexual advantage of another. Examples of sexual exploitation include but are not limited to observing or recording others engaged in sexual or private activity (such as consensual sexual activity, undressing or showering) without the consent of all involved; or taking intimate pictures of another but then distributing the pictures to others without the photographed person’s affirmative consent; prostitution, acts of incest, or exposing one’s genitals in non-consensual circumstances; or engaging in sexual activity with another while knowingly infected with a sexually transmitted disease (STD) without informing the other person of such infection.

DATING VIOLENCE
Dating violence refers to physical violence (hitting, punching, kicking, etc.), threats of violence or other abusive, intimidating behavior committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
STALKING
Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. Stalking behavior may include but is not limited to repeated, intentional following or observing another; or using "spyware" or other electronic means to gain impermissible access to a person's private information.

DOMESTIC VIOLENCE
Domestic violence refers to physical violence, threats of violence or other abusive, intimidating behavior between spouses or former spouses, cohabitating romantic partners or individuals who were formerly cohabitating romantic partners, individuals who share a child in common, or others in a family relationship.

SEXUAL MISCONDUCT
The term sexual misconduct is a term used by this policy to more conveniently refer to any form of sex or gender-based discrimination; sexual or gender-based harassment; non-consensual sexual activity or sexual offense; dating violence, or domestic violence if between current or former spouses or romantic partners; or stalking, if the circumstances of the stalking suggest gender-based animosity, hostility or occurs in the context of a romantic or sexual pursuit. Sexual misconduct may occur between members of the same or opposite sex and in heterosexual and homosexual relationships.

COMPLAINANT
The term complainant refers to the person making the complaint or report. That person is usually the person who experienced the discrimination, harassment, sexual misconduct or other violation of this policy.

RESPONDENT
The term respondent refers to the person alleged to have committed the alleged discrimination, harassment, sexual misconduct, or other violation of this policy. Support for Affected Community Members
Any University community member who has been impacted by behavior that violates this policy has the right to make a report to the Office of Public Safety or one of the Title IX Coordinator’s listed below, local law enforcement, and/or the New York State Police, or choose not to report. If reported to Alfred University under this policy, a reporting individual will be protected from retaliation and will receive appropriate assistance and resources from Alfred University. A Student’s Bill of Rights for cases involving sexual assault, domestic violence, dating violence or stalking is set forth at the end of this policy. Our Center for Academic Success (607-871-2148) can assist persons with disabilities.

Confidential Resources

CAMPUS RESOURCES
A victim is encouraged to seek support for her/his emotional and physical needs. A person seeking confidential emotional or health care may contact the following resources.

Wellness Center - Counseling Services - 607-871-2300
Wellness Center - Health Services - 607-871-2400

Professionals in Counseling Services and healthcare professionals at the Wellness Center (Health & Counseling Services) are the only Alfred University employees who can offer legally protected confidentiality. These Confidential Resources can provide assistance and information regarding medical assistance and treatment (including information about sexually transmitted infections, and sexual assault forensic examinations), and resources available through the New York State Office of Victim Services, academic and other campus support options, campus disciplinary proceedings and law enforcement options. The health and counseling services noted above are available to students free of charge. Information shared with the Alfred University’s Wellness Center staff will not be shared with the Title IX /Deputy Title IX Coordinator; therefore, a report to a confidential resource is not a report to the
University and will not result in remedial action, an investigation, or disciplinary action. In addition, a confidential resource is not able to make any changes a complainant may desire to avoid the respondent, such as a change in housing assignment, class assignment, alternative means of transportation, or different work assignment. Similarly, information shared at public awareness and advocacy events (such as “Take Back the Night”) does not create an obligation on the part of the University to investigate that information and/or take further action. Any person who desires Alfred University to investigate for potential disciplinary action or request any intermediate accommodations, the person must make a report to one of the Responsible Administrators listed below.

OFF CAMPUS RESOURCES
In addition to the Wellness Center, there are off campus, community confidential resources that are available. Reports to these confidential resources will not constitute a report to the University and will not result in the University taking any action against the accused. These confidential resources, which may or may not charge services fees, include:

- Community Action 24-Hour Hotline 1-888-945-3970
- Rape Crisis of the Southern Tier 1-888-810-0093
- NYS Police Sexual Assault Hotline 1-844-845-7269
- NYS Domestic Violence Hotline 1-800-942-6906
- NYS Office of Victim Services 1-800-247-8035

Non-Confidential Resources – Title IX Coordinator/Title IX Deputy Coordinator’s
The following offices and individuals have been trained to receive and respond to allegations of violations of this policy.

- **Title IX Coordinator (all persons)**
  Director of Human Resources, Mark Guinan 607-871-2909 guinan@alfred.edu

- **Title IX Deputy Coordinator (students)**
  Dean of Student Wellbeing, Tamara Kenney 607-871-2132 kenney@alfred.edu

- **Title IX Deputy Coordinator (staff)**
  Human Resources Generalist, Kayleigh Misner 607-871-2276 misner@alfred.edu

- **Title IX Deputy Coordinator (faculty)**
  Assistant Professor, Psychology, Amy Button 607-871-2860 button@alfred.edu

- **Title IX Deputy Coordinator (student-athletes)**
  Assistant Athletic Director, Athletics, Marley Bender 607-871-2738 bendermm@alfred.edu

*If a report is made to anyone other than the Title IX Coordinator/Title IX Deputy Coordinator listed above, the complainant risks the possibility that the information will not come to the attention of the proper Alfred University officials and may, therefore, not be acted upon.*

Upon receiving a report, the Title IX Coordinator/Title IX Deputy Coordinator to whom the report was made will discuss with the complainant available avenues and options. Options may include reports to local law enforcement, initiating a disciplinary proceeding against the respondent and remedial actions to ameliorate or correct the effects of the discrimination, harassment, or sexual misconduct. Other options may include, but are not limited to, interim changes in housing assignment, class assignment, and alternative means of transportation to allow the complainant to avoid interacting with the respondent.

There is no time limit for making a report. However, the passage of time may make effective responsive action difficult. Further, if the respondent is no longer a member of the community, Alfred University’s ability to respond may be limited. It is at the discretion of the assigned Title IX Deputy Coordinator to determine the action Alfred University will take concerning complaints which are filed after a substantial amount of time has passed. Individuals are encouraged to bring complaints forward in a timely manner.

Alfred University may impose interim suspension or interim restrictions in effort to protect the physical or emotional safety of any member of the community or ensure orderly operations. The imposition of interim restrictions, if any, will be determined by the Title IX Coordinator and the appropriate Title IX Deputy Coordinator.
Title IX Coordinator/ Title IX Deputy Coordinators and Responsible Employees are not a confidential resource. A Responsible Employees will share all information reported to him/her with the Title IX/Title IX Deputy Coordinator. However, this sharing of information does not necessarily lead to an investigation or disciplinary action. (See “choices of action to take” section for further explanation as to the response to a report.) A report to a Responsible Employees or a Title IX Coordinator/Title IX Deputy Coordinator may be made anonymously, but Alfred University's ability to respond to an anonymous complaint may be limited.

For more information about this policy and Alfred University's procedures to respond to acts of discrimination, harassment, or sexual misconduct, please contact a Title IX Coordinator/ Title IX Deputy Coordinator. You may do so even if you have not decided whether you wish to disclose information concerning a particular incident.

**LAW ENFORCEMENT**

A victim of a crime is encouraged, but not required, to report the incident to local law enforcement and pursue criminal charges.

**Alfred Village Police Department**
Emergency, Call 911; Non-Emergency, 607-587-8877

**Allegany County Sheriff's Department, New York Sheriffs' Victim Hotline (VINE)**
For Offender information, call toll-free: 1-888-VINE-4-NY (1-888-846-3469)

**Statewide Victim Assistance and Notification 24 hours a day;**
New York State Police maintain a 24-hour hotline staffed by individuals trained to respond to sexual assault 1-844-845-7269

The criminal process and Alfred University's disciplinary processes are not mutually exclusive or dependent on each other, meaning that a person may pursue either a criminal complaint or University complaint or both. Any internal investigation and/or hearing process may be conducted concurrently with any criminal justice investigation and proceeding that may be pending. Temporary delays in Alfred University's internal processes may be requested by local law enforcement authorities for the purpose of gathering evidence. Any requested temporary delay must be submitted to the Title IX Coordinator/Deputy Title IX Coordinator and shall not last more than ten (10) days, except when local law enforcement authorities specifically request and justify a longer delay.

In criminal cases, the preservation of evidence is critical and must be done properly and promptly. If you are the victim of a crime, you are encouraged to call 911 immediately. To preserve evidence, it is best that you do not change your clothes, shower or brush your hair or teeth, as physical evidence may be lost. The Alfred Police Department, 7 West University Street, Alfred, NY 14802 607-587-8877 (or 911) can assist in filing a criminal complaint and securing an appropriate examination by a Sexual Assault Nurse Examiner.

Additionally, orders of protection and other forms of legal protection may be available to individuals who have experienced or are threatened with violence by an Alfred University community member or other person. In appropriate circumstances, an order of protection may be available that restricts the offender's right to enter Alfred University's property, and Alfred University will abide by a lawfully issued order of protection. University officials will, upon request, provide reasonable assistance to any member of the campus community in obtaining an order of protection or, if outside of New York State, an equivalent protective, including providing that person with:

- a copy of an order of protection or equivalent when received by the University and providing that person with an opportunity to meet or speak with a University representative, or other appropriate individual, who can explain the order and answer questions about it, including information from the order about the other person's responsibility to stay away from the
protected person or persons;
• an explanation of the consequences for violating these orders, including but not limited to arrest, additional conduct charges, and interim suspension; and
• assistance in contacting local law enforcement to effect an arrest for violating such an order of protection.

If an act of alleged assault or violence is reported to a Title IX Coordinator/Title IX Deputy Coordinator, the victim will be encouraged to report the incident to local law enforcement. Alfred University must also report statistics concerning the occurrence on campus of certain violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include any personally identifiable information concerning the victim or the accused.

Reporting individuals should understand that not all sexual misconduct under this policy is a crime and the measures that standard law enforcement employs in processing complaints is different than the University's standard under this policy. Questions about whether incidents violate criminal laws and how the criminal process works should be directed to law enforcement officials or the Allegany County District Attorney.

For educational purposes, the New York State provisions defining criminal sexual offenses are provided as an addendum to this policy.

INTERIM MEASURES AND ACCOMMODATIONS
Alfred University’s Title IX Coordinator/Title IX Deputy Coordinator will put in place reasonable interim measures and accommodations to protect safety, prevent retaliation, and ensure that the person reporting sexual assault, dating violence, domestic violence or stalking is not subjected to an ongoing hostile environment. Interim measures may include a no contact order or changes in academic, housing, employment, transportation or other circumstances. Alfred University will review the facts and circumstances of each case, as well the complainant’s wishes, in deciding whether and what steps are reasonable and appropriate.

The complainant or respondent may request review of the need for and the terms of any interim measures or accommodations imposed or requested that affect the individual directly and may submit evidence in support of their request. A request to add to, modify or eliminate an interim measure or accommodation may be made to the Title IX Coordinator/Title IX Deputy Coordinator. Upon receipt of such a request, the Title IX Coordinator/Title IX Deputy Coordinator will inform the other party of the request and allow the other party to respond, including submitting evidence if desired. The Title IX Coordinator will consult with the appropriate Deputy Coordinator about any such request for review. A decision will be made and shared with the complainant as promptly as possible and, absent unusual circumstances, within one calendar week. The Title IX Coordinator/Title IX Deputy Coordinator may modify the interim measures or accommodations on a temporary basis and while the parties are submitting their information and responses.

When a respondent is accused of sexual misconduct and is determined to present a continuing threat to the health and safety of the campus community, they will be subject to interim suspension. Both the respondent and subject of any such misconduct will, upon written request, be afforded an opportunity for a review of the need for and the terms of an interim suspension, including potential modification, by submitting a written request to the Title IX Coordinator/Title IX Deputy Coordinator, providing the basis for that request and any evidence in support. When the accused is not a student but is a member of the University community, they may be subject to interim suspension in accordance with Alfred University’s employment policies and practices.

Choices of Action to Take

FILING A REPORT WITHOUT TAKING ACTION
A complainant may make a report to a Title IX Coordinator/Title IX Deputy Coordinator and request that Alfred University take no investigatory or disciplinary action. Alfred University endeavors to comply with
complainants’ wishes with respect to whether responsive action is taken. However, that is not always possible.

If a complainant requests that no action be taken against the respondent, the Title IX Deputy Coordinator will notify the Title IX Coordinator. Alfred University’s decision will depend on the seriousness of the offense. The scope related to seriousness is determined by the following:

- There was an identified person accused or multiple accusations of an identified person;
- If there is reason to believe that the respondent(s) has engaged in this or similar conduct previously;
- The incident represents an escalation of past misconduct by the respondent(s);
- The respondent(s) threatened further violence against the victim or others;
- The sexual misconduct was perpetrated with a weapon or force;
- The complainant is a minor;
- The circumstances suggest an ongoing or future risk to the campus community or the complainant;
- Alfred University possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras, etc.);
- The overall safety of the campus community and other similar considerations.

A decision will be made and shared with the complainant. Alfred University retains the right to act upon any information that comes to its attention.

Similarly, a complainant may desire to have investigatory and/or disciplinary action taken but may wish to have their identity as the complainant kept confidential. Depending on the circumstances, this may or may not be possible. If any number of people could have reported the incident, it may be possible for the complainant’s identity to remain confidential and not shared with the respondent. However, in other cases, it may not be possible to proceed with investigatory or disciplinary action without revealing the identity of the complainant. If a complainant requests that their name be kept confidential, Alfred University’s ability to respond to the complaint may be limited. The Title IX Deputy Coordinator will consult with the Title IX Coordinator and a decision will be made and shared with the complainant. Alfred University retains the right to act upon any information that comes to its attention.

Even when confidentiality is not available, Title IX Coordinator/Title IX Deputy Coordinator and other University officials acting under this policy will maintain privacy to the greatest extent possible. Information provided to a non-confidential employee will be relayed only as necessary for the Title IX Coordinator/Title IX Deputy Coordinator, and those acting under this policy, to carry out the purposes of this policy.

Even if no investigation or other internal disciplinary action is pursued, a complainant may request other remedial or supportive relief, such as changes in housing assignment, class assignment, alternative means of transportation, and a different work assignment to allow the complainant to avoid interacting with the respondent. Alfred University will review the facts and circumstances of each case, as well the complainant’s wishes, in deciding what steps are reasonable and appropriate.

WITHDRAWAL OF COMPLAINT
Prior to the conclusion of the investigation the complainant may withdraw the complaint. Withdrawal of the complaint in most cases will end the process. Alfred University has the right to move forward and complete the investigation process and submit a Finding Report to the Title IX Deputy Coordinator.

MEDIATION/INFORMAL RESOLUTION
In some cases, mediation or an informal resolution may be appropriate.

- **Mediation** is only permitted for reports that do not involve any physical contact or violence; mediation may be appropriate in instances of more minor acts of insensitivity or misunderstandings. In the event mediation is used, the appropriate Title IX Deputy Coordinator
will select a mediator. The mediation must be conducted by a third-party; mediation between just the complainant and respondent is not acceptable. A campus mediator will begin mediation efforts promptly and will report to the Title IX Coordinator and the appropriate Title IX Deputy Coordinator that the mediation occurred. At any time during the mediation process the complainant or the respondent has the right to terminate the process and proceed to an investigation.

- A person who desires an Informal Resolution should consult with the appropriate Title IX Deputy Coordinator. Informal resolution must be agreed upon by both parties, and the Title IX Coordinator must agree that it is appropriate. At any time during the informal resolution process the complainant or the respondent has the right to terminate the process and proceed to an investigation.

If the parties reach agreement and this agreement is deemed appropriate, the informal resolution is considered successful. Both parties will sign a statement agreeing that the informal resolution was successful, and the matter will be considered resolved. If the informal resolution is unsuccessful, the complainant can proceed with a formal complaint. A copy of the signed statement will constitute the record of the informal resolution. If a party with obligations pursuant to an informal resolution fails in their obligations, the other party may ask Alfred University to enforce the terms of the resolution or may proceed with a formal complaint process.

Serious sanctions, such as suspension, expulsion or termination, are not possible as a result of the informal resolution process, but lesser sanctions may be agreed upon.

FILING A FORMAL COMPLAINT FOR POTENTIAL CONDUCT ACTION
Any individual may initiate a complaint (students may work with Counseling Services to draft the complaint) by reporting to a Title IX Deputy Coordinator.

When a complaint is reported involving a student under this policy which does not involve physical contact, the Title IX Deputy Coordinator, Dean of Student Wellbeing, may choose to refer the complaint to the Administrative Hearing procedure set out in Alfred University’s Student Life Policies and Procedures instead of the procedures below. The Title IX Deputy Coordinator, Dean of Student Wellbeing may refer the complaint back to the procedures in this policy if facts uncovered during the administrative hearing or other reasons indicate the complaint would be more appropriately handled by the procedures in this policy.

Withdrawal or Resignation while charges are pending:
- **Student:** Alfred University has the right to complete the investigation, disciplinary and appeal process if deemed necessary by the Title IX Coordinator/Title IX Deputy Coordinator. A respondent student may decline to participate in the investigation or appeal process, but this will not deprive Alfred University to proceed with its usual investigatory and appeal procedures if deemed appropriate.
- **Employee:** Alfred University has the right to complete the investigation, disciplinary and appeal process if deemed necessary by the Title IX Coordinator/Title IX Deputy Coordinator. A respondent employee may decline to participate in the investigation or appeal process, but this will not deprive Alfred University to proceed with its usual investigatory and appeal procedures if deemed appropriate.

Investigation, Finding Report, Sanctioning and Appeal Hearing

INVESTIGATION OF COMPLAINT
Upon receipt of a complaint and a desire by the complainant to move forward, or a determination by Alfred University that it is necessary to move forward with an investigation despite the wishes of the complainant, the investigation process will begin. The appropriate Title IX Deputy Coordinator will contact the complainant(s) and the respondent(s) to meet and review the investigation procedures, offer support of a counselor and outline the basis for the complaint. In extenuating circumstances Alfred
University may utilize an external team solely or in conjunction with an internal investigation team. In cases alleging sexual misconduct, the complainant and respondent will be permitted to have an advisor of choice attend this meeting at their expense. In sexual misconduct, stalking, dating violence and relationship violence cases, this advisor may be an attorney. An advisor’s role is to consult with and support the party and may do so only in writing so as not to disrupt or distract from the meeting; the advisor is not permitted to participate or to speak or make a statement of any kind to the investigators. Any advisor who fails to comply will be required to leave the meeting, and the meeting will proceed in the advisor’s absence. Alfred University’s Center for Academic Success (607-871-2148) can assist persons with disabilities.

The investigation will be conducted by a team consisting of two members of the Grievance Resolution Committee (GRC) and a member of the Public Safety Office. The investigation process generally includes interviewing the persons involved, including witnesses, and gathering and considering relevant evidence. Alfred University has the right to consult with legal counsel during the investigation. In unusual cases, it may be apparent that an investigation should not proceed. This may be the case if the complaint is not of a nature covered by this policy; where another policy or procedure is more appropriate; or where there is indisputable proof that the allegations are not true. If an investigation is not to proceed, the complainant and respondent will be so informed.

The investigation team uses the preponderance of the evidence standard, (i.e., it is more likely than not that a fact is true and/or that a violation of this policy occurred). At the conclusion of the investigation, the investigation team will issue a written report of the evidence and their finding as to responsibility to the appropriate Title IX Deputy Coordinator. The complainant and the respondent will, upon request to the Title IX Deputy Coordinator, be provided access to the written report, to the extent required or allowed by FERPA, including the finding, all statements including the complainant’s and the respondent’s, and supporting documentation, subject to redaction permitted and/or required by law. For the purpose of this policy, access means a reasonable opportunity to read but not copy the material.

**FINDING REPORT**

The investigation team will issue a Finding Report to the appropriate Title IX Deputy Coordinator, which shall include a determination as to responsibility, factual findings supporting the determination, and the rationale for the decision. The Finding Report will be available for review by both parties simultaneously by the Title IX Deputy Coordinator.

If the investigation team does not find a violation of this policy, no sanction(s) will be imposed under this policy, although Alfred University retains the right to address inappropriate behavior through other applicable personnel and conduct policies and procedures. When a finding of responsibility for violation of this policy is made, both the complainant and respondent shall have the opportunity to make a written impact statement to the appropriate Title IX Deputy Coordinator, prior to the determination of an appropriate sanction.

- **Student Respondent:** When the finding indicates a violation of this policy, as determined by a "preponderance of the evidence" standard, the Dean of Student Wellbeing will assign sanctions to the respondent. In making a determination regarding sanctions, the Dean of Student Wellbeing may consult with the Title IX Coordinator and other appropriate University officials.

- **Faculty and Employee Respondent:** When the finding indicates a violation of this policy, as determined by a "preponderance of the evidence" standard, the appropriate Title IX Deputy Coordinator will assign sanctions to the respondent. In making a determination regarding sanctions, the appropriate Title IX Deputy Coordinator may consult with the Title IX Coordinator and other appropriate University officials.

Both the complainant and respondent shall have the right to exclude their own prior sexual history with persons other than the other party or their own mental health diagnosis and/or treatment from admittance in any disciplinary proceeding held under this policy. Past findings of domestic violence, dating violence, stalking or sexual assault may be considered for purposes of determining the appropriate sanction after a finding of responsibility.

Both complainant and respondent will receive simultaneous written notice of outcomes, to the extent
permitted by law. The final outcome letter shall include factual findings supporting the determination, the decision and the sanction, if any, as well as the rationale for the decision and sanction.

- **Vendor, visitor or other non-student, non-employee Respondent:** When the finding indicates a violation of this policy, as determined by a "preponderance of the evidence" standard, the Chief of Public Safety or other appropriate designed Alfred University administrator will communicate to the respondent the outcome and the sanction imposed, which may be, among other things, a full (persona non-grata) or partial ban from Alfred University’s property. A vendor, visitor or other non-student, non-employee respondent does not have a right to appeal.

**APPEALS**

Both the complainant and the respondent, if a student, faculty member or employee, may file an appeal based on dissatisfaction with the finding of responsibility for a violation (or the lack of such a finding), or with the sanction imposed, or both. The grounds of appeal are limited to:

1. A procedural error occurred during the process that had a direct impact on the outcome;
2. New evidence has come to light that has a direct impact on the outcome which could not have been discovered by a properly diligent person before or during the original proceeding;
3. The sanction is too severe (appeal from respondent); or the sanction is too lenient (appeal from complainant);
4. The decision is not supported by a preponderance of the evidence.

The ground(s) for appeal must be set forth and the reason(s) for the appeal must be provided in the appeal submission. Sanctions remain in place pending the outcome of the appeal, unless the Title IX Coordinator in conjunction with the Title IX Deputy Coordinator decides otherwise.

**Student:** the appeal and any accompanying documentation must be completed and submitted, electronically or in person, within seven (7) business days to the Office of Student Conduct.

**Faculty or Employee:** the appeal and any accompanying documentation must be completed and submitted, electronically or in person, within seven (7) business days to the Title IX Coordinator, to distribute it to the appointed appeal officer.

In the event an appeal is submitted by any party, the complainant, respondent and Chairperson will be notified in a timely manner of such appeal. Notification of the appeal hearing will be received within seven (7) business days; the outcome of the appeal is final.

**APPEAL HEARING PROCEDURES**

An Appeal Hearing is held before a four (4) member Appellate Panel made up of administrators, faculty and/or staff members and a non-voting Chairperson, each selected from the Grievance Resolution Committee (GRC) (see below for a description of the committee). To be eligible to serve on the Appellate Panel, each member must have been appointed and participate in training by the Title IX Coordinator and/or the Title IX Deputy Coordinator. If any vacancy on the panel occurs during the academic year, or if the Chairperson determines that a legitimate conflict of interest exists between a member of the panel and a party to a complaint, the Chairperson may request that the Title IX Coordinator or the Title IX Deputy Coordinator find a replacement from those members of the Appellate Panel eligible to serve.

A person who served on the investigation team is ineligible to serve on the Appellate Panel in the case.

The Appellate Panel Chairperson is the only non-voting member of the Appellate Panel. The Chairperson presides over the hearing and is responsible for ensuring Alfred University policy; hearing procedures and complainant’s/respondent’s rights are followed:

- The Chairperson will give formal notice to the complainant, respondent, investigation team and relevant witnesses of the time, place and details of the hearing.
- The Chairperson has authority to determine all questions of procedure, questions complied by the voting members of the panel and information presented.
- The Chairperson is responsible for ensuring that the sexual history or character of a complainant or respondent and the conduct history of the respondent or complainant which is not relevant to the complaint is not admissible.
- The Chairperson is in charge of presenting the information to be considered and reviewed by the
• The Chairperson may call witnesses, including members of the investigation team. A party may not call witnesses. However, a party may request that the Chairperson call witnesses by submitting a request to the Chairperson at least two (2) days prior to the hearing, with an explanation of the reason(s) the party believes the witness should be called and/or the relevant information the party believes the witness will provide. The Chairperson will decide in their discretion whether to call any witness.
• The Chairperson will ensure that the complainant/respondent have the right to have an advisor present in any proceeding. An advisor’s role is to consult with and support the party and may do so only in writing in effort to not disrupt or distract from the proceeding; the advisor is not permitted to participate in the hearing, to speak or make a statement of any kind during the proceeding. The Chairperson may exclude any advisor who fails to comply, and the Hearing will proceed in the advisor’s absence. In sexual misconduct, stalking, dating violence and relationship violence cases, this advisor may be an attorney, at the party’s own expense.
• The hearing is held in private. The Chairperson may allow witnesses who have relevant information to provide to be present during portions of the hearing and may call on the investigation team. The Title IX Deputy Coordinator may be called by the Chairperson to submit a statement of recommendation as to sanctioning.

**FINDING & SANCTION(S) APPEAL:**

• Prior to the scheduled start of the hearing, the Appellate Panel will meet to review the submitted statements, reports, and supporting documentation and develop questions to ask the involved parties and witnesses.
• The hearing is not recorded, and no party is permitted to make a recording of the hearing. During the hearing, the Chairperson will ask the questions developed by the panel.
• The complainant and the respondent have the right to question the other party and any witnesses through questions posed to the Chairperson.
• In their discretion, the Chairperson may decline to allow any question or evidence on the ground that it is irrelevant, unreliable, duplicative, or otherwise unnecessary or inappropriate.
• The complainant or the respondent may request that accommodations be made to have separate rooms or a room partition or may request an alternative arrangement in effort to minimize potential trauma or stress, without depriving the other party of access to the evidence or testimony.
• A hearing may proceed even though the complainant or respondent declines to participate. A complainant or respondent may choose to provide a written statement in lieu of attendance at the hearing and may choose to decline to participate at all.
• The respondent/complainant will be given the opportunity to provide an opening and a closing statement.
• The panel may of its own volition request that a witness appear if the panel believes the witness will provide useful information.
• The Chairperson has the responsibility to ensure that a witness or a party is treated respectfully and sensitively.
• If at any time during the hearing process a person’s behavior, including the complainant or respondent, is deemed as disruptive by the Chairperson; the Chairperson has the right to excuse or remove said person from the proceedings and continue the hearing without their participation.
• The Chairperson may accept and use written witness statements as part of the hearing. Both parties will have access to any written witness statements made part of the hearing, subject to redaction as permitted and/or required by law.
• The respondent and the complainant will be informed in writing of the outcome of the hearing by the Chairperson.

**APPEAL OUTCOMES**
The outcome of the appeal may be the following:

I. Affirm the finding(s) of no responsibility and, therefore, no sanction.
II. Affirm the finding(s) of responsibility and the sanction(s).
III. Affirm the finding(s) of responsibility and increase or reduce, but not eliminate, the sanction(s).
IV. Modify sanction(s): may increase or reduce but not eliminate the sanctions.
V. Reverse the finding(s) of responsibility and eliminate the sanction(s).
VI. Reverse finding of no responsibility and assign a sanction(s).

The outcome of the appeal hearing is final. The Chairperson will notify the parties simultaneously in writing of the outcome.

In the case of a tenured or tenured-track faculty member, if the proposed sanction under this policy is “termination of tenure” or “termination of employment,” then the applicable procedures in the Provisions of Faculty Appointment (8.5 of Faculty Handbook) will be followed, except that the factual findings and sanctions assigned at the conclusion of the appeal process by the Appellate Panel formed by this policy shall be accepted by the President for recommendations to the Executive Committee of the Board of Trustees.

Sanctions

The sanction(s) for a violation of this policy will be based on a consideration of all the circumstances, including the severity of the conduct and the respondent’s disciplinary history. The sanction(s) imposed may be any one or more of the following:

**STUDENT:**
day of service
conduct probation/1 semester
conduct probation/for the duration of active status
educational modules
expulsion
housing re-assignment
loss of privileges (housing)
mandated counseling assessment
mandatory counseling/twice a month for 1 semester
mandatory counseling/twice a month for 2 semesters
mandatory counseling/twice a month for 3 semesters
mandatory counseling/twice a month for 4 semesters
no contact order (keep-away)/1 semester
no contact order (keep-away)/ for the duration of active status
residence hall probation/1 semester
residence hall probation/for the duration of active status
restrictions from designated areas of campus
suspension/1 semester
suspension/2 semesters
suspension/3 semesters
suspension/4 semesters
University probation/1 semester
University probation/2 semester
University probation/3 semester
University probation/4 semester
University probation/for the duration of active status
written warning

**STUDENTS WHO ARE NO LONGER MATRICULATING:**
persona non-grata (ban from campus) for up to 10 years

**EMPLOYEE & NON-TENURED FACULTY:**
verbal warning-document filed
written warning-document filed
final warning-suspension with pay/1 month
final warning-suspension with pay/2 month
final warning-suspension with pay/3 month
final warning-suspension without pay/1 month
final warning-suspension without pay/2 month
final warning-suspension without pay/3 month
restrictions from designated areas of campus/6 months
restrictions from designated areas of campus/12 months
restrictions from designated areas of campus/24 months
termination

TENURED/TENURE TRACK FACULTY:
verbal warning-document filed
written warning-document filed
restrictions from designated areas of campus/6 months
restrictions from designated areas of campus/12 months
restrictions from designated areas of campus/24 months
tenure revocation
termination

NON-AU COMMUNITY MEMBERS:
persona non grata (ban from campus)
termination of contract/lawsuit for damages
For those crimes of violence that Alfred University is required by federal law to include in its Annual Security Report, the transcripts of students found responsible, if any, shall include the following notation:

- Withdrew with conduct charges pending, or
- Suspended after a finding of responsibility for a code of conduct violation, or
- Expelled after a finding of responsibility for a code of conduct violation.

Transcript notations for suspensions may be removed, upon request, at the discretion of Alfred University one (1) year after the conclusion of the suspension. A request to have a suspension notation removed from one’s transcript should be submitted to the Title IX Coordinator who will consult with the appropriate Title IX Deputy Coordinator and representatives from Alfred University’s Registrar office to determine whether removal of the notation is appropriate under the circumstances. Transcript notations for expulsion shall not be removed.

Students’ Bill of Rights
All students have the right to:
- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the conduct process and/or criminal justice process free from pressure by Alfred University;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by Alfred University, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of Alfred University;
- Access to at least one level of appeal of a determination;
• Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the conduct process including during all meetings and hearings related to such process; and
• Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or conduct process of Alfred University.

Procedural Rights for All Reporting Individuals
Anyone reporting an incident of sexual assault, domestic or dating violence or stalking has the right to:
A. Make a report to Alfred University's Office of Public Safety, local law enforcement and/or state police;
B. Have emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon the first instance of disclosure by a reporting individual to provide information regarding:
   I. options to proceed, including the right to make a report to Public Safety, local law enforcement, and/or state police or choose not to report; to report the incident to Alfred University; to be protected by Alfred University from retaliation for reporting an incident; and to receive assistance and resources from the University, as set out in this policy,
   II. where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible;
   III. detailing that the criminal justice process utilizes different standards of proof and evidence and that any questions about whether a specific incident violated the penal law should be addressed to law enforcement or to the district attorney;
   IV. whether such University official is authorized to offer the reporting individual confidentiality or privacy; and
   V. the reporting individual’s other reporting options.
C. Disclose confidentially the incident to Alfred University representatives, who may offer confidentiality pursuant to applicable laws and can assist in obtaining services for reporting individuals;
D. Disclose confidentially the incident and obtain services from the state or local government;
E. Disclose the incident to Alfred University representatives who can offer privacy or confidentiality, as appropriate, and can assist in obtaining resources for reporting individuals;
F. File a report of sexual assault, domestic violence, dating violence, and/or stalking and the right to consult the Title IX Coordinator and other appropriate Alfred University representatives for information and assistance. Reports shall be investigated in accordance with Alfred University’s policy and a reporting individual’s identity shall remain private at all times if said reporting individual wishes to maintain privacy, subject to Alfred University’s ability to meet its obligation to provide a safe, non-discriminatory environment for all members of the community;
G. Disclose, if the accused is an employee of Alfred University, the incident to Alfred University’s human resources representatives or the right to request that a confidential or private employee assist in reporting to the appropriate human resources representatives; and
H. Receive assistance from appropriate Alfred University representatives in initiating legal proceedings in family court or civil court as provided in the University’s policies.
I. Withdraw a complaint or involvement from Alfred University's at any time.

Definitions of Terms and Processes

POLICY AMENDMENT
This policy may be amended from time to time as necessary to comply with changes in laws and/or in accordance with other applicable Alfred University policies.

GRIEVANCE RESOLUTION COMMITTEE (GRC) – MEMBERSHIP
The Grievance Resolution Committee will be appointed by the President and will be composed of faculty, staff and/or administrators either paid by or affiliated with the University. Each year the current Title IX Coordinators & Title IX Deputy Coordinator will solicit applications and nominations and will recommend members who will serve in the following year. Every effort will be made to maintain gender parity on the Committee. Appointment of new members for the next academic year will be made on an
annual basis. The Title IX Coordinator and/or Title IX Deputy Coordinators shall arrange for all members to receive training prior to assuming their responsibilities.

AMNESTY
The health and safety of every student at Alfred University is of utmost importance. Alfred University realizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Alfred University strongly encourages students to report domestic violence, dating violence, stalking or sexual assault to University officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual assault to Alfred University officials or law enforcement will not be subject to the University's conduct of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking or sexual assault.

COORDINATION OF POLICIES
The procedures in this policy will be followed for all complaints covered by this policy, notwithstanding the provisions of otherwise applicable personnel and student life policies. In the discretion of the appropriate Title IX Deputy Coordinator, any alleged act of misconduct may be investigated and decided in conjunction with an allegation of a violation of this policy (e.g., if a person is accused of sexual assault and also property damage in conjunction with the assault, the allegation of property damage may be adjudicated in accordance with this policy).

In the case of a tenured or tenured-track faculty member, if the proposed sanction under this policy is “termination of tenure” or “termination of employment”, then the applicable procedures in the Provisions of Faculty Appointment (8.5 of Faculty Handbook) will be followed, except that the factual findings and sanctions assigned at the conclusion of the appeal process by the Appellate Panel formed by this policy shall be accepted by the President for recommendations to the Executive Committee of the Board of Trustees.

REXLATION
Retaliation against any person or persons, who report a violation of this policy, who participates in ending a harassing situation, and/or who participates as a witness in an investigation or appeal hearing, is strictly prohibited. Alfred University views retaliatory harassment and other retaliatory actions to be a serious breach of policy and values. Any person who believes they have been subject to retaliation should immediately report the situation to the Title IX Coordinator or approach a Title IX Deputy Coordinator for further action. Title IX prohibits retaliation and Alfred University may take responsive action. An allegation that retaliation has occurred in violation of this policy will be investigated and adjudicated in accordance with the procedures set forth in this policy.

CONSENSUAL RELATIONSHIPS
Sexual behavior that is welcome or consensual does not constitute sexual harassment under the law. However, romantic relationships in situations where one individual has greater power or authority over another frequently result in claims of harassment when the relationship ends and often gives the perception of favoritism while the relationship continues. Such relationships are inappropriate. A “consensual” relationship between a professor and their student, a supervisor and a subordinate, or a coach and team player are examples of inappropriate relationships. If a consensual relationship occurs, any situation of authority must be discontinued, and appropriate action may be taken. It is the responsibility of the person in the relationship with the greater authority to disclose the relationship promptly to the Title IX Coordinator and the appropriate Title IX Deputy Coordinator. Certain Departments and Divisions of Alfred University may have policies or expectations that hold their members to more stringent standard than this policy and these higher standards will be the controlling document in such cases.

TIME FRAMES
Alfred University endeavors to investigate and reach a determination about all complaints under this
policy within 60 calendar days. The investigatory stage should be completed within 30 days, and the appeal process, if any, should be completed 30 days thereafter. This may not always be possible, especially if there are multiple complaints and/or incidents involved and/or due to delays necessitated by Alfred University breaks or other reasons of unavailability. All parties to the process will be notified in writing if, during the process, it becomes necessary to extend the time frame to allow for a fair and complete examination and resolution of the issues.

TRAINING
The Title IX Coordinator is responsible for ensuring that the Title IX Deputy Coordinator, Public Safety, the Grievance Resolution Committee Members receive appropriate annual training and all the procedures and policies are followed.

DELEGATION OF AUTHORITY
Any references in this policy to a specific title should be read to include “their designee”. Any person to whom this policy empowers to act may delegate their authority to any other appropriate Alfred University official. Delegation of authority may be necessary to avoid conflicts of interest or where time constraints or other obligations prevent an Alfred University official named in this policy from fulfilling their designated role.

RECORDS
Records will be maintained confidentially and protected in accordance with legal requirements and Alfred University's Records Retention Policy.

POLICY COMPLIANCE
Any person with a concern about Alfred University’s handling of a particular matter should contact the Title IX Coordinator or a Title IX Deputy Coordinator.

The U.S. Department of Education, Office for Civil Rights (OCR) is a federal agency responsible for ensuring compliance with Title IX. OCR is located at 400 Maryland Avenue, SW, Washington, DC 20202-1100, and can be contacted at (800) 421-3481.

CLERY ACT COMPLIANCE
Alfred University is required to include for statistical reporting purposes the occurrence of certain incidents in its Annual Security Report (ASR). Names of individuals involved in incidents are not reported or disclosed in ASRs. In the case of an emergency or ongoing dangerous situation, Alfred University will issue a timely warning to the campus. In such circumstances, the name of the alleged perpetrator may be disclosed to the community, but the name of the victim/complainant will not be disclosed.
INTRODUCTION

What is the purpose of the Title IX Grievance Policy?
Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of “sexual harassment” (including forms of sex-based violence)
- Addresses how this institution must respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that this institution must follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.


Based on the Final Rule, Alfred University will implement the following Title IX Grievance Policy, effective August 14, 2020.

How does the Title IX Grievance Policy impact other campus conduct policies?
In recent years, “Title IX” cases have become a short-hand for any campus conduct process involving sex discrimination, including those arising from sexual harassment and sexual assault. But under the Final Rule, Alfred University must narrow both the geographic scope of its authority to act under Title IX and the types of “sexual harassment” that it must subject to its Title IX investigation and adjudication process. Only incidents falling within the Final Rule’s definition of sexual harassment will be investigated and, if appropriate, brought to a live hearing through the Title IX Grievance Policy defined below.

Alfred University remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule.

Specifically, Alfred University has:
- A Student Conduct System that defines certain behavior as a violation of campus policy, including Alfred University's Discrimination, Harassment and Sexual Misconduct Policy and other behaviors prohibited under Alfred University's Student Life Policies & Procedures.
- Handbooks for Administrative and Technical Specialists, Faculty and Support Staff that incorporate the University's Discrimination, Harassment and Sexual Misconduct Policy.

To the extent that alleged misconduct falls outside this Title IX Grievance Policy, or misconduct falling outside the Title IX Grievance Policy is discovered in the course of investigating covered Title IX misconduct, the institution retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the Student Conduct Process through a separate grievance proceeding. Or the appropriate disciplinary processes of the relevant Employee Handbook. Specifically, the University's Discrimination, Harassment and Sexual Misconduct Policy may be used to investigate and adjudicate allegations that fall outside this Policy.

The elements established in the Title IX Grievance Policy under the Final Rule have no effect and are not transferable to any other policy of the University for any violation of the Code of Conduct, employment
policies, or any civil rights violation except as narrowly defined in this Policy. This Policy does not set a precedent for other policies or processes of the University and may not be cited for or against any right or aspect of any other policy or process.

**How does the Title IX Grievance Policy impact the handling of complaints?**

Alfred University’s Title IX Coordinator and Deputy Title IX Coordinators and reporting structure remains in place. What has changed is the way our Title IX Coordinator or Deputy Title IX Coordinators will handle different types of reports arising from sexual misconduct, as detailed in full throughout this Policy.

**Title IX Coordinator:**

Mark Guinan, Director of Human Resources  
Alfred University,  
1 Saxon Drive - Greene Hall  
Alfred, NY 14802  
607-871-2909 Office or Cell 607-382-0468  
guinan@alfred.edu

**Deputy Title IX Coordinators:**

Tamara Kenney, Dean of Student Wellbeing, for student complaints  
Alfred University  
1 Saxon Drive – Powell Campus Center  
Alfred, NY 14802  
607-871-2132  
kenney@alfred.edu

Amy Button, Assistant Professor of Psychology, for faculty complaints  
Alfred University  
1 Saxon Drive, Science Center  
Alfred, NY 14802  
607-871-2213  
button@alfred.edu

Kayleigh Jones, Human Resources Generalist, for staff complaints  
Alfred University  
1 Saxon Drive -Greene Hall  
Alfred, NY 14802  
607-871-2276  
minser@alfred.edu

Marley Bender, Assistant Athletic Trainer, for student-athlete complaints.  
Alfred University  
1 Saxon Drive -McLane Center  
Alfred, NY 14802  
607-871-2738  
bendermm@alfred.edu

**THE TITLE IX GRIEVANCE POLICY**

**GENERAL RULES OF APPLICATION**

**Effective Date**

This Title IX Grievance Policy will become effective on August 14, 2020 and will only apply to complaints of sexual harassment with allegations related to incidents or events that occurred on or after August 14, 2020. Complaints brought prior to August 14, 2020 will be investigated and adjudicated according to the
Alfred University’s Discrimination, Harassment and Sexual Misconduct Policy if not completed by that date.

Revocation by Operation of Law
Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this policy, this policy, or the invalidated elements of this policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Policy be revoked in this manner, any conduct covered under the Title IX Grievance Policy shall be investigated and adjudicated under the existing Student Conduct Process.

Non-Discrimination in Application
The requirements and protections of this policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about the institution's policy or process may contact the Department of Education's Office for Civil Rights using contact information available at https://ocrcas.ed.gov/contact-ocr.

DEFINITIONS

Covered Sexual Harassment
For the purposes of this Title IX Grievance Policy, “covered sexual harassment” includes any conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditioning educational aid, benefits or services on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution’s education program or activity;
3. Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving affirmative consent. Sexual assault consists of the following specific acts:
   a. Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim;
   b. Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or mental capacity. Private body parts include genital area, anus, groin, buttocks and breast and includes touch over or under clothing;
   c. Statutory Rape. Non-forcible sexual intercourse with a person who is under the age of 17.
4. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.
5. Domestic violence (as defined in the VAWA amendments to the Clery Act), means violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim...
under New York State's domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of New York State.

6. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct on the basis of sex directed at a specific person that would cause a reasonable person to--(A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

**Note** that conduct that does not meet one or more of these criteria may still be prohibited under Alfred University’s Student Conduct System or the University’s expectations of employees as outlined in the various employee handbook(s).

**Consent**
For the purposes of this Title IX Grievance Policy, “consent” or “affirmative consent” means a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent may be initially given but withdrawn at any time. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm. When consent is withdrawn or can no longer be given, sexual activity must stop.

**Confidentiality** may be offered by an individual who is not required by law to report known incidents of sexual assault or other crimes to Alfred University officials, in a manner consistent with State and Federal law, including but not limited to 20 U.S.C. 1092(f) and 20 U.S.C. 1681(a). Licensed mental health counselors and medical providers are examples of Alfred University employees who may offer confidentiality.

**Incapacitation** occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary), the lack of consciousness or being asleep, being involuntarily restrained, if any of the parties are under the age of 17, or if an individual otherwise cannot consent.

**Preponderance of the Evidence** is the standard of proof in sexual and interpersonal violence cases, which asks whether it is “more likely than not” that the violence occurred. If the evidence presented meets this standard, then the accused/respondent should be found responsible.

**Privacy** may be offered by an individual when such individual is unable to offer confidentiality under the law but shall still not disclose information learned from a reporting individual or bystander to a crime or incident more than necessary to comply with this Policy, the Student Code of Conduct and other relevant student and employee policies, and other applicable laws, including informing appropriate University officials.

**Retaliation** is adverse action against another person for reporting a violation or for participating in any way in the investigation or conduct process. Retaliation includes harassment and intimidation, including but not limited to violence, threats of violence, property destruction, adverse educational or employment consequences, and bullying.
EDUCATION PROGRAM OR ACTIVITY

For the purposes of this Title IX Grievance Policy, Alfred University “education program or activity” includes:

- Any on-campus premises
- Any off-campus premises that Alfred University has substantial control over. This includes buildings or property owned or controlled by a recognized student organization.
- Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of Alfred University’s programs and activities over which Alfred University has substantial control.

Formal Complaint

For the purposes of this Title IX Grievance Policy, “formal complaint” means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within Alfred University’s education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate the allegation of sexual harassment.

Complainant

For the purposes of this Title IX Grievance Policy, Complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this policy.

Relevant evidence and questions

“Relevant” evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true.

“Relevant” evidence and questions do not include the following types of evidence and questions, which are deemed “irrelevant” at all stages of the Title IX Grievance Process:

- Evidence and questions about the complainant’s sexual predisposition or prior sexual behavior unless:
  - They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
  - They concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent. 34 C.F.R. § 106.45(6)(i).
- Evidence and questions that constitute, or seek disclosure of, information protected under a legally recognized privilege.
- Any party’s medical, psychological, and similar records unless the party has given voluntary, written consent. 85 Fed. Reg. 30026, 30294 (May 19, 2020).

Respondent

For the purposes of this Title IX Grievance policy, Respondent means any individual who has been reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

Privacy vs. Confidentiality

Consistent with Alfred University’s Student Conduct Process, references made to confidentiality refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or college officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. References made to privacy mean Alfred University offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator, who is responsible for tracking patterns and spotting systemic issues.
Alfred University will limit the disclosure as much as practicable, even if the Title IX Coordinator or a Deputy Title IX Coordinator determines that the request for confidentiality cannot be honored.

Under this Policy, complainants, respondents and their advisors of choice are entitled to receive all evidence gathered in connection with allegations in a formal complaint, including witness statements and notes of interviews, investigation reports and final determinations and any sanctions imposed on a respondent found responsible for a violation of this Policy.

Disability Accommodations
This Policy does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator and/or a Deputy Title IX Coordinator at any point before or during the Title IX Grievance Process that do not fundamentally alter the Process. The Title IX Coordinator and/or a Deputy Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other institutional programs and activities.

MAKING A REPORT REGARDING COVERED性 HARASSMENT TO THE INSTITUTION
Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator or a Deputy Title IX Coordinator, or by any other means that results in the Title IX Coordinator or a Deputy Title IX Coordinator receiving the person’s verbal or written report.

Contact Information for the Title IX Coordinator or a Deputy Title IX Coordinator:

Title IX Coordinator:

Mark Guinan, Director of Human Resources
Alfred University
1 Saxon Drive - Greene Hall
Alfred, NY 14802
607-871-2909 Office or 607-382-0468 Cell

Deputy Title IX Coordinators:

Tamara Kenney, Dean of Student Wellbeing, for student complaints
Alfred University
1 Saxon Drive - Powell Campus Center
Alfred, NY 14802
607-871-2132
585-502-4581 (cell - 24/7)
kenney@alfred.edu

Amy Button, Assistant Professor of Psychology, for faculty complaints
Alfred University
1 Saxon Drive - Science Center
Alfred, NY 14802
Need full address
607-871-2213
button@alfred.edu

Kayleigh Jones, Human Resources Generalist, for staff complaints
Alfred University
1 Saxon Drive - Greene Hall
Alfred, NY 14802
607-871-2276
Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator or a Deputy Title IX Coordinator.

**Confidential Reporting**
The following Officials cannot provide confidentiality upon receiving a report of conduct prohibited under this policy; if a formal complaint is not filed, the following Officials will provide privacy to the extent possible as more fully provided in the section of this Policy entitled “Privacy vs. Confidentiality”, and if a formal complaint is filed, the following Officials must provide certain information to all parties and their advisors, as more fully described in this Policy:

**Title IX Coordinator:**

Mark Guinan, Director of Human Resources
Alfred University
1 Saxon Drive - Greene Hall
Alfred, NY 14802
607-871-2909 Office or 607-382-0468 Cell

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607-871-2276
minser@alfred.edu

Marley Bender, Assistant Athletic Trainer, for student-athlete complaints.
Alfred University
1 Saxon Drive - McLane Center
Alfred, NY 14802
607-871-2738
The following Officials may provide confidentiality:
- Wellness Center – Health Services
  607-871-2400
- Wellness Center – Counseling Services
  607-871-2300

Confidential Off-Campus Resources
- Allegany County Crisis Center’s 24-Hour Hotline
  888-945-3970
- Rape Crisis of the Southern Tier
  888-810-0093

Other Resources
- New York State Police Sexual Assault Hotline
  844-84507269
- New York State Domestic Violence Hotline
  800-942-6906
- New York State Office of Victim Services
  800-247-8035
- Sexual Assault & Violence Response Resource (SAVR)
  (type in zip code {14802} for Alfred resources)

NON-INVESTIGATORY MEASURES AVAILABLE UNDER THE TITLE IX GRIEVANCE POLICY

Supportive Measures
Supportive measures are measures offered by the University that are intended to restore or preserve, to the extent practicable, equal access to the University’s educational programs and activities and protect the safety of all parties without unreasonably burdening any other party.

Complainants (as defined above), who report allegations that could constitute covered sexual harassment under this policy, have the right to receive supportive measures from Alfred University regardless of whether they desire to file a complaint.

Once a respondent is informed of a report or formal complaint, the respondent will be contacted by a Title IX Coordinator or Deputy Title IX Coordinator and offered supportive measures from Alfred University.

Supportive Measures may include, but not be limited to:
- assistance seek counseling
- extensions of deadlines or other course-related adjustments
- modifications of work or class schedules
- change in on-campus housing accommodations
- campus escort services
- restrictions on contact between the parties (no contact orders)
- changes in work or housing locations
leaves of absence
increased security and monitoring of certain areas of the campus

Supportive measures are non-conduct action and non-punitive.

The Title IX Coordinator or Deputy Title IX Coordinator who discusses the availability of supportive measures with a party will be responsible for coordinating the implementation of the supportive measures within the University.

Emergency Removal
Alfred University retains the authority to remove a respondent from Alfred University program or activity on an emergency basis, where Alfred University: (1) undertakes an individualized safety and risk analysis; and (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal.

If Alfred University determines such removal is necessary, the respondent will be provided notice and an opportunity to challenge the decision immediately following the removal. The challenge will be governed using the Appeals process under the Student Code of Conduct.

Administrative Leave
Alfred University retains the authority to place a non-student employee respondent on administrative leave during the Title IX Grievance Process, consistent with guidelines outlined in the relevant employee handbook.

THE TITLE IX GRIEVANCE PROCESS

Filing a Formal Complaint
The timeframe for the Title IX Grievance Process begins with the filing of a Formal Complaint. The Grievance Process will be concluded within a reasonably prompt manner, and no longer than ninety (90) business days after the filing of the Formal Complaint, provided that the Process may be extended for a good reason, including but not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The procedure for applying for extensions is described below.

To file a Formal Complaint, a complainant must provide the Title IX Coordinator or a Deputy Title IX Coordinator a written, signed complaint describing the facts alleged. Complainants are only able to file a Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the education programs or activities of Alfred University, including as an employee. For complainants who do not meet this criterion, the University will utilize existing policy under the University's Discrimination, Harassment and Sexual Misconduct Policy and applicable provisions under the Student Code of Conduct or the relevant employee handbook. Specifically, the University may use its Discrimination, Harassment and Sexual Misconduct Policy.

If a complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. Alfred University will inform the complainant of this decision in writing, and the complainant need not participate in the process further.

Nothing in the Title IX Grievance Policy or Alfred University's Student Conduct Process prevents a complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

The institution may consolidate Formal Complaints alleging covered sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

Determining Jurisdiction
The Title IX Coordinator or a Deputy Title IX Coordinator will determine if the instant Title IX Grievance Process should apply to a Formal Complaint. The Process will apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator or a Deputy Title IX Coordinator:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred within Alfred University’s education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

If all of the elements are met, Alfred University will investigate the allegations according to the Grievance Process.

**Allegations Potentially Falling Under Two Policies:**
If the alleged conduct, if true, includes conduct that would constitute behaviors covered by this Policy and behaviors covered by the University’s Discrimination, Harassment and Sexual Misconduct Policy, this Policy will be applied in the investigation and adjudication of all of the allegations.

**Mandatory Dismissal**
If any one of these elements are not met, the Title IX Coordinator or a Deputy Title IX Coordinator will notify the parties that the Formal Complaint is being dismissed for the purposes of the Title IX Grievance Policy. Each party may appeal this dismissal using the procedure outlined in “Appeals,” below.

**Discretionary Dismissal**
The Title IX Coordinator a Deputy Title IX Coordinator may dismiss a Formal Complaint brought under the Title IX Grievance Policy, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint, or any allegations raised in the Formal Complaint;
- The respondent is no longer enrolled or employed by Alfred University; or,
- If specific circumstances prevent Alfred University from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

Any party may appeal a dismissal determination using the process set forth in “Appeals,” below.

**Notice of Dismissal**
Upon reaching a decision that the Formal Complaint will be dismissed, Alfred University will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the parties through their institutional email accounts. It is the responsibility of parties to maintain and regularly check their email accounts.

**Notice of Removal**
Upon dismissal for the purposes of Title IX, Alfred University retains discretion to utilize Student Conduct System to determine if a violation of the conduct system has occurred in cases where the respondent is a student. For dismissals for the purposes of Title IX where the respondent is an employee, the University retains the discretion to utilize the applicable employee handbook to determine whether a violation of a University policy occurred. If so, Alfred University will promptly send written notice of the dismissal of the Formal Complaint under the Title IX Grievance Process and removal of the allegations to the conduct process.

**Amnesty**
The health and safety of every student at Alfred University is of utmost importance. Alfred University realizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that sexual harassment or violence, including but not limited to domestic violence, dating violence, stalking or sexual assault, occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Alfred University strongly encourages students
to report sexual harassment, domestic violence, dating violence, stalking or sexual assault to University officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of sexual harassment, domestic violence, dating violence, stalking or sexual assault to Alfred University officials or law enforcement will not be subject to the University's conduct of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the sexual harassment, domestic violence, dating violence, stalking or sexual assault.

Notice of Allegations
The Title IX Coordinator or a Deputy Title IX Coordinator will draft and provide the Notice of Allegations to any party to the allegations of sexual harassment. Such notice will occur as soon as practicable, after the institution receives a Formal Complaint of the allegations, if there are no extenuating circumstances.

The parties will be notified by their institutional email accounts if they are a student or employee, and by other reasonable means if they are neither.

The institution will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.

The Title IX Coordinator or a Deputy Title IX Coordinator may determine that the Formal Complaint must be dismissed on the mandatory grounds identified above and will issue a Notice of Dismissal. If such a determination is made, any party to the allegations of sexual harassment identified in the Formal Complaint will receive the Notice of Dismissal in conjunction with, or in separate correspondence after, the Notice of Allegations. Complainants may appeal Notices of Dismissal using the appeal process described in this Policy.

Contents of Notice
The Notice of Allegations will include the following:

- Notice of the institution’s Title IX Grievance Process and a hyperlink to a copy of the process.
- Notice of the allegations potentially constituting covered sexual harassment, and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting covered sexual harassment; and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, as required under 34 C.F.R. § 106.45(b)(5)(iv);
- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source, as required under 34 C.F.R. § 106.45(b)(5)(vi);

Ongoing Notice
If, in the course of an investigation, the institution decides to investigate allegations about the complainant or respondent that are not included in the Notice of Allegations and are otherwise covered "sexual harassment" falling within the Title IX Grievance Policy, the institution will notify the parties whose identities are known of the additional allegations by their institutional email accounts or other reasonable means.

The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

ADVISOR OF CHOICE AND PARTICIPATION OF ADVISOR OF CHOICE
Alfred University will provide both parties equal access to advisors or support persons; any restrictions on advisor or a support person participation will be applied equally.
Alfred University has a long-standing practice of requiring students to participate in the process directly and not through an advocate or representative. Students participating as Complainant or Respondent in this process may be accompanied by an Advisor of Choice to any meeting or hearing to which they are required or are eligible to attend. Except where explicitly stated by this Policy, as consistent with the Final Rule, Advisors of Choice shall not participate directly in the process as per standard policy and practice of Alfred University.

Alfred University will not intentionally schedule meetings or hearings on dates where the Advisors of Choice for either party are not available, provided that the Advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

Alfred University's obligations to investigate and adjudicate in a prompt timeframe under Title IX and other college policies apply to matters governed under this Policy, and Alfred University cannot agree to extensive delays solely to accommodate the schedule of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator or a Deputy Title IX Coordinator. Alfred University will not be obligated to delay a meeting or hearing under this process more than five (5) days due to the unavailability of an Advisor of Choice and may offer the party the opportunity to obtain a different Advisor of Choice or utilize one provided by Alfred University.

**Notice of Meetings and Interviews**
Alfred University will provide, to a party whose participation is invited or expected and such party’s advisor, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

**Delays**
Each party may request a one-time delay in the Grievance Process of up to five (5) days for good cause (granted or denied in the sole judgment of the Title IX Coordinator, Dean of Student Wellbeing, or a Deputy Title IX Coordinator) provided that the requestor provides reasonable notice and the delay does not overly inconvenience other parties.

For example, a request to take a five day pause made an hour before a hearing for which multiple parties and their advisors have traveled to and prepared for shall generally not be granted, while a request for a five day pause in the middle of investigation interviews to allow a party to obtain certain documentary evidence shall generally be granted.

The Title IX Coordinator, Dean of Student Wellbeing, or a Deputy Title IX Coordinator shall have sole judgment to grant further pauses in the Process.

**INVESTIGATION**

**General Rules of Investigations**
An investigator designated by the Title IX Coordinator or a Deputy Title IX Coordinator will perform an investigation under a reasonably prompt timeframe of the conduct alleged to constitute covered sexual harassment after issuing the Notice of Allegations.

Alfred University and not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing a violation of this Policy has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from Alfred University and does not indicate responsibility.

Alfred University cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. Alfred University will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.
**Inspection and Review of Evidence**

Prior to the completion of the investigation, the parties and their respective advisor will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

1. Evidence that is relevant, even if that evidence does not end up being relied upon by the institution in making a determination regarding responsibility;
2. Inculpatory or exculpatory evidence (i.e., evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

All parties must submit any evidence they would like the investigators to consider prior to when the parties' time to inspect and review evidence begins. See, 85 Fed. Reg. 30026, 30307 (May 19, 2020).

The institution will send the evidence made available for each party and each party's advisor, if any, to inspect and review through an electronic format or a hard copy, depending on the type of evidence. Alfred University is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The parties will have ten (10) business days to inspect and review the evidence and submit a written response by email to the investigators. The investigators will consider the parties' written responses before completing the Investigative Report.

Alfred University will provide the parties five (5) business days after the initial inspection and review of evidence, and before the investigators completes their Investigative Report, to provide additional evidence in response to their inspection and review of the evidence, and then provide the parties five (5) business days to inspect, review, and respond to the party's additional evidence through a written response to the investigator. Those written responses will be disclosed to the parties. See, 85 Fed. Reg. 30026, 30307 (May 19, 2020).

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

The parties and their advisors agree not to photograph or otherwise copy the evidence. See, 85 Fed. Reg. 30026, 30435 (May 19, 2020).

**Inclusion of Evidence Not Directly Related to the Allegations**

Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the Formal Complaint may be summarized in the appendices to the investigative report based on the judgment of the investigator.

**Investigative Report**

The Title IX Coordinator and/or an investigators designated by the Title IX Coordinator will create an Investigative Report that fairly summarizes relevant evidence, will and provide that Report to the parties and their respective advisor at least ten (10) business days prior the hearing in an electronic format or a hard copy for each party's review and written response.

The Investigative Report is not intended to catalog all evidence obtained by the investigators, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e. tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report.
The investigator may redact irrelevant or unrelated information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant. See, 85 Fed. Reg. 30026, 30304 (May 19, 2020).

HEARING

General Rules of Hearings
Alfred University will not issue a conduct sanction arising from an allegation of covered sexual harassment without holding a live hearing and the decision-maker makes a determination of responsibility of the respondent for a violation of this Policy or any other violation under the Student Code of Conduct.

The live hearing may be conducted with all parties physically present in the same geographic location, or, at Alfred University’s discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through Zoom or Skype. This technology will enable participants simultaneously to see and hear each other. At its discretion, Alfred University may delay or adjourn a hearing based on technological errors not within a party’s control.

All proceedings will be recorded through audio recording. That recording will be made available to the parties for inspection and review by appointment with the Dean of Student Wellbeing.

When obtaining access to any evidence, the University will rely on the good judgment of its students, employees and their advisors to keep the testimony of others or evidence confidential except for purposes related to the grievance process under this Policy.

Continuances or Granting Extensions
Alfred University may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, Alfred University will notify all participants and endeavor to accommodate all participants’ schedules and complete the hearing as promptly as practicable.

Newly discovered Evidence
As a general rule, no new evidence or witnesses may be submitted during the live hearing.

If a party identifies new evidence or witnesses that were not reasonably available prior to the live hearing and could affect the outcome of the matter, the party may request that such evidence or witnesses be considered at the live hearing.

For students, the Chair of the University Student Conduct Board will consider this request, for faculty/staff Mark Guinan, Director of Human Resources will consider this request. A determination will be made regarding (1) whether such evidence or witness testimony was actually unavailable by reasonable effort prior to the hearing, and (2) whether such evidence or witness testimony could affect the outcome of the matter. The party offering the newly discovered evidence or witness has the burden of establishing these questions by the preponderance of the evidence.

If the Chair of the University Student Conduct Board (for students) and Mark Guinan, Director of Human Resources (for employees) answers in the affirmative to both questions, then the parties will be granted a reasonable pause in the hearing to review the evidence or prepare for questioning of the witness.

Participants in the live hearing
Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

Complainant and Respondent (The Parties)
• The parties cannot waive the right to a live hearing.
• The institution may still proceed with the live hearing in the absence of a party and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a “statement” by that party. 85 Fed. Reg. 30026, 30361 (May 19, 2020).
i. For example, A verbal or written statement constituting part or all of the sexual harassment itself is not a “prior statement” that must be excluded if the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the formal complaint. See, OCR Blog (May 22, 2020), available at https://www2.ed.gov/about/offices/list/ocr/blog/20200522.html

- Alfred University will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party's participation. See 34 C.F.R. § 106.71; see also 85 Fed. Reg. 30026, 30216 (May 19, 2020).
- If a party does not submit to cross-examination, the decision-makers cannot rely on any prior statements made by that party in reaching a determination regarding responsibility but may reach a determination regarding responsibility based on evidence that does not constitute a “statement” by that party.
- The decision-makers cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross examination or other questions. See 34 C.F.R. §106.45(b)(6)(i).

The Decision-Makers

- The decision-maker for complaints where the respondent is a student will consist of a panel of three (3) members of the University Student Conduct Board
- For complaints where the respondent is employed by the University and not a student, the decision-maker will be Mark Guinan, Director of Human Resources
- No member of the hearing body will also have served as the Title IX Coordinator, Title IX investigators, or advisor to any party in the case, nor may any member of the hearing body serve on the appeals body in the case.
- No member of the hearing body will have a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The hearing body will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.
- The parties will have an opportunity to raise any objections regarding a decision-maker’s actual or perceived conflicts of interest or bias at the commencement of the live hearing.

Advisor of choice

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.
- The advisor’s role is limited to consulting with their advisee and cross-examining the other party.
- The advisor of choice may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination.
- An advisor’s questioning of the other party and any witness must be conducted in a respectful and non-abusive manner. If the decision-maker determines that an advisor’s behavior is not proper, the advisor may be required to leave the hearing and the hearing will either proceed with a University appointed advisor to conduct questioning on behalf of the party or will be adjourned temporarily until another advisor can be present.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the institution will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- The advisor is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The advisor is not prohibited from being a witness in the matter.
- If a party does not attend the live hearing, the party’s advisor may appear and conduct cross-examination on their behalf. 85 Fed. Reg. 30026, 30340 (May 19, 2020). If neither a party nor their advisor appear at the hearing, Alfred University will provide an advisor to appear on behalf of the non-appearing party solely for the purpose of conducting questioning on behalf of that party as provided in this Policy. See, 85 Fed. Reg. 30026, 30339-40 (May 19, 2020).
Witnesses
- Witnesses cannot be compelled to participate in the live hearing and have the right not to participate in the hearing free from retaliation. See, 85 Fed. Reg. 30026, 30360 (May 19, 2020).
- If a witness does not submit to cross-examination, as described below, the decision-maker cannot rely on any statements made by that witness in reaching a determination regarding responsibility, including any statement relayed by the absent witness to a witness or party who testifies at the live hearing. 85 Fed. Reg. 30026, 30347 (May 19, 2020).

HEARING PROCEDURES

For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:
- The decision-maker will open and establish rules and expectations for the hearing;
- The Parties will each be given the opportunity to provide opening statements;
- Members of the panel will ask questions of the Parties and Witnesses;
- Parties will be given the opportunity for live cross-examination after Members of the University Student Conduct Board conducts its initial round of questioning; During the Parties’ cross-examination, Members of the University Student Conduct Board will have the authority to pause cross-examination at any time for the purposes of asking decision-maker’s own follow up questions; and for determining the relevance of questions; and any time necessary in order to enforce the established rules of decorum.
- Should a Party or the Party’s Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Chair of the University Student Conduct Board
- A Party’s waiver of cross-examination does not eliminate the ability of the University Student Conduct Board panel to use statements made by the Party.

Live Cross-examination Procedure
Each party’s advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross-examination the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.

Before any cross-examination question is answered, the Chair of University Student Conduct Board will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by University Student Conduct Board may be deemed irrelevant if they have been asked and answered.

Review of Audio Recording
The audio recording of the hearing will be available for review by the parties within ten (10) business days, unless there are any extenuating circumstances. Neither the audio recording of the hearing nor any copy of it will be given to parties or advisors of choice.

DETERMINATION REGARDING RESPONSIBILITY

Standard of Proof
Alfred University uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of formal complaints covered under this Policy. This means that the investigation and hearing determine whether it is more likely than not that a violation of the Policy occurred.

General Considerations for Evaluating Testimony and Evidence
While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the University Student Conduct Board.

The University Student Conduct Board shall not draw inferences regarding a party or witness’ credibility
based on the party or witness' status as a complainant, respondent, or witness, nor shall it base its judgments in stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Still, credibility judgments should not rest on whether a party or witness' testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

Decision makers will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness' testimony regarding third-party knowledge of the facts at issue will be allowed but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

The Final Rule requires that Alfred University allow parties to call "expert witnesses" Alfred University does not provide for expert witnesses in other proceedings. The expert witness will be allowed to testify if the expert advice they are providing is relevant to the allegations in the formal complaint. Any party intending to call an expert to testify at a hearing must give the University at least five days prior notice by informing the investigator.

While an expert witness providing relevant expert opinions will be allowed to testify and be crossed as required by the Final Rule, the decision-makers will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.

The Final Rule requires that Alfred University allow parties to call character witnesses to testify. Alfred University does not provide for in person character witnesses in other proceedings. While the character witnesses will be allowed to testify and be crossed as required by the Final Rule, the decision-makers will be instructed to afford very low weight to any non-factual character testimony of any witness.

The Final Rule requires that Alfred University admit and allow testimony regarding polygraph tests ("lie detector tests") and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed as required by the Final Rule, the decision-makers will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a party or witness' conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the University Student Conduct Board may draw an adverse inference as to that party or witness' credibility.

**Components of the Determination Regarding Responsibility**
The written Determination Regarding Responsibility will be issued simultaneously to all parties through their institution email account, or other reasonable means as necessary and to their respective advisors of choice. The Determination will include:

1. Identification of the allegations potentially constituting covered sexual harassment;
2. 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 hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding which section of this Policy, the Student Code of Conduct or the relevant employee handbook, if any, the respondent has or has not violated.

5. For each allegation:
   a. A statement of, and rationale for, a determination regarding responsibility;
   b. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the respondent; and
   c. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient’s education program or activity will be provided by the recipient to the complainant; and

6. The recipient’s procedures and the permitted reasons for the complainant and respondent to appeal (described below in “Appeal”).

Sanctions and Remedies
The following are examples of the range of sanctions that may be imposed upon respondents:

a. Written or verbal warnings
b. Probation
c. Suspension or administrative leave
d. Expulsion or termination
e. Mandated counseling
f. A Keep Away restriction
g. Loss of privileges or other similar restrictions

In addition, remedies can be granted to the complainant that are comparable to the supportive measures offered to the parties at the outset of the grievance process outlined in this Policy.

Timeline of Determination Regarding Responsibility
If there are no extenuating circumstances, the determination regarding responsibility will be issued by Alfred University within ten (10) business days of the completion of the hearing.

Finality
The determination regarding responsibility becomes final either on the date that the institution provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in “Appeals” below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

Appeals
Each party may appeal (1) the dismissal of a formal complaint or any included allegations and/or (2) a determination regarding responsibility. To appeal, a party must submit their written appeal to the Title IX Coordinator or the Dean of Student Wellbeing within five (5) business days of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

- Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow the institution’s own procedures);
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
- The sanction is too severe (appeal from the respondent) or the sanction is too lenient (appeal from the complainant).

The submission of appeal puts on hold any sanctions for the pendency of an appeal. Supportive
measures and remote learning opportunities remain available during the pendency of the appeal.

If a party appeals, the institution will as soon as practicable notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

Both parties will be given a reasonable, equal opportunity to submit a written statement in support of or challenging, the determination based on the limited grounds for appeal.

Written statements may be no longer than ten (10) pages (including attachments). Appeals should be submitted in electronic form using Times New Roman, 12-point font, and single-spaced. Appeals should use footnotes, not endnotes. Appeals that do not meet these standards may be returned to the party for correction, but the time for appeal will not be extended unless there is evidence that technical malfunction caused the appeal document not to meet these standards.

Appeals will be decided by an Appellate Panel as set forth under the University's Discrimination, Harassment and Sexual Misconduct Policy, who will be free of conflict of interest and bias, and will not serve as investigator, Title IX Coordinator, or hearing decision maker in the same matter.

Outcome of appeal will be provided in writing simultaneously to both parties and include rationale for the decision and no further appeals are allowed.

**Employee Appeals Process**

When an employee of the University is found to be responsible for violating the Title IX Grievance Policy by a hearing committee the employee may be sanctioned to one of the following sanctions by the Title IX Coordinator:

- Staff and Non-Tenure Track Faculty:
  - Verbal Warning, Document Filed
  - Written Warning, Document Filed
  - Suspension with or without pay 1-4 months
  - Termination

- Tenured and Tenure Track Faculty:
  - Verbal Warning, Document Filed
  - Written Warning, Document Filed
  - Restriction from designated areas of the campus from 6-24 months
  - Revocation of Tenure
  - Termination

An employee, either faculty or staff, who disagrees with the sanction resulting from a finding of responsibility for violating the Alfred University Title IX Grievance Policy may my file a written appeal, within ten (10) calendar days outlining the reason that the sanction was incorrect. Grounds for appeal are limited to new evidence that was not known at the time of the hearing and which could have changed the finding, the sanction was too lenient for the finding, or the sanction was too severe for the finding.

This appeal process is available to both the Respondent and the Complainant. Once a written appeal has been made the Vice President of Business and Finance or, in the case of an employee of the Business and Finance Division, the University President will meet with the appellant and hear any evidence that they wish to produce. The Vice President for Business and Finance or the President will make a decision, which will be final, within 5 working days of the meeting.

In the case of a tenured faculty member whose sanction includes either revocation of tenure or termination the University President, in consultation with the Human Resources Committee of the Board of Trustees, will make the decision.
RETLATION

Alfred University will keep the identity of any individual who has made a report or complaint of sex discrimination confidential, including the identity of any individual who has made a report or filed a Formal Complaint of sexual harassment under this Title IX Grievance Policy, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding under this Title IX Grievance Policy.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual 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 Title IX Grievance Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment.

Complaints alleging retaliation related to allegations made under this Policy or proceedings under this Policy may be filed under and pursuant to the provisions of this Policy.

Rights of Parties under Section 129-b of the New York State Education Law Incorporated into this Policy.

Any University community member who has been impacted by behavior that violates this policy has the right to make a report to the Office of Public Safety or one of the Title IX Coordinator’s listed below, local law enforcement, and/or the New York State Police, or choose not to report. If reported to Alfred University under this policy, a reporting individual will be protected from retaliation and will receive appropriate assistance and resources from Alfred University. A Student's Bill of Rights for cases involving sexual assault, domestic violence, dating violence or stalking is set forth below. Our Center for Academic Success (607-871-2148) can assist persons with disabilities.

Campus Resources
A victim is encouraged to seek support for her/his emotional and physical needs. A person seeking confidential emotional or health care may contact the following resources.
Wellness Center -Counseling Services -607-871-2300 Wellness Center -Health Services -607-871-2400.

Professionals in Counseling Services and healthcare professionals at the Wellness Center (Health & Counseling Services) are the only Alfred University employees who can offer legally protected confidentiality. These Confidential Resources can provide assistance and information regarding medical assistance and treatment (including information about sexually transmitted infections, and sexual assault forensic examinations), and resources available through the New York State Office of Victim Services, academic and other campus support options, campus conduct proceedings and law enforcement options. The health and counseling services noted above are available to students free of charge). Information shared with the Alfred University’s Wellness Center staff will not be shared with the Title IX /Deputy Title IX Coordinator; therefore, a report to a confidential resource is not a report to the University and will not result in remedial action, an investigation, or conduct action. In addition, a confidential resource is not able to make any changes a complainant may desire to avoid the respondent, such as a change in housing assignment, class assignment, alternative means of transportation, or different work assignment. Similarly, information shared at public awareness and advocacy events (such as “Take Back the Night”) does not create an obligation on the part of the University to investigate that information and/or take further action. Any person who desires Alfred
University to investigate for potential disciplinary action or request any intermediate accommodations, the person must make a report to one of the Responsible Administrators listed below.

**Off Campus Resources**
In addition to the Wellness Center, there are off campus, community confidential resources that are available. Reports to these confidential resources will not constitute a report to the University and will not result in the University taking any action against the accused. These confidential resources, which may or may not charge services fees, include:

- Community Action 24-Hour Hotline 1-888-945-3970
- Rape Crisis of the Southern Tier 1-888-810-0093
- NYS Police Sexual Assault Hotline 1-844-845-7269
- NYS Domestic Violence Hotline 1-800-942-6906
- NYS Office of Victim Services 1-800-247-8035

Non-Confidential Resources – Title IX Coordinator/Title IX Deputy Coordinator’s
The following offices and individuals have been trained to receive and respond to allegations of violations of this policy.

Title IX Coordinator (all persons) Director of Human Resources,
Mark Guinan 607-871-2909 guinan@alfred.edu

Title IX Deputy Coordinator (students) Dean of Student Wellbeing,
Tamara Kenney 607-871-2132 kenney@alfred.edu

Title IX Deputy Coordinator (staff) Human Resources Generalist,
Kayleigh Jones 607-871-2276 misner@alfred.edu

Title IX Deputy Coordinator (faculty) Assistant Professor, Psychology,
Amy Button 607-871-2860 button@alfred.edu

Title IX Deputy Coordinator (student-athletes) Assistant Athletic Trainer, Athletics
Marly Bender 607-871-2738 bendermm@alfred.edu

If a report is made to anyone other than the Title IX Coordinator/ Title IX Deputy Coordinator listed above, the complainant risks the possibility that the information will not come to the attention of the proper Alfred University officials and may, therefore, not be acted upon.

**Students’ Bill of Rights**
All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by Alfred University;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by Alfred University, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of Alfred
University;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of Alfred University.

PROCEDURAL RIGHTS FOR ALL REPORTING INDIVIDUALS
A. Anyone reporting an incident of sexual assault, domestic or dating violence or stalking has the right to:
B. Make a report to Alfred University's Office of Public Safety, local law enforcement and/or state police;
C. Have emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon the first instance of disclosure by a reporting individual to provide information regarding:
   a. options to proceed, including the right to make a report to Public Safety, local law enforcement, and/or state police or choose not to report; to report the incident to Alfred University; to be protected by Alfred University from retaliation for reporting an incident; and to receive assistance and resources from the University, as set out in this policy,
   b. where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible;
   c. detailing that the criminal justice process utilizes different standards of proof and evidence and that any questions about whether a specific incident violated the penal law should be addressed to law enforcement or to the district attorney;
   d. whether such University official is authorized to offer the reporting individual confidentiality or privacy; and
   e. the reporting individual's other reporting options.
D. Disclose confidentially the incident to Alfred University representatives, who may offer confidentiality pursuant to applicable laws and can assist in obtaining services for reporting individuals;
E. Disclose confidentially the incident and obtain services from the state or local government;
F. Disclose the incident to Alfred University representatives who can offer privacy or confidentiality, as appropriate, and can assist in obtaining resources for reporting individuals;
G. File a report of sexual assault, domestic violence, dating violence, and/or stalking and the right to consult the Title IX Coordinator and other appropriate Alfred University representatives for information and assistance. Reports shall be investigated in accordance with Alfred University's policy and a reporting individual's identity shall remain private at all times if said reporting individual wishes to maintain privacy, subject to Alfred University's ability to meet its obligation to provide a safe, nondiscriminatory environment for all members of the community;
H. Disclose, if the accused is an employee of Alfred University, the incident to Alfred University's human resources representatives or the right to request that a confidential or private employee assist in reporting to the appropriate human resources representatives; and
I. Receive assistance from appropriate Alfred University representatives in initiating legal proceedings in family court or civil court as provided in the University's policies.
J. Withdraw a complaint at any time.
How to Obtain Information about Sex Offenders Living in Your Neighborhood.

You can call 1-800-262-3257 to determine if someone is on the Sex Offender Registry. You will need the name of the person about whom you are inquiring and one of the following: an exact address, a complete date of birth, a driver's license number or a social security number.

You can access the Subdirectory on the Division of Criminal Justice Services web site at www.criminaljustice.state.ny.us by clicking on the "Search Subdirectory" button. You can search for level 2 and level 3 offenders by name, county or zip code.

The local law enforcement agency where the offender currently resides, can, if it chooses, release community notification information on sex offenders residing in the community to "entities with vulnerable populations related to the nature of the offense". The law enforcement agency can release information on level 1, level 2 and level 3 offenders through this method. Also, while the exact address of level 3 offenders can be provided, the law provides that only an approximate address based on zip code can be provided by a law enforcement agency for level 1 and level 2 offenders.

Your local law enforcement agency has the subdirectory available for the public to view upon request.

The laws regarding the Sex Offender Registry are frequently updated. Therefore, we encourage you to refer to the DCJS website listed below for the most up-to-date information.

http://www.criminaljustice.ny.gov/nsor/

The Sexual Offender Registration Act

New York's version of Megan's Law, was signed in July 1995 and became effective on January 21, 1996. The text of the statute is contained in Correction Law Article 6-C (Section 168 et seq.). Registered sex offenders in New York are classified by the risk of re-offense. Offenders are required to be registered for 20 years or life.

FEDERAL BUREAU OF INVESTIGATION UNIFORM CRIME REPORTING/NATIONAL Incident-Based Reporting System Crime Definitions

Excerpted from the Implementing Regulations of the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Campus Security Act) originally published in the Federal Register on April 29, 1994 (Vol. 59, No. 82) and November 1, 1999 (Vol 64, No. 210).

The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Crime Definitions from the Uniform Crime Reporting Handbook

- Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Criminal Homicide-Manslaughter by Negligence - The killing of another person through gross negligence.
- Criminal Homicide-Murder and Nonnegligent Manslaughter - The willful (non-negligent) killing of one human being by another.
- Robbery - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a
weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

- **Burglary** - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)
- **Weapon Law Violations** - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnish deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**AUNY Program**

**How AUNY students can have a safe semester, points of concern and suggestions for the AUNY participants**

**AUNY PROGRAM**

The AUNY Program is not considered a branch for purposes of annual reporting within the federal Clery Act. Any crime statistics will be found within the Alfred University campus annual Right-to-Know report within the non-campus category. The report is prepared by the Office of the Dean of Student Wellbeing and can be accessed at the Alfred University web address.

- Center for Integrated Training and Education – 50 Count St., Suite 111 - Brooklyn, NY 11201
- St. Francis College – 180 Remson St. – Brooklyn, NY 11201
- St. Joseph’s High School – 80 Willoughby St. – Brooklyn, NY 11201
- Bishop Loughlin – 181 Lincoln Place – Brooklyn, NY 11201

**EMERGENCY INFORMATION:**

| Police NYPD Precinct 90: | 718-963-5311 |
| Community Affairs:       | 718-963-5309 |
| Community Policing:      | 718-963-7427 |
| Crime Prevention:        | 718-963-5367 |
| Domestic Violence:       | 718-963-5321 |
| Youth Officer:           | 718-963-5301 |
| Auxiliary Coordinator:   | 718-963-5325 |
| Detective Squad:         | 718-963-5368 |

**Emergency Information:** All Oceanside locations

Oceanside High School – 3160 Skillman Ave. – Oceanside, NY 11572
Center for Integrated Training and Education – 3678 West Oceanside Rd., #202 – Oceanside, NY 11572
Oceanside Middle School - 186 Alice Ave. – Oceanside, NY 11572
Oceanside Teacher Center – Merle Ave. – Oceanside, NY 11572

Nassau County Police Department: 516-573-6400
Nassau County Police Department Precinct 4: 516-573-8800
Nassau County Crime Stoppers: 800-244-tips (8477)

**Emergency Information:** Tuckahoe Police Headquarters (914) 961-3100
Tuckahoe High School – 65 Siwanoy Blvd – Eastchester, NY 10709
Martin Luther King High School – 1 South Broadway Hastings-on-Hudson, NY 10706

**Emergency Information:**
In an emergency situation can potentially arise at any time and from a variety of causes. The Integrated Contingency Plan is designed to minimize the possibility of an emergency occurring, and to provide for an organized and coordinated response to emergencies. The goal is to direct appropriate resources towards the mitigation, preparedness, response and recovery associated with an emergency incident. The procedures outlined in this plan are intended to enhance the protection of life, property and the environment, mitigate damage, and provide a rapid return to normal operations through effective use of University resources. The plan includes a chain of command, establishing the authority and responsibilities of various individuals. This plan is designed to provide for effective response and is subject to changes, updates and revisions as the environment of the University changes.

This plan describes how Alfred handles emergencies. Specifically, it describes:

- The steps Alfred takes to prevent “emergency” incidents;
- The emergency response actions Alfred employs to minimize or eliminate injuries to human health and the environment resulting from “emergency and non-emergency incidents”;
- The remedial and corrective actions Alfred implements after a “emergency incident” to reduce or eliminate the possibility of such incidents reoccurring in the future;
• How Alfred complies with a number of state and federal environmental and employee safety laws and rules.

This plan is also designed to help protect lives and property through effective use of campus resources and communication networks.

Alfred is committed to conducting its operations in a safe and environmentally responsible manner. All faculty, staff, and students are expected to promote and foster a safe work environment. Precautionary measures, including the adoption of the ICP, have been taken to minimize the potential occurrence of incidents that could result in emergencies.

The Alfred campus is maintained and operated to minimize the possibility of an explosion or any unplanned, sudden, or non-sudden release of hazardous material to air, soil, surface water or groundwater. The ICP is also designed to minimize hazards to human health and the environment potentially caused by fires, explosions, bomb threats, and any unplanned release of hazardous material to air, soil, surface water or groundwater at or from Alfred. See 6 NYCRR §§ 373-3.3(b) and 373-3.4(b).

The provisions of the ICP will be carried out immediately whenever there is an emergency in Alfred on campus or in the community.

The ICP contains guidelines to assist operating, maintenance, and emergency response personnel in determining specific courses of action and responsibilities under foreseeable medical emergencies. Appropriate emergency response by all involved includes:

• Prompt response to injuries to human health and damage to the environment;
• Minimization of property damage and threats to the community;
• The prompt and safe resumption of University operations.

The President of Alfred fully supports the adoption and implementation of this plan.

**Fire Safety**

<table>
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<th>FIRE - On Campus</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
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<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Fire - in a Residence Hall</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

A log of all campus fires are in the Office of Public Safety and can be inspected during normal business hours.

**FIRE SAFETY MANAGEMENT POLICY & PROCEDURES**

This policy outlines the University’s protocols for fire safety, including fire prevention, fire incidents, fire alarms system inspection and testing, fire drills, and life safety requirements for places of assembly.

**REASONS FOR THE POLICY**

Fire in a University building has the potential to endanger lives and destroy property. The purpose of this policy is to promote the safety of the University community, prevent damage to University property and to comply with federal, state, city and University regulations and policies. Every member of the campus community is responsible for preventing and properly handling common fire hazards, and for familiarity with proper emergency procedures and phone numbers.

**RESPONSIBLE UNIVERSITY OFFICE & OFFICER**

The Environmental Health and Safety/Fire Safety Office is responsible for the development, implementation, and maintenance of this policy as it relates to fire and life safety. Public Safety is the responsible Office for fire and life safety. The Executive Director of Facilities and Legal Affairs is responsible for the maintenance of this policy as it relates to fire system maintenance, testing, and fire systems.

Who is Governed by This Policy - All faculty, staff, affiliates, students, and visitors of Alfred University are governed by this policy.
Who Should Know This Policy - All faculty, staff, affiliates, and students of Alfred University.

Exclusions & Special Situations - None

It is the University’s policy to endeavor to protect all persons on its premises from the hazards of fire. Specifically, the University endeavors to ensure:

- That adequate means of egress in case of fire exist for all persons on University premises.
- That all means of egress are correctly maintained, kept free from obstruction and available for safe and effective use at all times.
- That all fire detection and annunciation equipment required to give warning in the event of a fire is properly installed and maintained.
- That fire suppression equipment for containing or fighting fire is present and maintained in proper working order.
- That emergency response, management, notification and investigative management procedures are followed in responding to and in the aftermath of a fire.
- That appropriate fire safety training is developed and implemented to provide faculty, staff, administration and students with a working knowledge of fire and life safety practices and evacuation policy and procedures.
- That all premises owned or occupied by the University receive a fire and life safety inspection at reasonable intervals.
- That measures are taken to mitigate potential risk in buildings, installations and equipment from fire that are commensurate with the risks and are appropriate to the value of teaching, research or commercial importance of those assets.

FIRE EMERGENCY PROCEDURES

Every member of the University community should do their part to prevent fires from starting and be prepared to take appropriate action in the event that a fire does occur.

Always know where the closest stairwell and exit is located and have a back-up plan in case that path is blocked. Familiarize yourself with the gathering points for each building you may enter. This information can be found in your Orange Emergency Folder.

All alarms are real and must be treated that way. Get out of the building when you hear the alarm sound. Do not re-enter the building until emergency personnel or a University Official has given permission to do so.

In Case Of Fire

1. Leave the building if the alarm sounds, unless it is unsafe to do so. Pull the alarm if conditions warrant.
2. Call 911 or Public Safety at 607-871-2108 when in a safe location.
3. Close all windows within your area to prevent cross drafts from entering the building, unless it is unsafe to do so.
4. Keep all interior and exterior fire doors closed to prevent cross drafts from entering the building; this will help reduce the spread of fire, unless it is unsafe to do so.
5. If your door is closed, place your hand (outer, not palm side) against the door. If it is warm or if you smell smoke, DO NOT OPEN THE DOOR. Follow the directions under "WHAT TO DO IF TRAPPED BY SMOKE OR FIRE."
6. Evacuate without unnecessary running. Avoid any action which might cause others to panic.
7. Do not use elevators for evacuation. Power failures can cause the elevator to get caught between floors; smoke and fire can travel up through the elevator shaft.
8. Familiarize yourself with the locations of all available exits, including fire escapes. If an exit is blocked by smoke or fire, go to the next available exit. Give assistance and direction to those following after you, particularly a person with a disability.
9. Use caution when approaching stairwell entrances; you may be merging with evacuees from other floors.
10. Travel downward on stairs, unless it is unsafe to do so.
11. After you have completely cleared your building, look back; someone may be signaling for
assistance from a window. By alerting firefighters or other emergency personnel, you will help to speed their rescue.
12. Follow all instructions given by emergency personnel.

WHAT TO DO IF TRAPPED BY SMOKE OR FIRE

1. If your door is closed and you suspect that a fire is located just outside, use any available material to seal any cracks or openings to prevent smoke from entering the room. If you find that you are trapped in an area while the door is open, use a coat, shirt, skirt, or similar material to close it, protecting your hand against possible burns from the heated door or doorknob. Next, seal the cracks and openings to prevent smoke from entering the room.
2. Partially open a window and stay near it, keeping low and breathing fresher air supplied from outside.
3. If no telephone is available, use a coat, shirt or similar item to signal your location by waving the item outside of the window. Those evacuating the building may see your signal and alert rescue teams.
4. Remain as calm as possible, breathing normally only the fresher air supplied by the open window. Once your location has been determined, rescue efforts will begin.

FIRE EXTINGUISHER USE

1. In the event of a fire, your primary responsibility is to follow the evacuation procedures for your building. Use a fire extinguisher only if you have been trained to use one or if by using the fire extinguisher it is the only alternative option to exiting the building.
2. If it is necessary to put out a fire, the following information clarifies extinguisher type and use.
   i. Pressurized water extinguisher is used for wood, paper, and ordinary combustible materials. NEVER USE WATER ON ELECTRICAL FIRES.
   ii. Carbon dioxide (CO2) is used for flammable liquids, electrical wire or electrical equipment.
   iii. ABC dry chemical may be used for any of the above; most of the extinguishers on campus are ABC types.
3. Misuse of a fire extinguisher and other fire safety equipment is a violation of University policy as well as state law. Individuals who misuse fire safety equipment are subject to University judicial action.

APPLIANCES

No electrical appliances drawing more than 800 watts or incorporating unshielded heating elements (including but not limited to hotplates, heating coils, toaster ovens) may be used in student rooms. Electric grills, "George Foreman" type grills or appliances that comply with this wattage restriction may be used only in designated kitchen areas of each residence hall.

FIRE ALARMS & DRILLS

All building occupants are expected to leave any building immediately when its fire alarm sounds. Student violators will face University student judicial action and/or civil prosecution. Employee violators will face disciplinary action as per the University's Employee Contract.

A minimum of four drills were conducted in each residence hall and a minimum of three in academic buildings during the 2019 calendar year. All academic building drills are conducted during daytime work hours and residence halls are conducted during the state mandated time frames. All drills are unannounced. A detailed copy of the fire drills are available upon request, see the EHS/FS office.

FIRE HAZARDS

Creating a fire hazard in a building is prohibited. This applies but is not limited to: candles, cut natural trees, halogen lights, and incense.
Prohibited:
- bottled gases in unauthorized locations (Residence Halls)
- storage of bottled gases
- decorative hangings (paper or fabric) affixed less than 6 inches from the ceiling or floor or in stairwells
- extension cords
• smoking
• unattended cooking
• use of candles, halogen lights or incense
• overloading outlets or extension cords (piggy-backing cords or running under carpeting/appliances)
• tampering with smoke alarms, fire alarms, fire extinguishers or sprinklers
• blocking exits, stairways or electrical panels
• storing excessive amounts of paper, wood or other combustibles
• storing flammable or combustible chemicals/products in unauthorized locations (Residence Halls are off-limits for storing these items)

Fire Safety in the Residence Halls
Alfred University offers students distinct living opportunities, as well as several “special interest housing” options, ranging from traditional, corridor-style residence halls to suites, apartments and houses. Several residence halls are co-ed by floor (a floor of men and a floor of women) and have open visitation. These are Cannon, Barresi, Teftt, Moskowitz, Openhym and Kruson. Bartlett and The Brick are co-ed by door with designated bathrooms by gender on each floor.

FIRE SAFETY EDUCATION AND TRAINING
All faculty, staff, and students are expected to familiarize themselves with the evacuation plan for the building in which they occupy including the identified assembly places. Evacuation routes are posted in the hallways on every floor. In the residence halls, students are instructed at the opening meeting and other floor/wing meetings on evacuation procedures. Programs are also presented in residence halls on various safety issues, including fire safety. Students are reminded about fire evacuation procedures during hall meetings, floor meetings, or after problems occur during fire drills and accidental activations of an alarm.

University staff routinely inspects fire extinguishers, exit signs, detectors, doors, pull stations, and emergency lights within each building and residence hall. Work requests are subsequently submitted to address items that require corrective action. Additionally, student rooms are thoroughly inspected during Thanksgiving, winter, and spring breaks. Misuse of extension cords, candles, and small appliances, with automatic shut-off devices are scrutinized. Any “unauthorized” item found during an inspection is confiscated and, in some instances, students may be referred to the student conduct office.

FOR RESIDENTIAL BUILDINGS WITH SPRINKLERS
Placed on Residential Room Doors
PLEASE TAKE NOTICE, that pursuant to Section 6438 of the New York Education Law, this building is equipped with a fire alarm system that automatically contacts 911 and has detectors in every bedroom. This building is equipped with a sprinkler system as defined in Section 155A of the New York Executive Law. Pursuant to Title 20 of U.S. Code Section 1092(i), the campus fire safety report on student housing may be accessed at either the Alfred University Office of Public Safety or the Alfred University Physical Plant Office, both of which are located in the Alfred University Physical Plant Building.

EVACUATION PROCEDURES
Evacuation procedures are posted in each building. In the residence halls, students are expected to leave the facility immediately after the fire alarm is activated. Staff members are expected to leave at the time of an alarm and make cursory checks of floors and wings as they progress downward to the main floor of a hall. Moreover, staff are responsible for securing the outside doors to prohibit students from reentering the hall as they wait for the fire department to determine the cause of the alarm activation. Staff members report to Public Safety and the local fire department any special needs or issues they observe while evacuating the facility. Once the facility is deemed safe, staff members check rooms to verify that evacuation protocol has been observed by students.

EMERGENCY EVACUATION
Residence halls
In all residence halls, students are expected to leave the facility immediately after the fire alarm is
activated. Staff members are expected to leave at the time of an alarm and make cursory checks of floors and wings as they progress downward to the main floor of the hall. Moreover, staff members assume responsibilities such as conducting a “head count” of their residents and securing the outside doors to prohibit students from reentering the hall as they wait for the fire department to determine the cause of the alarm activation. Staff members report to Public Safety and the local fire department any special needs or issues they observe while evacuating the facility.

EMERGENCY EVACUATION
Non Residence Hall buildings
Employees and students should familiarize themselves with the emergency evacuation procedures in their buildings. Special attention should be given to the evacuation procedures for persons with disabilities.

RESPONSIBILITIES
The Offices of Facility Operations, Environmental Health/Fire Safety and Public Safety are responsible for all aspects of fire and life safety within Alfred University. Duties and responsibilities include but are not limited to:

- Development and implementation of all fire related training material for faculty, administration, staff and students.
- Development and dissemination of emergency response protocols and procedures.
- Development and dissemination of fire and related emergency evacuation protocols.
- Development and dissemination of policy and procedures for fire-related activities.
- Conducting required fire drills in all academic and residence hall buildings.
- Inspection and reporting of all fire and life safety deficiencies in University buildings.
- Reviewing construction project plans for code compliance.
- Acting as a liaison with the Department of New York State’s Office of Fire Prevention and Control and all other agencies involved with the fire and life safety issues.
- Maintaining a repository for all fire and life safety date and statistics.

Facility Operations is responsible for the proper operation of all fire systems including testing, inspecting, maintenance and repairs to ensure reliability in case of fire or an emergency.
### Housing Fire & Safety Chart

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<td>I5 Terrace</td>
<td>2 story single fam.</td>
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<td>53 West University</td>
<td>2 story single fam.</td>
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82
## Evacuation Assembly Area Chart

ALFRED UNIVERSITY

Exit Key: 1=North; 2=East; 3=South and 4=West - Note: For multiple exits in same cardinal direction designation is 1a, 1b, etc.

Move away from bldg. at least 100 feet-----EVACUATION ASSEMBLY AREAS

<table>
<thead>
<tr>
<th>Building</th>
<th>Location Evacuated</th>
<th>Exit</th>
<th>Outdoor Assembly Area</th>
<th>Alternate Indoor Assembly Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ade Dining Hall (4)</td>
<td>Ground Floor, First Floor</td>
<td>1, 3 &amp; 4</td>
<td>Sidewalk in front of Miller #1 (3a)</td>
<td>Miller Theater #2 (3b) Lobby</td>
</tr>
<tr>
<td>Ade Dining Hall (4)</td>
<td>Second Floor</td>
<td>1, 3 &amp; 4</td>
<td>Sidewalk in front of Miller #1 (3a)</td>
<td>Miller Theater #2 (3b) Lobby</td>
</tr>
<tr>
<td>Alfred Ceramic Art Museum (13a)</td>
<td>Level 1</td>
<td>1</td>
<td>East parking lot</td>
<td>Scholes Library (12) Lobby</td>
</tr>
<tr>
<td>Alfred Ceramic Art Museum (13a)</td>
<td>Level 2</td>
<td>3</td>
<td>East parking lot</td>
<td></td>
</tr>
<tr>
<td>Alumni Hall (34)</td>
<td>First Floor North, Third Floor North, North Mezzanine</td>
<td>1</td>
<td>King Alfred statue</td>
<td>Herrick Library (35) Lobby</td>
</tr>
<tr>
<td>Alumni Hall (34)</td>
<td>First Floor South, Second Floor, Third Floor South, South Mezzanine</td>
<td>3</td>
<td>King Alfred statue</td>
<td>Herrick Library (35) Lobby</td>
</tr>
<tr>
<td>Ann's House (55)</td>
<td>All Floors</td>
<td>2, 4</td>
<td>Parking lot north</td>
<td>Judson Leadership Center (33) Lobby</td>
</tr>
<tr>
<td>AU Motor Pool (61)</td>
<td>All areas</td>
<td>4</td>
<td>Parking lot.</td>
<td>AU Physical Plant (23)</td>
</tr>
<tr>
<td>AU Physical Plant and Public Safety Office (23)</td>
<td>Basement</td>
<td>2</td>
<td>Parking lot behind Jordan.</td>
<td>Heating Plant (59)</td>
</tr>
<tr>
<td>AU Physical Plant and Public Safety Office (23)</td>
<td>First Floor</td>
<td>3</td>
<td>Parking lot behind Jordan.</td>
<td>Heating Plant (59)</td>
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<tr>
<td>Barresi Hall (6 j)</td>
<td>First Floor</td>
<td>4</td>
<td>West sidewalk</td>
<td>Ade Dining (4) Lobby</td>
</tr>
<tr>
<td>Barresi Hall (6 j)</td>
<td>Second Floor</td>
<td>1</td>
<td>West sidewalk</td>
<td>Ade Dining (4) Lobby</td>
</tr>
<tr>
<td>Barresi Hall (6 j)</td>
<td>Third Floor</td>
<td>3</td>
<td>West sidewalk</td>
<td>Ade Dining (4) Lobby</td>
</tr>
<tr>
<td>Bartlett Hall (9)</td>
<td>First Floor Residence Life Office</td>
<td>4c</td>
<td>West sidewalk</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Bartlett Hall (9)</td>
<td>Remaining First Floor</td>
<td>4b</td>
<td>West sidewalk</td>
<td>Olin (10) Lobby</td>
</tr>
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<td>Bartlett Hall (9)</td>
<td>Second Floor</td>
<td>4b</td>
<td>West sidewalk</td>
<td>Olin (10) Lobby</td>
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<td>Bartlett Hall (9)</td>
<td>Third &amp; Fourth Floor</td>
<td>2</td>
<td>West sidewalk</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Binns-Merrill Hall (19)</td>
<td>Sub-Basement Floor</td>
<td>3, 4</td>
<td>Parking lot next to STEP lab</td>
<td>Powell Campus Center (27) Lobby</td>
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<tr>
<td>Binns-Merrill Hall (19)</td>
<td>Basement Floor</td>
<td>2</td>
<td>Sidewalk between Myers and Perlman</td>
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<tr>
<td>Binns-Merrill Hall (19)</td>
<td>First and Second Floors</td>
<td>2</td>
<td>Sidewalk between Myers and Perlman</td>
<td>Powell Campus Center (27) Lobby</td>
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<td>Brick Residence Hall (36)</td>
<td>Basement</td>
<td>3</td>
<td>Parking lot behind Kruson</td>
<td>Herrick Library (35) Lobby</td>
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<td>Floor/Part</td>
<td>Distance</td>
<td>Notes</td>
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<td>Brick Residence Hall (36)</td>
<td>First, Second and Third Floor</td>
<td>2</td>
<td>West sidewalk of Herrick Library</td>
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<tr>
<td>Cannon Hall (6 k)</td>
<td>First Floor</td>
<td>4</td>
<td>West sidewalk of Olin (10) Lobby</td>
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<td>Cannon Hall (6 k)</td>
<td>Second Floor</td>
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<td>West sidewalk of Olin (10) Lobby</td>
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<td>Cannon Hall (6 k)</td>
<td>Third Floor</td>
<td>3</td>
<td>West sidewalk of Olin (10) Lobby</td>
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<tr>
<td>Career Development Center -</td>
<td>Basement &amp; First Floor North Wing</td>
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<td>Parking area</td>
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<tr>
<td>The Robert R. McComsey (28)</td>
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<td>Powell Campus Center (27) Lobby</td>
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<tr>
<td>Career Development Center -</td>
<td>First Floor South Wing &amp; Second Floor</td>
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<td>Parking area</td>
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<td>The Robert R. McComsey (28)</td>
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<tr>
<td>Jordan Hall (25)</td>
<td>Ground Floor</td>
<td>2</td>
<td>East parking lot of Greene Hall (24)</td>
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<tr>
<td>Jordan Hall (25)</td>
<td>Second &amp; Third Floor</td>
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<td>East parking lot of Greene Hall (24)</td>
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<td>Child and Family Services (43)</td>
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<td>West parking lot of Crandall Wellness Center (44) Lobby</td>
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<td>Basement Level</td>
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<td>First Floor</td>
<td>2</td>
<td>East sidewalk of Harder Hall (13) Lobby</td>
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<td>Confucius House (46)</td>
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<td>Crandall Hall (38)</td>
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<td>East sidewalk of Jordan (25)</td>
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<td>East sidewalk of Crandall Wellness Center (44) Lobby</td>
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<td>Parking lot next to STEP lab</td>
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<td>Ford St. Apts. - Bacchus (31e)</td>
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<td>Ford St. Apts. - Medusa (31f)</td>
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<td>Ford St. Apts. - Mercury (31c)</td>
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<td>Ford St. Apts. - Pegasus (31a)</td>
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<tr>
<td>Ford St. Apts. - Thor (31d)</td>
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<td>Gothic Chapel (41)</td>
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<td>First Floor Human Resources &amp; Payroll</td>
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<td>Parking lot south by Jordan</td>
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<tr>
<td>Greene Hall (24)</td>
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<td>Parking lot south by Jordan</td>
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<td>Section</td>
<td>Description</td>
<td>Location</td>
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<td>Hall of Glass Science and Eng. (20)</td>
<td>Sub-Basement</td>
<td>4</td>
<td>Parking lot next to STEP lab</td>
<td>Powell Campus Center (27) Lobby</td>
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<td>Hall of Glass Science and Eng. (20)</td>
<td>Basement</td>
<td>4</td>
<td>Parking lot next to STEP lab</td>
<td>Powell Campus Center (27) Lobby</td>
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<tr>
<td>Hall of Glass Science and Eng. (20)</td>
<td>First Floor</td>
<td>2</td>
<td>Sidewalk Myers Hall</td>
<td>Powell Campus Center (27) Lobby</td>
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<td>Hall of Glass Science and Eng. (20)</td>
<td>Second Floor</td>
<td>2</td>
<td>Sidewalk Myers Hall</td>
<td>Powell Campus Center (27) Lobby</td>
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<tr>
<td>Harder Hall (13)</td>
<td>First Floor</td>
<td>- Sr Ceramics, Woodshop, Glaze, Kiln Rooms</td>
<td>West parking lot Repro area</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Harder Hall (13)</td>
<td>First Floor</td>
<td>- Jr &amp; Sr Ceramics</td>
<td>West parking lot Repro area</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Harder Hall (13)</td>
<td>Second Floor - Photo; Aud. Back Stage &amp; Dressing Rooms</td>
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<td>North sidewalk across street</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Harder Hall (13)</td>
<td>Second Floor - Electronic Arts</td>
<td>4b</td>
<td>West parking lot Repro area</td>
<td>Olin (10) Lobby</td>
</tr>
<tr>
<td>Harder Hall (13)</td>
<td>Second Floor - Painting, Drawing, FF offices</td>
<td>4a</td>
<td>West parking lot Repro area</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Harder Hall (13)</td>
<td>Second Floor - Freshman Foundations</td>
<td>2a-McGee Pavilion</td>
<td>West parking lot Repro area</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Harder Hall (13)</td>
<td>Second Floor - museum storage, Moja Joca, Supply Room</td>
<td>2-First Floor</td>
<td>Perlman sidewalk</td>
<td>Olin (10) Lobby</td>
</tr>
<tr>
<td>Harder Hall (13)</td>
<td>Third Floor - Printmaking North Side</td>
<td>1</td>
<td>North sidewalk across street</td>
<td>Olin (10) Lobby</td>
</tr>
<tr>
<td>Harder Hall (13)</td>
<td>Third Floor - Holmes Aud/Gallery/Mus Storage</td>
<td>3a, 2-McGee</td>
<td>Perlman sidewalk</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Harder Hall (13)</td>
<td>Third Floor - Holmes Auditorium</td>
<td>2 Holmes Aud</td>
<td>Perlman sidewalk</td>
<td>Olin (10) Lobby</td>
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<tr>
<td>Harder Hall (13)</td>
<td>Fourth Floor - Art Hist/IEA, McGee Pavilion</td>
<td>1, 3b McGee</td>
<td>North sidewalk across street</td>
<td>Olin (10) Lobby</td>
</tr>
<tr>
<td>Harder Hall (13)</td>
<td>Fifth Floor - Graphic Dsgn/Integrated Electronic Arts</td>
<td>1</td>
<td>North sidewalk across street</td>
<td>Olin (10) Lobby</td>
</tr>
<tr>
<td>Heating Plant (59)</td>
<td>First Floor - Boiler Room</td>
<td>4a</td>
<td>Parking lot east by Jordan</td>
<td>Physical Plant (23)</td>
</tr>
<tr>
<td>Heating Plant (59)</td>
<td>First Floor - Storage, Plumbing Repair</td>
<td>4b</td>
<td>Parking lot east by Jordan</td>
<td>Physical Plant (23)</td>
</tr>
<tr>
<td>Heating Plant (59)</td>
<td>Second Floor</td>
<td>2</td>
<td>Parking lot east by Jordan</td>
<td>Physical Plant (23)</td>
</tr>
<tr>
<td>Herrick Memorial Library (35)</td>
<td>Ground Floor</td>
<td>3</td>
<td>Parking lot south</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Herrick Memorial Library (35)</td>
<td>First Floor</td>
<td>1</td>
<td>King Alfred statue</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Herrick Memorial Library (35)</td>
<td>Second Floor</td>
<td>1</td>
<td>King Alfred statue</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Building</td>
<td>Floors</td>
<td>Exit</td>
<td>Sidewalk/Location</td>
<td>Lobby/Location</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------</td>
<td>---------------</td>
<td>---------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Honors House (45)</td>
<td>All Floors</td>
<td>2</td>
<td>East sidewalk</td>
<td>Saxon Inn (40) Lobby</td>
</tr>
<tr>
<td>Howell Hall (30)</td>
<td>Ground Floor</td>
<td>1</td>
<td>King Alfred statue</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Howell Hall (30)</td>
<td>Ground Floor</td>
<td>4</td>
<td>King Alfred statue</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Howell Hall (30)</td>
<td>Second Floor</td>
<td>4</td>
<td>King Alfred statue</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>International House (42)</td>
<td>All Floors</td>
<td>4</td>
<td>West sidewalk</td>
<td>Saxon Inn (40) Lobby</td>
</tr>
<tr>
<td>Joel's House (54)</td>
<td>All Floors</td>
<td>3, 4</td>
<td>Parking lot south</td>
<td>Judson Leadership Center (33) Lobby</td>
</tr>
<tr>
<td>Joyce &amp; Walton Center (7)</td>
<td>All Floors</td>
<td>2</td>
<td>Parking lot east</td>
<td>Olin (10) Lobby</td>
</tr>
<tr>
<td>Judson Leadership Center (33)</td>
<td>All offices</td>
<td>1</td>
<td>Openhym parking lot</td>
<td>Alumni Hall (34) Lobby</td>
</tr>
<tr>
<td>Kanakadea Hall (26)</td>
<td>Basement</td>
<td>1a</td>
<td>Powell Campus Center</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Kanakadea Hall (26)</td>
<td>First Floor</td>
<td>1b fire escape</td>
<td>Powell Campus Center</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Kanakadea Hall (26)</td>
<td>Second Floor</td>
<td>1c fire escape</td>
<td>Powell Campus Center</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Kruson Residence Hall (39)</td>
<td>Ground Floor</td>
<td>4</td>
<td>Parking lot west</td>
<td>Herrick Library (35) Lobby</td>
</tr>
<tr>
<td>Kruson Residence Hall (39)</td>
<td>First, Second &amp; Third Floor</td>
<td>2, 3</td>
<td>Herrick west sidewalk</td>
<td>Herrick Library (35) Lobby</td>
</tr>
<tr>
<td>Language House (47)</td>
<td>All Floors</td>
<td>2</td>
<td>East sidewalk</td>
<td>Crandall Wellness Center (44) Lobby</td>
</tr>
<tr>
<td>Marlin Miller Performing Arts Center (3)</td>
<td>Basement</td>
<td>3</td>
<td>Ade Dining Hall sidewalk</td>
<td>Ade Dining Hall (4)</td>
</tr>
<tr>
<td>Marlin Miller Performing Arts Center (3)</td>
<td>First, Second and Third Floors</td>
<td>2a, 2b</td>
<td>Ade Dining Hall sidewalk</td>
<td>Ade Dining Hall (4)</td>
</tr>
<tr>
<td>McLane Physical Education Center (8)</td>
<td>First Floor-Offices, Squash Court</td>
<td>1c</td>
<td>Parking lot east</td>
<td>Olin (10) Lobby</td>
</tr>
<tr>
<td>McLane Physical Education Center (8)</td>
<td>First Floor-Fitness Center, Training Rm, Equip Office, Locker Rms, Laundry</td>
<td>2</td>
<td>Grassy area south</td>
<td>Olin (10) Lobby</td>
</tr>
<tr>
<td>McLane Physical Education Center (8)</td>
<td>First Floor-Gymnasium</td>
<td>1a, 1b</td>
<td>Parking lot east</td>
<td>Olin (10) Lobby</td>
</tr>
<tr>
<td>McLane Physical Education Center (8)</td>
<td>Second Floor including balcony</td>
<td>4</td>
<td>West sidewalk</td>
<td>Olin (10) Lobby</td>
</tr>
<tr>
<td>McMahon Building (11)</td>
<td>First Floor North</td>
<td>4a</td>
<td>Scholes Library sidewalk</td>
<td>Scholes Library (12) Lobby</td>
</tr>
<tr>
<td>McMahon Building (11)</td>
<td>First Floor South</td>
<td>4b</td>
<td>Scholes Library sidewalk</td>
<td>Scholes Library (12) Lobby</td>
</tr>
<tr>
<td>McMahon Building (11)</td>
<td>Second Floor West</td>
<td>4a, 4b</td>
<td>Scholes Library sidewalk</td>
<td>Scholes Library (12) Lobby</td>
</tr>
<tr>
<td>McMahon Building (11)</td>
<td>Second Floor East</td>
<td>2a, 2b</td>
<td>Science Center parking lot</td>
<td>Scholes Library (12) Lobby</td>
</tr>
<tr>
<td>Building Name</td>
<td>Floor Information</td>
<td>Room Numbers</td>
<td>Street Access</td>
<td>Lobby Information</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------------------------------</td>
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<td>--------------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>McMahon Building (11)</td>
<td>Third Floor West</td>
<td>4a, 4b</td>
<td>Scholes Library sidewalk</td>
<td>Scholes Library (12) Lobby</td>
</tr>
<tr>
<td>McMahon Building (11)</td>
<td>Third Floor East</td>
<td>2a, 2b</td>
<td>Science Center parking lot</td>
<td>Scholes Library (12) Lobby</td>
</tr>
<tr>
<td>Miller Theater (3a)</td>
<td>First &amp; Second Floor North</td>
<td>1</td>
<td>Ade Dining Hall sidewalk</td>
<td>Ade Dining Hall (4) Lobby</td>
</tr>
<tr>
<td>Miller Theater (3a)</td>
<td>First &amp; Second Floor South</td>
<td>3</td>
<td>Ade Dining Hall sidewalk</td>
<td>Ade Dining Hall (4) Lobby</td>
</tr>
<tr>
<td>Moskowitz Hall (6h)</td>
<td>First Floor</td>
<td>4</td>
<td>West sidewalk</td>
<td>Ade Dining (4) Lobby</td>
</tr>
<tr>
<td>Moskowitz Hall (6h)</td>
<td>Second &amp; Fourth Floors</td>
<td>1</td>
<td>West sidewalk</td>
<td>Ade Dining (4) Lobby</td>
</tr>
<tr>
<td>Moskowitz Hall (6h)</td>
<td>Third Floor</td>
<td>3</td>
<td>West sidewalk</td>
<td>Ade Dining (4) Lobby</td>
</tr>
<tr>
<td>Myers Hall (17)</td>
<td>First, Second, &amp; Third Floor North</td>
<td>4a</td>
<td>Binns-Merrill sidewalk</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Myers Hall (17)</td>
<td>First, Second, &amp; Third Floor South</td>
<td>4b</td>
<td>Binns-Merrill sidewalk</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Myers Hall (17)</td>
<td>Third Floor-Room 334, 336, 337</td>
<td>Fire Esc</td>
<td>Binns-Merrill sidewalk</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>National Casting Center (51)</td>
<td>Main Floor</td>
<td>1, 2, 3</td>
<td>East sidewalk across street</td>
<td>McLane (8) gymnasium</td>
</tr>
<tr>
<td>NYSCC Physical Plant (57)</td>
<td>Basement</td>
<td>1</td>
<td>Glass Science &amp; Eng. parking lot</td>
<td>Harder Hall (13) Lobby</td>
</tr>
<tr>
<td>NYSCC Physical Plant (57)</td>
<td>First Floor</td>
<td>2</td>
<td>Glass Science &amp; Eng. parking lot</td>
<td>Harder Hall (13) Lobby</td>
</tr>
<tr>
<td>Olin Building (10)</td>
<td>Level 1</td>
<td>1, 4a, 4b, 4c</td>
<td>West parking lot</td>
<td>McLane (6) gymnasium</td>
</tr>
<tr>
<td>Olin Building (10)</td>
<td>Level 2</td>
<td>1, 4a, 4b, 4c</td>
<td>West parking lot</td>
<td>McLane (6) gymnasium</td>
</tr>
<tr>
<td>Olin Building (10)</td>
<td>Level 3 &amp; 4</td>
<td>2</td>
<td>Bartlett Hall sidewalk</td>
<td>McLane (6) gymnasium</td>
</tr>
<tr>
<td>Openhym Residence Hall (32)</td>
<td>First, Second, Third &amp; Fourth Floor</td>
<td>1, 4</td>
<td>West sidewalk</td>
<td>Alumni Hall (34) Lobby</td>
</tr>
<tr>
<td>Perlman Hall (16)</td>
<td>First Floor</td>
<td>2 &amp; 4</td>
<td>Science Center parking lot</td>
<td>Science Center (15) 2nd Flr Lobby</td>
</tr>
<tr>
<td>Perlman Hall (16)</td>
<td>Second and Third Floors</td>
<td>2 - Fire Esc</td>
<td>Science Center parking lot</td>
<td>Science Center (15) 2nd Flr Lobby</td>
</tr>
<tr>
<td>Pine Hill Suites - Crawford (5d)</td>
<td>First, Second, Third Floor North</td>
<td>4a</td>
<td>In front of Davis</td>
<td>Ade Dining (4) Lobby</td>
</tr>
<tr>
<td>Pine Hill Suites - Crawford (5d)</td>
<td>First, Second, Third Floor South</td>
<td>4b</td>
<td>In front of Davis</td>
<td>Ade Dining (4) Lobby</td>
</tr>
<tr>
<td>Pine Hill Suites - Davis (5f)</td>
<td>First, Second &amp; Third Floor South</td>
<td>2a</td>
<td>In front of Tredennick</td>
<td>Ade Dining (4) Lobby</td>
</tr>
<tr>
<td>Pine Hill Suites - Davis (5f)</td>
<td>First, Second &amp; Third Floor North</td>
<td>2b</td>
<td>In front of Tredennick</td>
<td>Ade Dining (4) Lobby</td>
</tr>
<tr>
<td>Pine Hill Suites - Kenyon (5g)</td>
<td>First, Second, Third Floor North</td>
<td>2a</td>
<td>Back of Moskowitz</td>
<td>Ade Dining (4) Lobby</td>
</tr>
<tr>
<td>Location</td>
<td>Floor</td>
<td>Section</td>
<td>Description</td>
<td>Other Location</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------</td>
<td>---------</td>
<td>-------------------------------------------------</td>
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</tr>
<tr>
<td>Pine Hill Suites - Kenyon</td>
<td>First, Second, Third</td>
<td>South</td>
<td>Back of Moskowitz</td>
<td>Ade Dining (4)</td>
</tr>
<tr>
<td>Pine Hill Suites - Norwood</td>
<td>First, Second, Third</td>
<td>North</td>
<td>Down the side ramp to parking lot.</td>
<td>Ade Dining (4)</td>
</tr>
<tr>
<td>Pine Hill Suites - Phillips</td>
<td>First, Second, Third</td>
<td>South</td>
<td>Down the side ramp to parking lot.</td>
<td>Ade Dining (4)</td>
</tr>
<tr>
<td>Pine Hill Suites - Shults</td>
<td>First, Second, Third</td>
<td>North</td>
<td>In front of Shults</td>
<td>Ade Dining (4)</td>
</tr>
<tr>
<td>Pine Hill Suites - Phillips</td>
<td>First, Second, Third</td>
<td>South</td>
<td>In front of Phillips</td>
<td>Ade Dining (4)</td>
</tr>
<tr>
<td>Pine Hill Suites - Tredennick</td>
<td>First, Second, Third</td>
<td>North</td>
<td>In front of Norwood</td>
<td>Ade Dining (4)</td>
</tr>
<tr>
<td>Pine Hill Suites - Tredennick</td>
<td>First, Second, Third</td>
<td>South</td>
<td>In front of Norwood</td>
<td>Ade Dining (4)</td>
</tr>
<tr>
<td>Powell Campus Center (27)</td>
<td>First Floor</td>
<td></td>
<td>Sidewalk between Kanakadea and Seidlin</td>
<td>Herrick Library (35)</td>
</tr>
<tr>
<td>Powell Campus Center (27)</td>
<td>Second Floor</td>
<td></td>
<td>King Alfred statue</td>
<td>Herrick Library (35)</td>
</tr>
<tr>
<td>Powell Campus Center (27)</td>
<td>Third Floor</td>
<td></td>
<td>Sidewalk between Kanakadea and Seidlin</td>
<td>Herrick Library (35)</td>
</tr>
<tr>
<td>Powell Campus Center (27)</td>
<td>Third Floor</td>
<td></td>
<td>King Alfred statue</td>
<td>Herrick Library (35)</td>
</tr>
<tr>
<td>Scholes Library (12)</td>
<td>Sub-basement</td>
<td></td>
<td>West parking lot</td>
<td>Olin (10) Lobby</td>
</tr>
<tr>
<td>Scholes Library (12)</td>
<td>Basement - Mechanical Rooms, Storage</td>
<td></td>
<td>West parking lot</td>
<td>Olin (10) Lobby</td>
</tr>
<tr>
<td>Scholes Library (12)</td>
<td>Ground Floor East</td>
<td></td>
<td>McMahon sidewalk</td>
<td>Olin (10) Lobby</td>
</tr>
<tr>
<td>Scholes Library (12)</td>
<td>Ground Floor South</td>
<td></td>
<td>West parking lot</td>
<td>Olin (10) Lobby</td>
</tr>
<tr>
<td>Scholes Library (12)</td>
<td>First Floor</td>
<td></td>
<td>McMahon sidewalk</td>
<td>Olin (10) Lobby</td>
</tr>
<tr>
<td>Scholes Library (12)</td>
<td>Second Floor</td>
<td></td>
<td>McMahon sidewalk</td>
<td>Olin (10) Lobby</td>
</tr>
<tr>
<td>Scholes Library (12)</td>
<td>Third Floor</td>
<td></td>
<td>McMahon sidewalk</td>
<td>Olin (10) Lobby</td>
</tr>
<tr>
<td>Science Center (15)</td>
<td>First Floor</td>
<td></td>
<td>Parking lot behind Perlman</td>
<td>Powell Campus Center (27)</td>
</tr>
<tr>
<td>Science Center (15)</td>
<td>Second Floor</td>
<td></td>
<td>Parking lot behind Perlman</td>
<td>Powell Campus Center (27)</td>
</tr>
<tr>
<td>Science Center (15)</td>
<td>Third Floor North</td>
<td></td>
<td>Parking lot behind Perlman</td>
<td>Powell Campus Center (27)</td>
</tr>
<tr>
<td>Science Center (15)</td>
<td>Third Floor South</td>
<td></td>
<td>East paved walk</td>
<td>Powell Campus Center (27)</td>
</tr>
<tr>
<td>Building</td>
<td>Floor</td>
<td>Room</td>
<td>Exit Location</td>
<td>Location</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-------------</td>
<td>-------</td>
<td>--------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Science Center</td>
<td>Fourth Floor</td>
<td>2</td>
<td>East paved walk</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Seidlin Annex/Engineering Laboratories</td>
<td>First Floor</td>
<td>2a</td>
<td>Sidewalk between Myers Hall and Powell</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Seidlin Annex/Engineering Laboratories</td>
<td>First Floor</td>
<td>2c</td>
<td>Sidewalk between Myers Hall and Powell</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Seidlin Annex/Engineering Laboratories</td>
<td>First Floor</td>
<td>4a, 4b, 4c</td>
<td>Parking lot by STEP lab</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Seidlin Annex/Engineering Laboratories</td>
<td>Second Floor</td>
<td>2b</td>
<td>Sidewalk between Myers Hall and Powell</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Seidlin Hall</td>
<td>Ground Floor</td>
<td>4</td>
<td>Sidewalk between Myers Hall and Powell</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Seidlin Hall</td>
<td>First &amp; Second Floor</td>
<td>2</td>
<td>Sidewalk between Myers Hall and Powell</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Stull Observatory Classroom</td>
<td>Classroom - Note: All domes single exits</td>
<td>2, 3, 4</td>
<td>Parking lot west</td>
<td>Alumni Hall (34) Lobby</td>
</tr>
<tr>
<td>Tefft Hall</td>
<td>First Floor</td>
<td>4</td>
<td>West sidewalk</td>
<td>Ade Dinning (4) Lobby</td>
</tr>
<tr>
<td>Tefft Hall</td>
<td>Second and Fourth Floors</td>
<td>1</td>
<td>West sidewalk</td>
<td>Ade Dinning (4) Lobby</td>
</tr>
<tr>
<td>Tefft Hall</td>
<td>Third Floor</td>
<td>3</td>
<td>West sidewalk</td>
<td>Ade Dinning (4) Lobby</td>
</tr>
<tr>
<td>University Advancement</td>
<td>Basement &amp; First Floor</td>
<td>2, 4</td>
<td>Bus stop shelter south across street</td>
<td>McLane Center (7) gymnasium</td>
</tr>
<tr>
<td>University Advancement</td>
<td>Second &amp; Third Floor</td>
<td>3</td>
<td>Bus stop shelter south across street</td>
<td>McLane Center (7) gymnasium</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>First Floor North</td>
<td>1</td>
<td>Parking lot</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>First Floor East</td>
<td>2a, 2b</td>
<td>Parking lot</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>First Floor South</td>
<td>3</td>
<td>Parking lot</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
<tr>
<td>Wellness Center</td>
<td>First Floor West</td>
<td>4a, 4b</td>
<td>Parking lot</td>
<td>Powell Campus Center (27) Lobby</td>
</tr>
</tbody>
</table>

*Rev. EH&S 09/03/18 - Note: Number next to building name in parentheses designates building number from campus map on Alfred web site ([https://www.alfred.edu/about/map/map-files/_docs/campus-map-7.2018.pdf](https://www.alfred.edu/about/map/map-files/_docs/campus-map-7.2018.pdf))*