

# MILLIGAN

Annual Security and Fire Safety Report

2019

The safety of Milligan's students, faculty, staff and guests is of utmost priority to the college's administration, faculty, and staff. This report details the college's security programs and procedures and provides guidelines for members of the campus community to follow when faced with security-related issues. This report also details the college's policies, programs, and reporting efforts to comply with several state and federal laws:

- The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- The Drug-Free Schools and Communities Act
- The Tennessee College and University Security Information Act

This report also includes the college's Fire Safety Report.

Milligan's campus security office prepares this report annually to provide information about campus security policies and procedures and to comply with federal regulations. Campus crime, arrest, and referral statistics include those reported to the campus security department, other college officials designated campus security authorities, and local law enforcement. Upon publication of this report each year, an email notification is sent to all enrolled students, faculty, and staff including the web link to this report.

For more information, to make a report, or to request a hard copy of this report, please contact the security office:

Campus Security: **(423) 461-8911**

Director of Security/Title IX Coordinator Direct Office Line: **(423) 461-8740**

Elizabethton Police Department: (423) 542-4141 or **911**

### **Campus Security Personnel and Local Law Enforcement**

The College contracts with a professional guard service to provide after-hours security. Campus security guards are not sworn or commissioned law enforcement personnel and do not have the authority to make arrests. Between 8:00 am and 5:00 pm weekdays, the Director of Campus Security and designated employees are on duty to assist with campus security issues. Between 5:00 pm and 8:00 am weekdays, and 24 hours per day on weekends at least one security officer is on duty. Campus Security Officer duties include:

- Responding to reported incidents on campus
- Contacting local law enforcement authorities when necessary
- Contacting college administration when necessary
- Conducting inspections of campus buildings
- Patrolling the campus throughout the shift
- Enforcement of campus parking and traffic policies

- Detention of persons in violation of the law
- Identification and removal of unauthorized persons on campus

All persons on campus behaving in a suspicious manner will be asked to identify themselves by providing their full name, complete address, relationship to the college, and reason for being on campus. College personnel may request and verify proof of identification and/or authorization to be in a specific building or on campus. If it is determined that the individual has no legitimate reason to be in a specific building or on campus, or if the individual refuses to provide proof of identification and/or authorization to be in a specific building or on campus, the individual in question will be asked to leave and may be removed from campus. Any individuals who behave in a suspicious manner or are involved with suspicious activities should be reported to campus security.

The College maintains a close working relationship with the Elizabethton Police Department (EPD). In cases involving violation of local, state, or federal laws, the Elizabethton Police Department is notified and the College cooperates fully with any investigations conducted by the EPD and other appropriate law enforcement authorities. Representatives from the college's security office or student development office work with the investigating officer(s) assigned by the EPD to provide information, interview students or other members of the campus community, receive updates on the progress of the investigation, determine cases in which charges should be filed, and follow up on any legal proceedings or subsequent charges filed. The college does not have a written memorandum of understanding (MOU) with the EPD at this time.

When a crime or potential crime occurs, all students, faculty, staff, and visitors to the Milligan College campus are encouraged to report the crimes or potential crimes promptly and accurately to the college security or student development office and complete an incident report, including when situations arise in which the victim of such crime elects to or is unable to make such a report themselves, whether the reporting party be a victim of the crime or potential crime being reported, a witness to the crime or potential crime, or any other party to the crime or potential crime.

In cases involving violation of local, state, or federal laws, the victims of crimes or potential crimes, witnesses to crimes or potential crimes, or other parties to crimes or potential crimes are encouraged to report the crime or potential crime to the Elizabethton Police Department when the victim of such crime elects to or is unable to make such a report themselves.

### **Reporting Criminal Actions or Other Emergencies Occurring on Campus**

All members of the Milligan community are encouraged to accurately and promptly report all crimes to campus security (423-461-8911) and the Elizabethton Police Department (423-542-4141 or 911), including situations in which the victim of the crime elects to, or is unable to make such a report. The following college officials are available to assist members of the campus community filing reports.

- Director of Campus Security (423) 461-8740

- Dean of Students (423) 461-8760
- Residence Hall Staff
- Student Development Staff

Reporting to these individuals who serve as Campus Security Authorities (CSA) ensures the reports will be addressed according to college policy, that crimes identified by the Clery Act will be included in annual statistical disclosures, and that consideration will be given to making timely warning reports when necessary.

In response to a report of crimes, victims or witnesses of potentially criminal activities are directed to complete an Incident Report which details the facts surrounding the incident. Report forms are available from the offices named above. College security personnel will review the incident report and recommend further action. In cases involving violation of local, state, or federal laws, the Elizabethton Police Department will be notified for the appropriate follow up. The College cooperates fully with any investigations conducted by the appropriate law enforcement authorities. Other responses to reports include the activation of the College's Crisis Management Plan for emergency situations, the referral of students to the Dean of Students for disciplinary action, or other resolutions determined appropriate by campus security officials.

The College does not have policies or procedures for victims or witnesses to report crimes on a voluntary, confidential basis at this time.

Crimes disclosed to a college counselor or the campus minister, serving in that capacity at the time of disclosure, are not subject to mandatory reporting. This exemption does not relieve counselors or the campus minister of the duty to exercise reasonable care to protect a foreseeable victim from danger posed by the person being counseled. When speaking to a victim or witness to a crime, counselors are encouraged to verbally inform the individual of voluntary disclosure procedures.

### **Timely Warning of Crimes that Pose a Threat to Campus**

In order to keep the campus community informed about safety and security issues on an ongoing basis, the College will alert the campus community of certain crimes in a manner that is timely, withholds the names of victims as confidential, and will aid in the prevention of similar crimes. These timely warning notices will be issued for crimes considered by the College to represent a serious or continuing threat to students and employees. Timely warning notices are issued through the RAVE emergency alert system and may be issued using other means of communication such as email, social media, and/or posted notices in high-traffic areas on campus. Timely warning notices will be issued for crimes considered by the College to represent a serious or continuing threat to students and employees as soon as all pertinent information regarding the crime is available. The determination of when to issue a timely warning and what to include in the timely warning can be made by the director of security, dean of students, college president or any member of the president's cabinet based on security reports on campus or information provided by local emergency management and law enforcement agencies.

Timely warning notices can be issued by the director of security, vice president for enrollment management and marketing, director of institutional technology or their designees.

### **Emergency Response and Evacuation Procedures**

The Milligan College Crisis Management Plan details the responsibilities and duties of campus personnel in the event of an emergency or immediate threat to the safety and well-being of students or other members of the campus community. The crisis management plan contains information about the crisis operational plan, the crisis communication plan, individual crisis response plans, the crisis recovery plan, emergency contact information, and on and off campus resources. The plan is administered by the crisis management team which includes a cross-section of campus administrators including the college president, director of property and risk management (director of security), facilities service manager, vice president for student development, vice president for enrollment management and marketing, and others. When the plan is enacted, this team coordinates with other campus offices, outside emergency response agencies, and the media and off-campus community.

In the event of an emergency, students, faculty, staff, and visitors are encouraged to call 911 immediately. Whenever possible, campus security (423-461-8911) should be notified immediately after contacting 911.

Evacuation means moving all people from a threatened area to a safer place. In cases requiring the evacuation of one building, occupants should proceed to a designated meeting area as directed by campus security, residence life staff, or other college officials. When orders are given to evacuate multiple buildings or large areas of the campus, students, faculty, staff and visitors should proceed to evacuate as directed by campus security or local law enforcement. College emergency notification systems will be used to notify the campus community if evacuation is required. College policy requires immediate evacuation when any fire alarm sounds within a building. All students, faculty, staff and any other individuals within the building must immediately depart the building using available exit routes if safe. All building occupants will follow instructions issued by campus security, residence life staff, or other college officials. Conditions for temporary evacuation of a building or area also include, but are not limited to, incidents of mechanical, electrical or other facility-related failures; health, safety and/or environmental issues such as hazardous spills; and other emergency conditions. Campus security staff, in consultation with other campus offices, will decide if an evacuation is warranted. For any event that significantly threatens the entire campus community requiring a campus evacuation, the evacuation will be announced by the Crisis Management Team. The campus evacuation will be conducted by the team in accordance with the Crisis Management Plan.

Emergency Procedures and Evacuation plans are posted in each building. Residential students living in college residence halls are informed of evacuation plans and procedures at least once per year through residence hall programs. Information about the college's emergency response and evacuation plans are made available through the dissemination of information pertaining to emergency preparedness via campus email and printed literature; displays and information at college events; programs for students,

faculty, and staff including residence hall programs and faculty and staff meetings; joint activities with student activities organizations and staff; and/or other opportunities throughout each school year. Additional information about emergency preparedness can be found in Appendix A: Student Preparedness Safety Tips and Appendix B: Emergency Procedures.

### **Emergency Notification**

The College will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on campus, unless issuing a notification will compromise efforts to contain the emergency. The need for emergency notifications will be identified based on information from the Carter County Emergency Management Agency, the Elizabethton Police Department, and other local, state, and national law enforcement and emergency management agencies. The determination of when to issue an emergency notification and what to include in the notification can be made by the director of security, dean of students, college president or any member of the president's cabinet based on security reports on campus or information provided by local emergency management and law enforcement agencies.

Emergency notifications can be issued by the director of security, vice president for enrollment management and marketing, director of institutional technology or their designees. Emergency notifications will be issued through the RAVE emergency alert system and may be issued using other means of communication such as the emergency broadcast system, email, social media, or posts to the college website. The College will without delay and taking into account the safety of the community determine the content of the notification and initiate the notification system, unless issuing a notification would, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Follow up information regarding campus emergencies will be provided using the emergency broadcast system, emergency alert system, campus email and/or other means of communication.

Emergencies can be reported to campus security by calling (423) 461-8911 or to local authorities by calling 911. Due to the size of the Milligan College campus, emergency notifications will be made campus-wide and not to or for individual segments of the campus.

### **Emergency Alert System**

Emergency notifications and timely warning notices are issued through the RAVE emergency alert system. All Milligan students, faculty, and staff are encouraged to subscribe to the RAVE emergency alert system for emergency notification. The RAVE system provides information through multiple media, including text messaging, email, and/or voice calls. Milligan students, faculty, and staff can register for the RAVE emergency alert system at <https://www.getrave.com/login/milligan>.

## **Emergency Response and Evacuation Procedures Testing**

Emergency response and evacuation procedures will be tested at least on an annual basis. Tests are regularly scheduled drills (activities that test a single procedural operation), exercises, and/or appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities and involving a coordination of efforts. Emergency response and evacuation procedures will be publicized with at least one test per calendar year. Each test will be documented with a description of the exercise, the date, time, and whether the test was announced or unannounced.

The audio emergency broadcast system is tested at least twice per year to ensure proper functionality and effective communication in outside areas across campus. The RAVE emergency notification system is tested at least once per year. Evacuation procedures are tested through drills such as fire drills at least once per year for each dormitory on campus.

## **Off-Campus Student Organizations**

There are no off-campus locations recognized by Milligan College that are engaged in student activities or student organizations with off-campus housing facilities.

## **Security and Access to Campus Facilities**

Milligan's campus and many of its facilities are open to the public during normal building hours. Buildings will be locked and access granted only to those with proper identification or authorization after normal building hours. Any exceptions to these times must be approved by the Physical Plant Office in advance of a scheduled event.

Residence halls remain locked and only accessible by the residents of each building and authorized college personnel via key and/or key card access at all times, excluding open dorm hours and dining hall hours for Sutton Hall. Hallway doors to the residential floors of Sutton Hall are locked at all times other than open dorm hours. Dorm residents requiring lock out assistance or any other dorm access must be prepared to provide proper identification upon the request of a college official.

Campus security personnel conduct regular after hours patrols of all campus facilities to ensure that buildings are locked according to the normal building hours schedule for each building. Any doors reported unlocked outside of normal building hours are addressed immediately.

## **Maintenance of Campus Facilities**

The Milligan College physical plant is responsible for maintenance and upkeep of buildings and grounds on campus. Campus security officers, as part of their patrol procedures, report any maintenance issues

that could pose campus safety concerns such as defective lighting, access control, or general campus safety concerns to the physical plant and any repairs necessary to maintain or improve campus security are made as quickly as possible. Residence life staff members also conduct general walk-through inspections of the residence halls and report any necessary repairs to the physical plant. Members of the campus community are encouraged to report any potential safety and security hazards to campus security (423-461-8911) or the physical plant (423-461-8734). Immediate concerns can be reported by contacting campus security (423-461-8911).

Security cameras are in use in some areas of campus to assist in monitoring the campus, deter criminal activity, and help gather information to assist with investigations of incidents.

### **Educational Programs**

Campus security is everyone's responsibility, and it is necessary to maintain sound and sensible precautions. During new student and faculty orientations, campus security procedures are addressed as well as a review of precautions necessary to provide for one's personal safety and well-being. Residence hall programs also cover the topic of campus security as it relates to campus housing and safety procedures. Campus security procedures are also addressed periodically in regularly scheduled faculty and staff meetings throughout the year.

The goal of campus crime prevention programs is to minimize the occurrence of potentially criminal activity on campus to such an extent as possible and to encourage students and other members of the college community to be responsible for both their own safety and security and the safety and security of others. Crime prevention programs include the dissemination of information pertaining to crime prevention via campus email and printed literature; displays and information at college events; programs for students, faculty, and staff including residence hall programs and faculty and staff meetings; joint activities with student activities organizations and staff; and/or other opportunities throughout each school year.

### **Drug and Alcohol Policies**

The unlawful manufacture, distribution, possession, use and sale of alcohol and illegal drugs on the Milligan College campus, on property owned or controlled by Milligan College, or as part of any activity of Milligan College is strictly prohibited. Additionally, all employees and students are subject to applicable federal, state, and local laws related to this matter, including Tennessee state laws regarding underage drinking and state and federal drug laws. Violators of these laws are subject to college disciplinary action, criminal prosecution, fine, and imprisonment. The College will cooperate fully with law enforcement agencies as appropriate.

### **Faculty, Staff, and Administration Policy**



Milligan College affirms that members of the Milligan College community - students, faculty, administration and staff - are not to possess alcohol or illegal drugs on campus, on adjacent properties, or while attending college related activities. This policy is interpreted to mean that faculty, staff, and administration are to refrain from use of alcohol with students (religious, cross-cultural, ceremonial observances, and family situations excepted). Employees of the College are expected to refrain from illegal drugs.

### Student Policy

The illegal purchase, possession, use, or distribution of drugs, drug paraphernalia, or any substance of abuse is prohibited and any violation is grounds for disciplinary up to and including immediate dismissal. A substance of abuse is any substance of which the illegal possession, use and/or distribution is considered a crime, including but not limited to any form of narcotics, amphetamines, hallucinogenic, sports enhancement, "street drug" or any substance which is legal but is used in an illegal fashion. Milligan College prohibits the use, possession, distribution and influence of alcohol on campus and at any college functions on or off campus. Underage students may not use or have in their possession any alcoholic beverages at any time. Violations will result in disciplinary options outlined in the Student Disciplinary Guidelines (Appendix C). In the event of a Milligan student of legal drinking age socializing with or in the company of an underage Milligan student, both parties may be subject to disciplinary action under the college alcohol policy. Policies for this student population are applicable to both residential and commuter students, regardless of their academic program enrollment. The College does not permit the use, possession or distribution of illegal drugs or narcotics as defined by federal law. Substances and/or paraphernalia so prohibited will be confiscated and disposed of by College staff members. See Student Disciplinary Guidelines (Appendix C) for disciplinary sanctions given for violation of this policy.

### Legal Sanctions

Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, deliver, or sell controlled substances.

The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, and/or whether death or serious bodily injury resulted from the use of the controlled substance, and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment; a fine of up to \$4,000,000, if an individual; supervised release; any combination of the above; or all three. These sanctions are doubled when the offense involves either:

(1) distribution or possession at or near a school or college campus, or, (2) distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable of a Class A misdemeanor; if there is an exchange between a minor and an adult

at least two years the minor's senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. 39-17-417. (21 U.S.C. 801, et. seq.; T.C.A. 39-17-417).

It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his employment) or consume alcoholic beverages, wine, or beer. Such offenses are classified as Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2,200, or both (T.C.A. 1-3-113, 57-5-301). It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21), such offense being classified as a Class A misdemeanor (T.C.A. 39-15-404). The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than \$50, or both (T.C.A. 39-17-310).

#### Institutional Sanctions-Employees

Milligan College will impose the appropriate sanction(s) on any employee who fails to comply with the terms of this policy. As a condition of employment, each employee, including student employees, must abide by the terms of this policy, and must notify the Personnel Office of any criminal drug statute conviction for a violation occurring in the work place (on or off campus) no later than five days after such conviction. A conviction includes a finding of guilt, a plea of nolo contendere, or imposition of a sentence by any state or federal judicial body. Possible disciplinary sanctions for failure to comply with this policy, including failure to notify of conviction, may include one or more of the following depending on the severity of the offense: (1) termination; (2) suspension; (3) mandatory participation in, and satisfactory completion of drug/alcohol abuse program, or rehabilitation program; (4) recommendation for professional counseling; (5) referral for prosecution; (6) letter of warning; (7) probation.

#### Health Risks Associated with the Use of Illegal Drugs and the Abuse of Alcohol

There are many health risks associated with the use of illegal drugs and the abuse of alcohol including organ damage, impairment of brain activity, digestion, blood circulation, impairment of physiological processes and mental functioning, and physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illegal use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singularly or in certain combinations may cause death.

#### Available Drug and Alcohol Education, Counseling, Treatment, Rehabilitation Programs, and Employee Assistance Programs

The college and local community provide a variety of educational programs and services to respond to the problems associated with alcohol and drug abuse. The Office of Student Development offers several programs through curriculum, residence hall programs and convocations, as well as the distribution of related literature. Below is a list of campus and community agencies which also provide referral, information, and/or counseling to students and/or employees:

- Milligan College Counseling Office 423-461-8500
- Milligan College Office of Student Development 423-461-8760

- Alcoholics Anonymous 423-928-0871
- Al-Anon 423-928-0871
- Woodridge Hospital 423-928-7111
- Frontier Health Office 423-467-3600

## **Reporting of Campus Crime Statistics**

In compliance with the Clery Act, Milligan College discloses crime statistics for incidents that occur on campus, on public property within or immediately adjacent to the campus, and in or on noncampus buildings or property that the institution owns or controls. The statistics are gathered from campus security, local law enforcement and other school officials who have significant responsibility for student and campus activities (campus security authorities). Crimes are reported for the following categories (definitions from the Federal Bureau of Investigation's (FBI's) *Uniform Crime Reporting Handbook (UCR)* and the U.S. Department of Education's *Handbook for Campus Safety and Security Reporting*).

### **Clery Act Crimes and Definitions**

**Murder and Non-negligent Manslaughter:** the willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** the killing of another person through gross negligence.

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

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

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

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

Rape, Fondling, Incest and Statutory Rape are considered sexual assault offenses.

**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. Simple assaults are excluded.

**Burglary:** the unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

**Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

**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.

**Hate Crime:** a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Hate crimes are reported by category of prejudice, including race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, and disability. Statistics are included for four additional crime categories if the crime committed is classified as a hate crime: Larceny/Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property.

**Larceny/Theft:** the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

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

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

Three new categories of crimes were identified in the Violence Against Women Reauthorization Act (VAWA) of 2013 and are included in crime statistics reporting beginning for calendar year 2013. Sexual Assault offenses are also considered VAWA offenses. Definitions of VAWA offenses are listed below.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or who has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Tennessee (T.C.A. 39-13-111), or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Tennessee (T.C.A. 39-13-111).

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

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program (see above).

**Stalking:** 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.

Statistics are also reported for the number of arrests or referrals for campus disciplinary action (if an arrest was not made) for liquor law violations, drug law violations, and weapons law violations.

### **Geographical Designations for Crime Statistics Reporting**

"On campus" refers to any building or property owned or controlled by the college within the same reasonably contiguous geographic area and used by the college in direct support of, or in a manner related to, the college's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area that is owned by the college but controlled by another person, is used by students, and supports institutional purposes.

"Noncampus Building or Property" refers to any building or property owned or controlled by a student organization recognized by the college; and any building or property (other than a branch campus) owned or controlled by the college that is used in direct support of, or in relation to, the college's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

"Public Property" refers to all public property that is within the same reasonably contiguous geographic area of the of the college, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the college if the facility is used by the college in direct support of, or in a manner related to the institution's educational purposes.

<b>Milligan College Crime Statistics</b>						
<b>Offense</b>	<b>Year</b>	<b>On Campus</b>	<b>Non-campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities</b>
<b>Murder/Non Negligent Manslaughter</b>	2018	0	0	0	<b>0</b>	0
	2017	0	0	0	<b>0</b>	0
	2016	0	0	0	<b>0</b>	0
<b>Negligent Manslaughter</b>	2018	0	0	0	<b>0</b>	0
	2017	0	0	0	<b>0</b>	0
	2016	0	0	0	<b>0</b>	0
<b>Rape</b>	2018	0	0	0	<b>0</b>	0
	2017	0	0	0	<b>0</b>	0
	2016	0	0	0	<b>0</b>	0
<b>Fondling</b>	2018	0	0	0	<b>0</b>	0
	2017	0	0	0	<b>0</b>	0
	2016	0	0	0	<b>0</b>	0
<b>Incest</b>	2018	0	0	0	<b>0</b>	0
	2017	0	0	0	<b>0</b>	0
	2016	0	0	0	<b>0</b>	0
<b>Statutory Rape</b>	2018	0	0	0	<b>0</b>	0
	2017	0	0	0	<b>0</b>	0
	2016	0	0	0	<b>0</b>	0
<b>Robbery</b>	2018	0	0	0	<b>0</b>	0
	2017	0	0	0	<b>0</b>	0
	2016	0	0	0	<b>0</b>	0
<b>Aggravated Assault</b>	2018	0	0	0	<b>0</b>	0
	2017	0	0	0	<b>0</b>	0
	2016	0	0	0	<b>0</b>	0
<b>Burglary</b>	2018	1	0	0	<b>1</b>	1
	2017	0	0	0	<b>0</b>	0
	2016	0	0	0	<b>0</b>	0
<b>Motor Vehicle Theft</b>	2018	1	0	0	<b>1</b>	0
	2017	1	0	0	<b>1</b>	0
	2016	0	0	0	<b>0</b>	0
<b>Liquor Law Arrests</b>	2018	0	0	0	<b>0</b>	0
	2017	0	0	0	<b>0</b>	0
	2016	0	0	0	<b>0</b>	0
<b>Drug Law Arrests</b>	2018	0	0	0	<b>0</b>	0
	2017	0	0	0	<b>0</b>	0
	2016	0	0	0	<b>0</b>	0
<b>Weapons Law Arrests</b>	2018	0	0	0	<b>0</b>	0
	2017	0	0	0	<b>0</b>	0
	2016	0	0	0	<b>0</b>	0

Offense	Year	On Campus	Non-campus	Public Property	Total	Residential Facilities
Liquor Law Violations Referred for Disciplinary Action	2018	3	0	0	3	3
	2017	0	0	0	0	0
	2016	5	0	0	5	5
Drug Law Violations Referred for Disciplinary Action	2018	2	0	0	2	2
	2017	2	0	0	2	2
	2016	0	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Arson	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Domestic Violence	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Dating Violence	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Stalking	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0

#### **HATE CRIME REPORTING:**

There were no hate crimes reported in 2017 or 2018. One incident of vandalism in 2016 was designated a hate crime with a racial bias.

#### **REPORTS OF CRIMES DETERMINED TO BE UNFOUNDED:**

No crimes were determined to be unfounded in 2016, 2017, or 2018.

#### **Procedure Regarding Missing Students**

If a member of the college community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the Dean of Students (423-461-8760) or Director of Security (423-461-8740). These officials will generate a missing person report with campus security and initiate an investigation. After investigating the missing person report, should campus security officials determine that the student is missing and has been missing for more than 24 hours, the College will contact the student's emergency contact and the Elizabethton Police Department (unless the EPD was the entity that made the original determination that the student was missing) no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is

not an emancipated individual, the College will notify the student's parent or legal guardian immediately after it has been determined that the student has been missing for more than 24 hours.

### **Victim Notification**

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

### **Information Regarding Registered Sex Offenders**

The Tennessee Bureau of Investigation (TBI) maintains the TBI Sexual Offender Registry, a central information and registration system of sexual offenders located in Tennessee.

The following website provides law enforcement agency information provided by the state of Tennessee concerning registered sex offenders: <https://www.tn.gov/tbi/law-enforcement-resources/law-enforcement-resources0/tennessee-sex-offender-registry.html>.

Citizens who have information on offenders or inquiries about information contained in the state's Sex Offender Registry can contact the Sex Offender Registry Hotline at 1 (888) 837-4170, Monday through Friday, from 7:00 AM until 8:30 PM CDT and weekends between 7:00 AM and 5:30 PM CDT, excluding holidays, or by email at [TBISORMGR@tn.gov](mailto:TBISORMGR@tn.gov).

### **Policies and Procedures Relating to Dating Violence, Domestic Violence, Sexual Assault and Stalking**

Milligan College is committed to providing students, faculty, staff, visitors and all other members of the college community with a positive, healthy environment conducive to the promotion of the college's core values of scholarship, community, and faith. Sexual misconduct, including dating violence, domestic violence, sexual assault and stalking are prohibited.

Education and training are important aspects to the existence of a positive environment free of sexual harassment and misconduct. Educational programs conducted by the college include primary prevention programs and awareness programs.

Primary prevention programs are defined as programming, initiatives, and strategies intended to stop dating violence, domestic violence, sexual assault and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.



Awareness programs are defined as community-wide or audience specific programming, initiatives and strategies that increase audience knowledge, and share information and resources to prevent violence, promote safety, and reduce perpetration.

The College's programs regarding the prevention of dating violence, domestic violence, sexual assault and stalking include primary prevention and awareness programs directed at all new students and employees. Primary prevention and awareness programs for new students and employees are conducted as part of new student and employee orientation activities.

In addition to primary prevention and awareness education for new students and employees, the College conducts ongoing prevention and awareness programs for students and employees. These programs include the same types of information as primary prevention and awareness programs detailed above. Ongoing prevention and awareness programs include the dissemination of information pertaining to crime prevention via campus email and printed literature; displays and information at college events; programs for students, faculty and staff including residence hall programs and faculty and staff meetings; joint activities with student activities organizations and staff; and other opportunities throughout each school year.

Primary prevention and awareness programs include:

- A statement that Milligan College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking.
- Definitions of dating violence, domestic violence, sexual assault and stalking in the Clery Act and in Tennessee state law.
- The college's institutional definition of consent in reference to sexual activity. This definition is provided because there is no specific definition of consent in reference to sexual activity in Tennessee state law.
- A description of safe and positive options for bystander intervention
- Information about risk reduction

More information about each of these four components is listed below.

### **Prohibition of Criminal Activity**

Milligan College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking, as defined by the Clery Act and the state of Tennessee.

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

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

#### **Domestic Violence:**

- i. A Felony or misdemeanor crime of violence committed—
  - A) By a current or former spouse or intimate partner of the victim;
  - B) By a person with whom the victim shares a child in common;
  - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - E) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- i. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- ii. For the purposes of this definition—
  - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - B) Dating violence does not include acts covered under the definition of domestic violence.
- iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

- **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is

incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

**Stalking:**

- i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - A) Fear for the person’s safety or the safety of others; or
  - B) Suffer substantial emotional distress.
- ii. For the purposes of this definition—
  - A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
  - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
  - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
    - a. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Tennessee Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

**Domestic Violence:** The state of Tennessee defines domestic violence as follows.

TCA 39-13-111 defines Domestic Assault.

A person commits domestic assault who commits an assault as defined in § 39-13-101 against a domestic abuse victim.

TCA 39-13-101 states:

**(a)** A person commits assault who:

**(1)** Intentionally, knowingly or recklessly causes bodily injury to another;

**(2)** Intentionally or knowingly causes another to reasonably fear imminent bodily injury; or

(3) Intentionally or knowingly causes physical contact with another and a reasonable person would regard the contact as extremely offensive or provocative.

TCA 39-13-111 states:

Domestic abuse victims are:

- (1) Adults or minors who are current or former spouses;
- (2) Adults or minors who live together or who have lived together;
- (3) Adults or minors who are dating or who have dated or who have or had a sexual relationship, but does not include fraternization between two (2) individuals in a business or social context;
- (4) Adults or minors related by blood or adoption;
- (5) Adults or minors who are related or were formerly related by marriage; or
- (6) Adult or minor children of a person in a relationship that is described in subdivisions

Therefore a person commits domestic assault who intentionally, knowingly or recklessly causes bodily injury to another; intentionally or knowingly causes another to reasonably fear imminent bodily injury; or intentionally or knowingly causes physical contact with another and a reasonable person would regard the contact as extremely offensive or provocative AND when victim of such crime is/are adults or minors who are current or former spouses; adults or minors who live together or who have lived together; adults or minors who are dating or who have dated or who have or had a sexual relationship, but does not include fraternization between two (2) individuals in a business or social context; adults or minors related by blood or adoption; adults or minors who are related or were formerly related by marriage; or adult or minor children of a person in a relationship that is described in the previous categories.

**Dating Violence:** The state of Tennessee does not specifically define dating violence. Dating violence falls under the definition of domestic assault where it specifies:

TCA 36-3-601(5)(c) includes among victims of domestic abuse

(C) Adults or minors who are dating or who have dated or who have or had a sexual relationship. As used herein, "dating" and "dated" do not include fraternization between two (2) individuals in a business or social context;

Thus an act of dating violence is considered an act of domestic assault and subject to TCA 39-13-111 listed above.

**Sexual Assault:** The state of Tennessee defines Clery sexual assault offenses (rape, fondling, incest and statutory rape) as follows:

TCA 39-11-501 through 39-11-505 and 39-15-302 provide definitions for categories of sexual assault.

**39-13-502. Aggravated rape.**

(a) Aggravated rape is unlawful sexual penetration of a victim by the defendant or the defendant by a victim accompanied by any of the following circumstances:

(1) Force or coercion is used to accomplish the act and the defendant is armed with a weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a weapon;

(2) The defendant causes bodily injury to the victim;

(3) The defendant is aided or abetted by one (1) or more other persons; and

(A) Force or coercion is used to accomplish the act; or

(B) The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless.

**39-13-503. Rape.**

(a) Rape is unlawful sexual penetration of a victim by the defendant or of the defendant by a victim accompanied by any of the following circumstances:

(1) Force or coercion is used to accomplish the act;

(2) The sexual penetration is accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the penetration that the victim did not consent;

(3) The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless; or

(4) The sexual penetration is accomplished by fraud.

**39-13-504. Aggravated sexual battery.**

(a) Aggravated sexual battery is unlawful sexual contact with a victim by the defendant or the defendant by a victim accompanied by any of the following circumstances:

(1) Force or coercion is used to accomplish the act and the defendant is armed with a weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a weapon;

(2) The defendant causes bodily injury to the victim;

(3) The defendant is aided or abetted by one (1) or more other persons; and

(A) Force or coercion is used to accomplish the act; or

(B) The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless; or

(4) The victim is less than thirteen (13) years of age.

**39-13-505. Sexual battery.**

(a) Sexual battery is unlawful sexual contact with a victim by the defendant or the defendant by a victim accompanied by any of the following circumstances:

(1) Force or coercion is used to accomplish the act;

(2) The sexual contact is accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the contact that the victim did not consent;

(3) The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless; or

(4) The sexual contact is accomplished by fraud.

(b) As used in this section, "coercion" means the threat of kidnapping, extortion, force or violence to be performed immediately or in the future.

**39-13-506. Mitigated statutory rape -- Statutory rape -- Aggravated statutory rape.**

(a) Mitigated statutory rape is the unlawful sexual penetration of a victim by the defendant, or of the defendant by the victim when the victim is at least fifteen (15) but less than eighteen (18) years of age and the defendant is at least four (4) but not more than five (5) years older than the victim.

(b) Statutory rape is the unlawful sexual penetration of a victim by the defendant or of the defendant by the victim when:

(1) The victim is at least thirteen (13) but less than fifteen (15) years of age and the defendant is at least four (4) years but less than ten (10) years older than the victim; or

(2) The victim is at least fifteen (15) but less than eighteen (18) years of age and the defendant is more than five (5) but less than ten (10) years older than the victim.

(c) Aggravated statutory rape is the unlawful sexual penetration of a victim by the defendant, or of the defendant by the victim when the victim is at least thirteen (13) but less than eighteen (18) years of age and the defendant is at least ten (10) years older than the victim.

**39-15-302. Incest.**

**(a)** A person commits incest who engages in sexual penetration as defined in § 39-13-501, with a person, knowing the person to be, without regard to legitimacy:

**(1)** The person's natural parent, child, grandparent, grandchild, uncle, aunt, nephew, niece, stepparent, stepchild, adoptive parent, adoptive child; or

**(2)** The person's brother or sister of the whole or half-blood or by adoption.

**(b)** Incest is a Class C felony.

**Stalking:** The state of Tennessee defines stalking as follows:

TCA 39-17-315 defines Stalking.

**(4)** Stalking means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested;

There are additional degrees of stalking, as defined below.

**(c) (1)** A person commits **aggravated stalking** who commits the offense of stalking as prohibited by subsection (b), and:

**(A)** In the course and furtherance of stalking, displays a deadly weapon;

**(B)** The victim of the offense was less than eighteen (18) years of age at any time during the person's course of conduct, and the person is five (5) or more years older than the victim;

**(C)** Has previously been convicted of stalking within seven (7) years of the instant offense;

**(D)** Makes a credible threat to the victim, the victim's child, sibling, spouse, parent or dependents with the intent to place any such person in reasonable fear of death or bodily injury; or

**(E)** At the time of the offense, was prohibited from making contact with the victim under a restraining order or injunction for protection, an order of protection, or any other court-imposed prohibition of conduct toward the victim or the victim's property, and the person knowingly violates the injunction, order or court-imposed prohibition.

**(d) (1)** A person commits **especially aggravated stalking** who:

**(A)** Commits the offense of stalking or aggravated stalking, and has previously been convicted of stalking or aggravated stalking involving the same victim of the instant offense; or

**(B)** Commits the offense of aggravated stalking, and intentionally or recklessly causes serious bodily injury to the victim of the offense or to the victim's child, sibling, spouse, parent or dependent.

**Consent:** The state of Tennessee does not have a definition of consent, in relation to sexual activity. The definition of consent as defined by Milligan College is listed below.

- Consent: Agreement to engage in sexual activity, which is voluntary (consent is not possible when coercion, force, or threat is present), aware (consent is impossible when incapacitation occurs for any reason), clear (silence or absence of resistance does not imply consent), immediate (past consent does not imply future consent), continuous (consent can be withdrawn at any time), and specific (consent with one person does not imply consent with others).

### Safe and Positive Options for Bystander Intervention

The term **bystander intervention** refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of criminal offenses such as domestic violence, dating violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystanders witness inappropriate behaviors such as harassment or disrespectful language being committed in the world around them. By choosing to act by speaking up or reporting these observations, active bystanders can have a significant impact on sexual misconduct prevention. The most effective result of bystander intervention is to diffuse potentially harmful situations before they escalate into sexually abusive incidents.

The first priority for any act of bystander intervention is to ensure as much as possible the safety of all parties involved. When witnessing troubling behavior and deciding when and how to act, bystanders should contact the authorities when they fear for their own safety or the safety of others. Intervention is more effective and safer when intervention is conducted by a group rather than by an individual. When choosing to intervene, it is important to be firm and honest about the situation, but also to be respectful and to avoid aggressive or violent behavior while intervening.

Another component of bystander intervention is providing care to victims of inappropriate behavior and/or sexual assault. Bystanders provide care and assistance for victims by asking if the victim is OK, helping them to secure medical help at the victim's discretion, contacting authorities if the victim chooses to do so, and ensuring the victim gets to a safe place after any incidents.

The first steps to becoming an active bystander are to educate yourself about sexual harassment, misconduct and assault; and to speak up or report abusive behavior or inappropriate language in situations you feel may lead to future cases of sexual misconduct. Some basic guidelines and information regarding bystander intervention are listed below.

#### ***Six Steps to Bystander Action (© 2004 Active Bystander Program and Mediation@MIT.)***

1. *Notice an occurrence out of the ordinary*
2. *Decide "in your gut" that something is amiss or unacceptable*
3. *Ask yourself, "Could I play a role here?"*



- *If no one intervenes, what will likely happen?*
  - *Is someone else better placed to respond?*
  - *What would be my purpose in responding?*
4. *Assess your options for giving help*
  5. *Determine the potential risks of taking action.*
    - *Are there risks to myself?*
    - *Are there risks to others (e.g. potential retaliation against person being "helped")?*
    - *Is there a low-risk option?*
    - *How could I reduce risks?*
    - *Is there more information I can get to better assess the situation?*
  6. *Decide whether to act, at the time or later*

*(adapted and expanded from Darley & Latane's Bystander Intervention Model)*

**Why Bystanders Don't Act** (© 2004 Active Bystander Program and Mediation@MIT.)

*According to Mary Rowe of the MIT Ombuds Office, bystanders often hesitate to act because...*

1. *They fear loss of relationships, with the problem person or with others who may disapprove of action.*
2. *They fear retaliation, especially if the problem person is powerful.*
3. *They fear embarrassment, especially if they may not be believed or they may be viewed as troublemakers, or as violating other community norms.*
4. *They feel a lack of competence, or uncertainty about what action would be best.*
5. *They believe someone else will take action (perhaps someone else with more authority or expertise) .*

Risk Reduction

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

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.

3. **Walk with purpose.** Even if you don't know where you are going, act like you do.
4. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.

*(Items listed below discuss risk reduction strategies regarding alcohol. While Milligan's alcohol policy prohibits alcohol use on campus and underage students from alcohol use or possession, the relationship between alcohol use and sexual assault is pervasive enough that some references to alcohol use are necessary to fully discuss risk reduction.)*

11. **Don't leave your drink unattended.**
12. **Don't accept drinks from people you don't know or trust.**
13. **Watch out for your friends, and vice versa.**
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately.**
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the

person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

### **Procedures for Victims of Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

If an incident of dating violence, domestic violence, sexual assault, or stalking has occurred, victims will be provided, both verbally and in writing, information about options for further individual or institutional action, including:

- Victims are encouraged to seek medical attention at a local hospital to identify any injuries and/or health concerns and to preserve evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Victims should understand that seeking medical attention at a hospital may lead to the notification of law enforcement authorities by the hospital. The victim can choose whether or not he or she wishes to talk to the authorities if they are contacted.
- To make an official report, the victim should report the incident to one of the following persons on campus: the Vice President for Student Development, Director of Security/ Title IX Coordinator, Dean of Students, or Residence Hall staff.
- The victim is encouraged to, but not required to report the incident to the Elizabethton Police Department for criminal investigation. The College will provide reasonable assistance to students who request such assistance in filing a report on or off campus. Victims also have the option to decline to notify the police.
- Where applicable, college authorities will issue no contact orders to students reported to be involved in incidents of sexual misconduct. College authorities will also assist the victim in contacting the authorities to pursue restraining orders, at the victim's request. For information about pursuing orders of protection without assistance from law enforcement or campus authorities, contact the Carter County Clerk's Office at 423-542-1825 during business hours or the Carter County Sheriff's Office-Judicial Commissioner at 423-542-1850 after business hours.
- When incidents of dating violence, domestic violence, sexual assault or stalking are reported, a range of additional protective measures may be offered to the victim including assistance with academic, living, transportation, and working situations. Such accommodations and protective measures will be provided if they are deemed necessary by college officials and/or requested by the victim and if they are reasonably available, regardless of whether the victim chooses to report to law enforcement or makes a request for their name or other personally identifiable information not to be shared, that an investigation not take place, or that a formal resolution not be pursued.

In the case of an occurrence of dating violence, domestic violence, sexual assault or stalking, below is a list of campus and community agencies which also provide referral, information, and/or counseling to students and/or employees:

- Milligan College Counseling Center 423-461-8500
- Milligan College Office of Student Development 423-461-8760
- Milligan College Campus Minister 423-461-8748
- Frontier Health Safe House Sexual Assault 24-Hour Hotline 423-306-5169
- Safe Passage Domestic Violence Shelter 24 Hour Hotline 423-926-7233
- Contact Ministries (Resource Center) 423-926-0144 or 211
- National Sexual Assault Hotline 800-656-HOPE
- National Domestic Violence Hotline 800-799-7233
- National Center for Victims of Crime– Stalking Resource Center 800-FYI-CALL (304-2255)

### **Confidentiality of Victims**

When a report of dating violence, domestic violence, sexual assault, or stalking is made, the College will protect the confidentiality of the victim and other necessary parties to the greatest extent possible. The College will complete publically available recordkeeping, including Clery Act reporting and disclosures, without inclusion of personally identifying information about the victim. The College will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

If the victim wishes to speak to someone confidentially, without initiating a college investigation into the incident, he or she should contact the Milligan College Counseling Center (423-461-8500) or the Campus Minister (423-461-8748). While these professional and pastoral counselors may maintain the victim's confidentiality regarding a college investigation, they may be required to report the incidents in cases involving minors, imminent harm to self and others, or to comply with state or federal laws. In cases in which the victim chooses to maintain confidentiality, the college will likely be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

The discipline process involving cases of dating violence, domestic violence, sexual assault, and stalking will remain confidential, with information shared with only those individuals directly involved in the disciplinary process. The college will make every effort to protect the confidentiality of victims of these crimes and others.

### **Written Notification**

When incidents of dating violence, domestic violence, sexual assault or stalking are reported, the reporting party will be provided with written notification about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations. Such accommodations and protective measures will be provided if they are deemed necessary by college officials and/or requested by the reporting party and if they are reasonably available, regardless of whether the reporting party chooses to report to law enforcement or makes a request for their name or other personally identifiable information not to be shared, that an investigation not take place, or that a formal resolution not be pursued (See Appendix F: Rights and Options of Victims of Sexual Assault, Dating Violence, Domestic Violence, and Stalking).

When incidents of dating violence, domestic violence, sexual assault or stalking are reported, the reporting party will be provided with written notification about existing counseling, health, legal assistance, visa, and immigration assistance, student financial aid and other services available for victims, both within the college and in the community (See Appendix F: Rights and Options of Victims of Sexual Assault, Dating Violence, Domestic Violence, and Stalking).

### **Procedures for Institutional Disciplinary Action**

In cases in which dating violence, domestic violence, sexual assault, and stalking are reported, the person or persons accused (respondent) will face campus disciplinary proceedings in accordance with the investigation and adjudication procedures listed in the College [Sexual Misconduct Policy](#) (see below) and appropriate sanctions will be imposed upon a finding of responsibility of a violation. The College will cooperate fully with law enforcement agencies in any investigation and prosecution of offenders who will be subject to all applicable legal sanctions under local, state, or federal laws. Disciplinary complaints can be filed with:

- Title IX Coordinator (423-461-8740) for all cases
- Dean of Students (423-461-8760) for cases involving student respondents
- Vice President for Academic Affairs/Academic Dean (423-461-8720) for cases involving faculty respondents
- Vice President for Business and Finance (423-461-8680) for cases involving non-faculty employee respondents

### **Sexual Misconduct Policy Investigation and Adjudication Procedures**

The Title IX Coordinator is responsible for coordinating the college's response to all complaints involving acts of sex discrimination including dating violence, domestic violence, sexual assault, and stalking. Upon receiving a report of an act of dating violence, domestic violence, sexual assault, or stalking, the Title IX Coordinator or another college official designated by the Title IX Coordinator will conduct an inquiry, engaging other staff members, as appropriate.

Upon receiving a report of dating violence, domestic violence, sexual assault, or stalking, the Title IX Coordinator or designee may implement interim measures while the college investigation and resolution process is conducted, when such measures are reasonably possible. Interim measures may include, but are not limited to, no-contact orders, interim suspensions (in consultation with the dean of students), changes in housing, class assignments, internship or work study placements, or transportation. Academic relief, including requests for a grade of “incomplete” in a course or taking a course as an independent study, may also be appropriate.

If a reporting party does not wish for their name or other personally identifiable information to be shared, does not want an investigation to take place, or does not want a formal resolution to be pursued, the reporting party may make such requests to the Title IX Coordinator or other school official during the initial inquiry. The Title IX Coordinator or other school official conducting the inquiry will evaluate such requests in the context of providing a safe and nondiscriminatory environment for all students, including the student who reported the prohibited conduct. Therefore, such requests are strongly considered, but not guaranteed. Factors that may lead to the denial of such requests include, but are not limited to, the severity of the reported conduct, a pattern of prohibited conduct by the same individual, and/or the use of force, threat, weapons or violence during the reported prohibited conduct. The reporting party will be informed if such request is denied. For reports that the inquiry determines an investigation is not possible without the cooperation of the reporting party a decision not to pursue further action may be necessary when reviewing such requests.

When prohibited conduct is reported and the Title IX coordinator or other staff member conducting the inquiry determines the conduct reported is a potential violation of the college’s sexual misconduct policy, the Title IX Coordinator or designee conducting the inquiry will initiate an investigation of the prohibited conduct, contingent upon the consent of the reporting party or consideration of any request for their name or other personally identifiable information not to be shared, that an investigation not take place, or that a formal resolution not be pursued that determines that the prohibited conduct must be investigated to ensure a safe and non-discriminatory campus environment. Interviews, documents, and written reports conducted and/or compiled during the inquiry may be provided to the assigned investigators to aid in the investigation.

The investigation and resolution process will be conducted in accordance with the conduct, disciplinary and harassment policies detailed in the Student Handbook (for reports involving student respondents), Personnel Handbook (for reports involving non-faculty employee respondents), or Faculty Handbook (for reports involving faculty respondents). These policies are included in appendices C-E of this report.

Informal resolutions between the reporting party and the party accused of a policy violation (respondent) may be used to resolve some types of sexual harassment complaints. The reporting party will be notified of the right to end the informal process any time and begin the formal stage of the disciplinary process. Mediation is not an option in cases involving allegations of dating violence, domestic violence, sexual assault and stalking.

All investigation, hearing, and disciplinary actions will be conducted by officials who do not have a conflict of interest or bias for or against the reporting party or the respondent. Either party may raise issues related to the potential conflicts of interest of such individuals.

All investigations of reports of dating violence, domestic violence, sexual assault, and stalking will be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Both parties will be given the same opportunity to present witnesses and evidence during any investigations.

The reporting party and respondent shall be provided with the same opportunities to have others present during interviews and/or any further proceedings, including the opportunity to be accompanied by the support person of their choice. Support persons serve the roles of support, guidance and advice to reporting parties and respondents. While support persons are permitted to attend any meeting, interview, or other proceedings, their participation is limited to the roles listed above and support persons are not permitted to represent, speak for, or actively participate in any proceedings or disciplinary process. Support persons who are disruptive or do not comply with college policy may be removed or dismissed.

The standard of evidence used in all investigations and determinations of findings regarding incidents of dating violence, domestic violence, sexual assault, and stalking will be the preponderance of the evidence standard (it is more likely than not that a policy violation occurred).

In cases of dating violence, domestic violence, sexual assault, and stalking, the reporting party and respondent will be simultaneously notified in writing of the findings of the investigation, the institution's procedures for the appeal of the findings, any change in the findings that occurs prior to the time the findings become final, and when the findings become final.

All investigations will include a prompt, fair and impartial investigation and resolution. Every reasonable effort shall be made to complete the investigation in a timely manner to provide all parties with resolution.

Appeals processes will follow the procedures outlined in the student, faculty and personnel handbooks.

### **Sanctions and Protective Measures**

Possible sanctions following a final determination of a disciplinary procedure involving dating violence, domestic violence, sexual assault, and stalking include all sanctions listed in the student disciplinary guidelines (see below) up to and including suspension and expulsion. Sanctions for faculty and staff employees include warnings, reprimands, suspension and termination of employment.

#### Sanctions Listed in Student Disciplinary Guidelines

### **III. DISCIPLINARY SANCTIONS**

The student receiving one or more of the following sanctions shall be considered to be on social probation. The Dean of Students shall enforce all sanctions and keep all other affected offices and persons informed.

The following sanctions may be imposed:

- A. General**
- B. Warning**
- C. Counseling**
- D. Reprimand**
- E. Campusing**
- F. Work on Campus**
- G. Restitution/Apology**
- H. Exclusion from Extra-Curricular Activities**
- I. Options for Alcohol Infractions (Not applicable to disciplinary proceedings involving dating violence, domestic violence, sexual assault, and stalking)**
- J. Suspension**
- K. Expulsion**
- L. Interim Suspension**

#### **Other Sources of Information Regarding Crime on Campus**

A daily crime log is maintained in the office of the Director of Security. This log includes a record of all crimes reported to campus security or local law enforcement authorities. Information on the daily crime log includes the nature, date, time, and general location of each crime and the disposition of the complaint, if known. As new information about a crime becomes available to campus security, such new information is recorded in the log within two business days of the information becoming available, except in cases where disclosure of the new information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim; or in cases in which the release of the new information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. In these cases, information may be withheld until that damage is no longer likely to occur from the release of the information.



The daily crime log is open to public inspection and new reports or updated information are added within two business days of the initial report being made to the department or a campus security authority, except in cases where disclosure of information contained in the daily crime log is prohibited by law or such disclosure would jeopardize the confidentiality of the victim; or in cases in which the release of information contained in the daily crime log would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. In these cases, information may be withheld until that damage is no longer likely to occur from the release of the information.

In addition to the composition and dissemination of the daily crime log and annual security report, the college submits on an annual basis to the Department of Education a copy of statistics relating to Clery Act crimes, which will be made available to the public by the Department of Education (<http://ope.ed.gov/security/>).

Milligan College also reports all incidents to the Tennessee Bureau of Investigation (TBI) through the Tennessee Incident Based Reporting System (TIBRS) in compliance with the Tennessee College and University Security Information Act. Statistics based on these reports are published annually in the TBI's Crime on Campus Report (<https://www.tn.gov/tbi/divisions/cjis-division/recent-publications.html>)

# FIRE SAFETY REPORT FOR CAMPUS HOUSING 2019

The Fire Safety Report is published annually to provide information about campus fire safety policies and procedures related to fire safety relating to student housing on campus and to publish fire statistics for on-campus housing facilities.

## Description of Each On-Campus Student Housing Facility Fire Safety System

<b>Milligan College Residential Facilities-Fire Safety Systems and Fire Drills</b>						
Residence Hall	Central Monitoring	Sprinkler System	Smoke Detection	Fire Extinguisher	Evacuation Plans	Number of Drills/year
<b>Dorms</b>						
Hart	x		x	x	x	2
Sutton	x		x	x	x	2
Webb	x		x	x	x	2
Kegley	x		x	x	x	2
Quillen	x		x	x	x	2
Williams	x		x	x	x	2
Jeanes	x	x	x	x	x	2
McAnally	x	x	x	x	x	2
Pardee	x	x	x	x	x	2
Wigginton	x	x	x	x	x	2
Hampton	x	x	x	x	x	2
<b>Emmanuel Village Townhouses</b>						
Gragg			x	x		
Unnamed			x	x		
Keefauver			x	x		
Ellis			x	x		
Nutter-Bradley			x	x		
Schnelle			x	x		
Newberry			x	x		
Moore			x	x		
Calvin Phillips			x	x		
Strickland			x	x		
Bush			x	x		
<b>Married/Graduate Student Apartments</b>						
MSA #2			x	x		
MSA #3			x	x		
MSA #4			x	x		

## Policies and Rules Regarding Portable Electrical Appliances, Smoking, and Open Flames in Milligan College Residential Facilities

Milligan College prohibits open flames of any kind in all housing units. Candles, lanterns, potpourri, simmering potpourri, plug-in deodorizers, or other flammable items are strictly forbidden in the residence halls. Violation can result in fines and disciplinary sanctions. Open coil heating units, hot plates, indoor grills, toasters or ovens are prohibited. Smoking or the use of tobacco in any form is not permitted on the campus of Milligan College, including in its residential facilities.

### Procedures for Student Housing Evacuation in the Case of a Fire

If you find or suspect a fire and don't hear an alarm, activate a fire alarm immediately.

- If smoke is present in your room, keep close to the floor and move to the door. If the door is hot, do not open it. Seal the cracks with available cloth and call 911 and campus security at 423-461-8911 to report your location. If the phone isn't working, open the window and hang a sheet or other material out of the window to attract attention.

In case of fire:

- Close your windows and open the draperies; turn on all lights.
- Take a coat or blanket and a towel with you; wear shoes.
- Unlock and close your door when you leave.
- Go to the nearest exit.
- Walk rapidly, but do not run; keep to the right; go quietly, PREVENT PANIC.
- Stay with the group and away from the building until a signal is given to re-enter the hall.
- Never re-enter the building during a fire. Your personal belongings are not worth your life.

If you hear an alarm and your door is not hot, close the windows, open the curtains/blinds, turn the lights on, leave the room and close the door leaving it unlocked. Proceed to the nearest exit, checking to see if the rooms next to you are empty. (Each dorm/apartment building has posted evacuation routes which are designed to eliminate confusion.) Proceed to the nearest evacuation location. Do not return to the building until you receive approval from the residence hall staff, the Physical Plant Director or the Fire Department.

Students who knowingly refuse to vacate a hall during a fire or fire drill will be fined \$100 and are subject to disciplinary action.

Do not tamper with smoke alarms. Any tampering with fire equipment is a \$100 fine by the College and may be prosecuted by the State Fire Marshal as a misdemeanor. Individually starting false alarms will be prosecuted by the Fire Marshal.

### Policies Regarding Fire Safety Education and Training Programs Provided to Students and Employees

Fire safety training is conducted with residence life staff before the start of the fall semester each year, and periodically throughout the year if necessary. This training includes information about types and

causes of fires, general fire safety, fire exits, the location and correct operation of fire extinguishers, and evacuation procedures. During the first week of school, each Residence Hall conducts a mandatory meeting of all residents to review policies and guidelines and to inform residents about the procedures that students and employees should follow in the case of a fire.

<b>Milligan College Residential Facilities-Fire Statistics</b>						
Residence Hall		Number of Fires	Cause of Fire	Number of Injuries Due to a fire Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by a Fire
Hart	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Sutton	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Webb	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Kegley	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Quillen	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Williams	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Jeanes	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
McAnally	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Pardee	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Wigginton	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Hampton	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0

Gragg	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Unnamed	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Keefauver	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Ellis	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Nutter-Bradley	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Schnelle	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Newberry	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Moore	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Calvin Phillips	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Strickland	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
Bush	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
MSA #2	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
MSA #3	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0
MSA #4	2016	0	NA	0	0	0
	2017	0	NA	0	0	0
	2018	0	NA	0	0	0

# Appendix A: Student Preparedness Safety Tips

## General Preparedness and Safety

- Sign up for RAVE Text Alerts at <https://www.getrave.com/login/milligan>.
- Always lock dorm room and vehicle doors to protect yourself and your property.
- Be aware of the location of Code Blue emergency phones on campus.
- Create a contact on your phone with emergency contact information.
- Protect yourself from identity theft by creating strong passwords, changing passwords frequently, and guarding personal information such as Social Security numbers.

## How Do I Report an Emergency?

- In the event of an emergency, call 911 and campus security (423-461-8911)
- Remain calm. Your actions and demeanor can influence victims or others on the scene.
- When calling 911, provide as much information as possible regarding location, nature of incident, immediate safety concerns, and any other important information.
- If possible, have another person meet and direct emergency personnel to the scene of the emergency.
- In the event of a medical emergency, do not move victims unless they are in immediate danger. Only give CPR, first aid or AED treatment if properly trained.

# Appendix B: Emergency Procedures

## MILLIGAN EMERGENCY PROCEDURES

### Medical Emergency

- Call 911
- Call Milligan Clinic if M-F 9a-2p at 423.461.8667 or 423.430.0581
- Do not move injured person
- Keep injured person warm
- If trained, provide CPR, utilizing AED if available
- Have someone meet ambulance and direct emergency personnel to scene
- Remain with victim until emergency personnel arrive
- AED machines located at: Sutton Hall Lobby, Lacy Fieldhouse, Quillen Fieldhouse, Derthick Hall 2<sup>nd</sup> Floor, Gilliam Wellness Center, BD Phillips Building, Thompson Center

### Severe Weather/Tornado

#### Indoors:

- Move quickly to a safe interior area without windows (hallways, basements, restrooms)
- Move to the lowest level of the building
- If possible, close all doors as you leave an area
- Stay away from windows, doors, and exterior walls
- Do not go outdoors

#### Outdoors:

- Get inside, if possible
- Stay away from trees, power lines, utility poles, and other hazards
- Curl up in a ditch or low-lying area; stay low to the ground; use your arms to protect your head and neck

### Emergency Phones

- Phones connect directly to 911 in the event of an emergency
- Identified by blue light above phone
- Located at: Sutton Hall, between Hart Hall and Lacy Fieldhouse, Milligan Village (2), SUB parking lot

### Suspicious Person

- Do not physically confront the person
- Do not let anyone into a locked building, room, or office
- Don't block person's access to an exit
- Call 911 or 423.461.8911
- Provide as much info as possible

### Suspicious Object

- Do not touch or disturb objects
- Do not use a cell phone
- Move away from object and call 911 on a landline phone
- Notify your instructor or supervisor
- Be prepared to evacuate the building

### Fire

- Activate nearest fire alarm
- Call 911
- Evacuate the building
- Do not use elevators
- Do not re-enter the building until authorized by emergency personnel

### Hazardous Materials Release

- Move away from the site of the hazard to a safe location and call 911
- Follow the instructions of emergency personnel
- Alert others to stay clear of the area
- Notify emergency personnel if you have been exposed or have information about the release

### Shooter/Intruder/Hostage

**RUN:** If there is an accessible escape path, attempt to evacuate the premises

- Have an escape route and plan in mind
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where active shooter may be
- Call 911 when you are safe
- Follow police instructions

**HIDE:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you

- Remain calm and quiet
- Dial 911, if possible
- Lock/barricade doors when possible
- Silence your cell phone and/or pager
- Hide behind large items

**FIGHT:** As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate active shooter

- Act as aggressively as possible
- Throw items and improvise weapons
- Yell and make loud noises
- Commit to your actions

### Evacuation

- Remain calm
- Evacuate using the nearest exit
- Do not use elevators
- Gather personal belongings only if safe to do so
- Follow directions given by emergency personnel
- Assist persons with disabilities or injuries when safe to do so
- If you are unable to evacuate due to a physical disability, go to a safe location (stairwell near an elevator), and wait for assistance. Ask others to inform emergency personnel of your location

### EMERGENCY:

CALL 911 or  
423.461.8911

Milligan Clinic:  
423.461.8667 or 423.430.0581

Sign up for emergency alerts:

<https://www.getrave.com/login/milligan>

# Appendix C: Student Disciplinary Guidelines

## Disciplinary Guidelines

Disciplinary action at Milligan College is viewed as a means of guiding students toward developing Christian responsibility and maturity. This disciplinary action is effected at the discretion of the Dean of Students subject to the Disciplinary Committee, if a formal hearing is requested.

The College reserves the right to refuse, suspend, or dismiss any student without assignment of reasons, if such action is deemed to be in the interest of the College. Public disclosure of reasons shall be at the discretion of the President.

Notification of disciplinary charges, or any ensuing correspondence, may be sent to the parents/guardians of any financially dependent student. Persons on Social Probation may have specific restrictions or sanctions imposed.

### I. THE DISCIPLINE COMMITTEE

#### A. Composition

The Discipline Committee shall consist of seven (7) members composed of three (3) students, three (3) faculty members and a voting Chairman who shall be a member of the faculty. The Committee members shall be appointed by the President of the College as early as possible following nominations submitted to him by or no later than the first ten (10) days of the Fall Semester. The President of the student body shall nominate the three (3) student members. The Dean of Students, in consultation with the Academic Dean, shall nominate two (2) faculty members and the Academic Dean, in consultation with the Dean of Students, shall nominate one (1) faculty member. The Chairman shall be nominated and appointed by the President of the College. Additional nominations shall be made as aforesaid if any nomination is rejected by the President of the College. Student members of the committee will not participate when cases of potential violations of the College's Sexual Misconduct Policy are heard by the committee

#### B. Term of Service

The faculty members, including the Chairman, shall serve for a one year term, which shall conclude at the end of Summer session. The student members shall serve for one (1) year term unless a student member will not be attending both Summer School sessions, in which case, his or her service will end with the close of the Spring Semester. Summer Session student member(s) will be nominated by the President of the student body, elected in the Spring Semester with the advice and consent of the Student Government Association and shall be appointed by the President of the College for the Summer Sessions.

#### C. Vacancies

Vacancies, for any unexpired term, shall be filled by the President of the College following the nomination procedures above. Vacancies shall be filled as soon as possible following notice to the President of the College of such vacancy and upon submission of nominations, such notice being made by the Chairman of the Discipline Committee. The members of the Discipline Committee may be reappointed for additional terms.



D. Quorum

A quorum shall consist of five (5) members to always include the Chairman, two (2) faculty members. When potential violations of the College's Sexual Misconduct Policy are heard, a quorum will consist of three (3) members, always to include the committee chair and two (2) faculty members.

II. PROCEDURES

A. Notice of Charge

Upon receiving notification of a potential violation to the Student Code of Conduct, The Dean of Students shall conduct an investigation and, when warranted, cause a written charge to be made setting forth the person charged, the specific nature of the alleged offense, the time of the alleged offense, if known, and the disciplinary action recommended by the Dean of Students or Academic Dean. The student may choose to accept the disciplinary action recommended by the Dean of Students or Academic Dean.

B. Hearing

Should the accused student desire a hearing regarding the charge, he/she shall request such hearing in writing to the chairman within three (3) business days to the receipt of the charge. The Chairman, upon receipt of a written hearing request, shall set a hearing date within three (3) business days following such hearing request, providing at least twelve (12) hours' notice of the time of the hearing to the accused student and the members of the Discipline Committee.

C. Conduct of Hearing

The Dean of Students or his or her designee shall first present such evidence as desired to support or prove the charge. Thereafter, the accused student may present any evidence in defense or mitigating evidence. The accused student may be supported by anyone from the Milligan College community, including a fellow student, faculty member, staff, administrator, or parent. Witnesses are limited to individuals bringing evidence or eye witness accounts. The Chairman may limit the number of witnesses giving repetitious evidence. The Discipline Committee Chairman may reschedule such hearing, from time to time, to receive any additional evidence.

The Chairman shall rule on the admissibility of all evidence. The accused student shall not be required to give evidence against himself but if the accused student does testify he/she may be required to answer any question touching on the inquiry and the refusal to respond may be considered by the Discipline Committee.

The Chairman shall permit the presentation of all relevant testimony by the accused student, subject to the restriction set forth above.

D. Decision

The Discipline Committee shall adjourn to Executive Session to make its decision, which shall be made by a majority vote. The Executive Session shall be closed to the public. The Discipline Committee, in Executive Session, may call the Dean of Students and/or the accused student into the Executive Session for any purpose. The Discipline Committee shall render its written decision within twenty-four (24) hours of the close of

the testimony and transmit same forthwith to the accused student, the student's faculty advisor, Dean of Students, Academic Dean, and the President of the College, together with its recommended disciplinary action, which action may be that proposed by the Dean of Students or any other Disciplinary Sanction it deems appropriate, if any.

E. Appeal

Should the accused student or the Dean of Students desire to appeal the decision, or recommended disciplinary action of the Discipline Committee, the appeal shall be made in writing to the President within forty-eight (48) hours of the receipt of the decision of the Discipline Committee by the appealing party. Said appeal shall set forth, specifically, the reason the appealing party believes the decision is erroneous, what witnesses or evidence is believed to support the appealing party, and shall be signed by the appealing party. Copies of said appeal shall be delivered to the Chairman of the Discipline Committee, the Academic Dean (if appropriate), the Dean of Students, or the accused student (if appropriate) and the President. The Chairman of the Discipline Committee, upon receipt of an appeal, shall deliver the signed appeal, the record of the hearing (if any) together with any other evidence to the President.

F. Appeal to the President

The President of the College may decide the appeal on the record developed in the Discipline Committee hearing or may request a further hearing or private conference with the accused student and/or the Dean of Students. The President shall render a decision on the appeal within a reasonable time following receipt of same. The President may affirm the Discipline Committee's decision, reverse the decision, modify the same, including the disciplinary action, or may send the matter back to the Discipline Committee for further hearing and/or decision.

G. Support Persons

All parties to the investigation, hearing, appeal, and resolution of a potential violation of the student conduct policy shall be provided with the same opportunities to have others present during interviews and/or any further proceedings, including the opportunity to be accompanied by the support person of their choice. Support persons serve the roles of support, guidance and advice to reporting parties and respondents. While support persons are permitted to attend any meeting, interview, or other proceedings, their participation is limited to the roles listed above and support persons are not permitted to represent, speak for, or actively participate in any proceedings or disciplinary process. Support persons who are disruptive or do not comply with this policy may be removed or dismissed.

### III. DISCIPLINARY SANCTIONS

The student receiving one or more of the following sanctions shall be considered to be on social probation. The Dean of Students shall enforce all sanctions and keep all other affected offices and persons informed. The following sanctions may be imposed:

A. General

The student may be compelled to either do or avoid doing action specified which shall be commensurate with the offense(s).

- B. **Warning**  
Notice in writing may go to the student warning that continuation and/or repetition of this conduct will be cause for more serious disciplinary action. This warning shall expire in a specified length of time (no more than the length of one semester).
- C. **Counseling**  
The student may be required to submit to prescribed counseling, including those of a social, redemptive, or educative nature. Any related costs will be borne by the student.
- D. **Reprimand**  
A written reprimand for violation of any specified disciplinary rule may be sent to the student. The reprimand will inform the student that continued violation of this rule or citation of this student to the Dean of Students for any other rule infraction, will be the cause for more serious action. The written reprimand will remain in the student's file during his tenure at the College, and will be removed at his departure in good standing from the College.
- E. **Campusing**  
The student may be directed to stay within the confines of the student's dorm room from 7:00 p.m. to 7:00 a.m. for a period of time to be specified by the Discipline Committee, the Dean of Students, or the President of the College up to a maximum of three (3) weeks. The student is limited to class, study activities and meals in the cafeteria on campus during the normal class day. When not scheduled to participate in classes and lab activities, the student will be in the residence hall. From 7 PM to 7 AM, the student is to remain in his or her suite. This will be monitored by the residence hall staff, the RAs under the supervision of the RD.
- F. **Work on Campus**  
The type and duration of work to be performed and the person to supervise the work may be specified in writing by the Disciplinary Committee or the Dean of Students within two (2) working days. A deadline for completion of the work will be assigned. It will be the responsibility of the person performing the work to contact the designated supervisor, gather the necessary materials and perform to all specifications. Completion of the assigned work will be reported by the supervisor to the Dean of Students' office. Failure to complete the assignment will result in further disciplinary action by the Dean of Students.
- G. **Restitution/Apology**  
The student may be directed to make restitution and/or appropriate apologies to the affected parties under the supervision of the Dean of Students.
- H. **Exclusion from Extra-Curricular Activities**  
The student may be prohibited for a designated period of time from participation in extra-curricular activities or organizations which represent the student body of the College.

I. Options for Alcohol Infractions

The student may choose which option he/she prefers for first offense. If a second offense occurs, the student may be dismissed for the remainder of the semester and possibly the following semester.

<b>OPTION ONE</b>	<b>OPTION TWO *Residential Students Only*</b>	<b>OPTION THREE *Commuter Students only*</b>
\$100 fine	\$100 fine	\$100 fine
7 day suspension from campus	Campused for 14 days	Can only be on campus for class purposes for 14 days
7 day suspension from all academic work and classes, no extra-curricular activities	No extra-curricular activities for 14 days	No campus extra-curricular activities for 14 days
Complete 20 hours pre-approved community service during 7 day suspension	Complete 40 hours pre-approved community service during 14 day period	Complete 50 hours pre-approved community service during 14 day period
Possible counseling if circumstances warrant	Possible counseling if circumstances warrant	Possible counseling if circumstances warrant

J. Suspension

The student may be suspended from the College for a specified period of time. At the end of this time, student status would resume under conditions determined by the Dean of Students, or the President of the College, with any unexpired sanctions remaining in effect.

K. Expulsion

The Dean of Students may recommend to the President of the College that the student be expelled from the College for a specified period of time. Readmission would be considered, upon a Petition for Readmission filed by the accused student with the President of the College and the conditions for readmission shall be determined by the President of the College at the time of Petition for the readmission.

L. Interim Suspension

If, in the opinion of the Dean of Students and/or the President of the College, the presence of a student, pending a hearing, poses a serious threat to either the students, faculty, staff, administration, property, or the integrity of the College, the Dean of Students may recommend to the President or the President may affect an immediate suspension. In such a situation, a hearing shall be held at the earliest reasonable time.

The College, through the Dean of Students, reserves the right to publish data pertaining to disciplinary hearings.

**IV. MISCELLANEOUS**

A. Intent of Disciplinary Procedures

It is the intent of these procedures to afford the accused student a fair and adequate

hearing while, at the same time, protecting the College community from conduct which may be inappropriate or unacceptable as set forth in the Catalog and/or Student Handbook.

B. Waiver of Time Requirements

Nothing, herein, shall prevent the President of the College or the Discipline Committee from waiving any of the time requirements imposed upon any accused student.

C. Modification of Rules

The College may, from time to time, modify these procedures and shall publish such modifications or procedures in writing. The College shall seek input and involvement from the faculty, students, and administration in the modification process.

D. Confidentiality

The confidentiality of the evidence, hearing, and procedures taken, other than the decision, shall be maintained. Members of the Discipline committee who fail to keep such matters confidential shall be subject to removal from the Discipline Committee by the President of the College.

E. Informal Resolution

Nothing, herein, shall prevent the informal resolution of disciplinary action through conference by the Dean of Students, and/or the Residence Hall Director, and/or Resident Assistant with the accused student. If informal resolution cannot be effected, the disciplinary sanctions, other than interim suspension, will be imposed only following a formal disciplinary hearing.

F. Offenses

Disciplinary action may be taken regarding, but not limited to, any offense set forth in the current catalog and/or Student Handbook.

G. Guests of Students

Guests of students who have permission to stay in student housing shall be subject to these disciplinary procedures as part of such permission being granted. Guests of students who do not have permission to stay in student housing shall not be entitled to the protection of any of these procedures.

H. Delegation of Authority

Nothing, herein, shall prevent the President of the College from designating a Vice President of the College to act in his stead and to carry out the duties incumbent hereunder on behalf of the College.

I. Service of Committee Personnel

The members of the Discipline Committee shall serve at the discretion of the President.

J. Confidential Disclosures

Information disclosed during counseling session shall be privileged and may not be admitted for consideration unless American Psychological Association Standards require

such disclosure or the accused student has given permission.

K. Referral to Committee

The Dean of Students may refer disciplinary matters directly to the Discipline Committee to review the charges against the accused student and to determine appropriate disciplinary action, if any.

## **Appendix D: Faculty Handbook Sexual Harassment Policy**

### **2.12.6.5 Sexual Harassment**

Sexual harassment has been held to constitute a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Educational Amendments of 1972. Sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or of the individual's status in a school program, course, or activity;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience or creating an intimidating, hostile, or offensive work or educational environment;
4. Such conduct is exhibited by an authority figure towards a person under his/her authority, including a professor towards a student. Examples of conduct that constitute grounds for charges of sexual harassment may include, but are not limited to:
  - unnecessary touching or threats;
  - insinuations that an individual's refusal to agree to sexual advances will affect the individual's employment status (i.e., hiring, promotion, demotion, pay, title, or work assignments) or limit or deny the student's ability to participate in or to receive benefits, services or opportunities in the school's programs;
  - flagrant and repeated verbal abuse;
  - sexual jokes, stories, remarks or images that are not relevant to the subject matter of the class;
  - suggestive or insulting sounds,
  - use of degrading language or commentary about an individual's body.

The determination of whether specific behavior constitutes sexual harassment requires careful consideration of the social context in which the particular behavior occurs and the totality of the circumstances of the situation. Random acts of offensive behavior do not constitute sexual harassment unless the behavior unreasonably interferes with an individual's ability to perform his/her role in the College community or receive benefits, services, or opportunities in the school's programs.

#### **2.12.6.5.1 Complaint Procedures**

Any current or former student, applicant for employment, or current or former employee who believes he or she has been subjected to unlawful harassment at the College or who believes he or she has witnessed harassment in any form shall inform the appropriate administrative officer.

In the academic area (faculty/staff, faculty/faculty, or faculty/student relationships, within or outside the class setting), the individual will provide a written statement of the allegations to the Vice President for Academic Affairs and Dean – including the circumstances and dates of the alleged occurrences and names of any witnesses to the harassment – or the allegations will be reduced to writing as soon as possible. If the allegation involves the Vice President for Academic Affairs and Dean, the complaint should be directed to the President. The College will conduct an investigation to determine, when warranted, appropriate disciplinary action. In all cases, possible disciplinary action would take place following guidelines established under “Due Process” and “Dismissal Resulting from Faculty Behavior” sections of the Faculty Handbook Section 2.8.4.1. Faculty and administration are also directed to the statements on “Faculty Rights and Responsibilities” in the Faculty Handbook Section 2.9...

...Complaints of unlawful harassment should be brought to the attention of the College within 365 days of the last occurrence of an alleged harassment event. Complaints after 365 days will not be pursued unless unusual circumstances exist.

#### **2.12.6.5.2 Confidentiality**

The College will maintain the confidentiality of all harassment claims to the extent that an effective investigation permits. However, the College may interview the Reporting party, the Respondent, and witnesses to the harassment event in order to address the complaint and to conduct an effective investigation; therefore, the College cannot guarantee complete confidentiality.

#### **2.12.6.5.3 Retaliation**

Milligan College strictly prohibits harassment of any employee as well as any form of retaliation against an employee or student who has either instigated or cooperated in an investigation of alleged harassment.

Retaliation is defined as the limitation or denial of employment opportunities or the limitation or denial of participation in or evaluation of course activities for the purpose of discouraging or punishing those who have exercised the right to file a complaint or make a report of unlawful harassment, or have assisted others in doing so. Any retaliation against a person for filing a complaint may be grounds for disciplinary action. Supervisors, faculty members, and staff at all levels are responsible for communicating this policy on harassment to their subordinates and are responsible for taking reasonable and necessary action to prevent unlawful harassment.

Unlawful harassment is a violation of the Christian principles upon which this college stands. Milligan College trusts that all employees will act responsibly in helping to maintain a working environment free of harassment.

#### **2.8.4.2 Dismissal Resulting from Faculty Behavior**

The following steps are taken when dismissal is considered:

1. Informal administrative hearing



If reasons arise which question the fitness of a tenured faculty member to continue on the faculty, the Dean will discuss the matter with the faculty member and with the respective Area Chair. The matter may be terminated by mutual consent at this point; if an adjustment does not occur, the Dean formulates a statement of reasons for dismissal of the faculty member in consultation with the Area Chair and appropriate Associate Dean.

## 2. Formal proceedings

The formal proceedings begin by a communication from the Dean to the faculty member stating the reasons for the dismissal. This letter also informs the faculty member of his/her right to appeal the dismissal to the Faculty Concerns Committee. If the faculty member chooses to appeal, the date set for the hearing before the Faculty Concerns Committee will allow sufficient time (at least twenty-one [21] calendar days) for the faculty member to prepare his/her defense. The faculty member should respond in writing to the dismissal action not less than one week before the date set for the hearing.

## 3. Suspension

Suspension of the faculty member during the hearing proceedings may occur if, in the judgment of the President, the faculty member's continuance could result in harm to self, to others, or to the integrity of the College. Any such suspension is without pay. If suspension is not upheld, then back payment is recovered.

## 4. Hearing Proceedings

The Faculty Concerns Committee conducts the formal hearing of the faculty member's appeal of dismissal. The President may attend this meeting as an observer along with an administrative designee. The Committee reviews the charges made against the faculty member, the evidence for those charges, and the written response of the faculty member concerning the charges. If any facts are in dispute, the testimony of witnesses and other evidence salient to the issue are received by this Committee.

The Committee determines the order of proof and the questioning of witnesses, and, if necessary, secures the presentation of evidence salient to the case. The faculty member has the right to confront those who have brought charges against him/her, to cross-examine witnesses, and to present a defense. The faculty member has the right of counsel and the right to produce witnesses and relevant documents.

The Committee makes a written transcription of the proceedings and makes it available to the faculty member upon request. The Committee will communicate its decision in writing to the President along with a copy to the faculty member within five working days. The faculty member may file a brief with the President within thirty days of receipt of the Committee decision. The final decision rests with the President and is made within ten days of receipt of the brief.

## **Appendix E: Personnel Handbook Harassment/Discrimination Policy**

### **DISCRIMINATION/HARASSMENT**

Employees shall be provided a work environment free from sexual, racial, ethnic and religious discrimination/harassment related to age, handicap (either actual or perceived), or physical characteristic. It shall be a violation of this policy for any employee to discriminate against or harass an employee through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature, or relates to age, handicap (either actual or perceived), or physical characteristics. Such discrimination/harassment will not be tolerated.

Prohibited discrimination/harassment is defined as any action, conduct, or words, either written or spoken, including but not limited to innuendoes, suggestive comments, insults, jokes, humor, suggestive or insulting sounds, gestures, leering, whistling, inappropriate touching or other inappropriate bodily contact, coerced sexual acts, and/or assault which:

1. Unreasonably interfere with the individual's work or performance; or
2. Create an intimidating, hostile or offensive work or learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of employment or enrollment as a student; or
4. Imply that submission to or rejection of such conduct will be used as a basis for employment or enrollment as a student or as to a decision affecting the employee; or
5. Place the employee in reasonable fear for his/her safety.

### **Reporting Discrimination/Harassment**

An employee shall notify the personnel director of Milligan College immediately if he/she believes that Milligan College, its employees or agents have violated his/her rights guaranteed by the State or federal Constitution, State or federal statutes or board policy.

A complaint/grievance of discrimination/harassment must be filed by the employee with the personnel director within thirty (30) days of the act, statement, or incident which is the basis for the complaint. If the complaint/grievance is against the personnel director, then the complaint/grievance must be filed with the President. If the complaint/grievance is against the President, then the complaint/grievance must be filed with the chairman of the Board of Trustees. The person with whom the complaint is filed shall either serve as the complaint manager or shall appoint a complaint manager within 15 days of the filing of the complaint. The employee may request a complaint manager of the same sex.

Allegations of discrimination/harassment shall be fully investigated. An oral complaint may be submitted. However, an oral complaint must be reduced to a written complaint to ensure a more complete investigation. The complaint should include the following information:

- Identity of the alleged victim and person accused;
- Location, date, time and circumstances surrounding the alleged incident;
- Description of what happened;
- Identity of witnesses; and
- Any other evidence available.

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with policy investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

### **No Retaliation**

There will be no retaliation against any person who reports discrimination/harassment or who participates in an investigation. However, any employee who refuses to cooperate or gives false information, knowing it to be false, during the course of any investigation, may be subject to disciplinary action. The willful filing of a false report with reckless disregard for the truth or falsity of the information will itself be considered harassment and will be treated as such.

### **Investigation**

The complaint manager will investigate the complaint. The complaint manager shall file a written report with the president within thirty (30) days of appointment as complaint manager, unless good reason exists to extend the deadline. If a complaint contains allegations involving the president, the written report shall be filed with the chairman of the Board.

### **Response**

After receipt of the complaint manager's report, the president shall render a written response within thirty (30) days of the receipt of the report, a copy of which shall be provided to the employee. A substantiated charge against an employee shall result in disciplinary action up to and including termination.

## Appendix F: Rights and Options of Victims of Sexual Assault, Domestic Violence, Dating Violence and Stalking

Milligan College is committed to providing students, faculty, staff, visitors and the college community with a positive, healthy environment conducive to the promotion of the college's core values of scholarship, community, and faith. Incidents of any type of sexual misconduct, including sexual assault, dating and domestic violence, and stalking are strictly prohibited.

### What to Do If You Have Experienced Sexual Trauma or Assault

- **Go to a safe place**
- **Talk to someone you trust:** family member, friend, counselor, Frontier Safe House Hotline (423-306-5169)
- **Preserve all physical evidence:** to assist in proving an alleged offense occurred and/or obtaining an order of protection
- **Seek medical care:** Johnson City Medical Center, 400 N State of Franklin Rd, Johnson City, TN 37604
- **Seek counseling:** Milligan Counseling Center (423-461-8500) or Campus Minister (423-461-8760)
  - These resources **are not** required to report incidents disclosed to them to campus authorities
  - **All other college employees** (faculty and staff) **are** required to report incidents disclosed to them to campus authorities
- **Consider Reporting Options**
  - **Report to Police:** Elizabethton Police Department (911 or 423-542-4141)
  - **Report to Campus Authorities:** Campus Security (423-461-8911), Title IX Coordinator (423-461-8740), Dean of Students (423-461-8760), or Residence Life Staff
  - Victims have the right to choose when and to whom incidents are reported or to decline to report incidents
  - Campus Authorities will assist victims who choose to report to law enforcement and wish to be assisted

### Available Resources

- **Interim Measures:** Changes in academic, living, transportation, or working situations and/or the implementation of protective measures such as no contact orders facilitated by Title IX Coordinator (423-461-8740) or designee
- **Orders of Protection:** Law enforcement authorities or college officials will assist the victim in contacting the authorities to pursue orders of protection, at the victim's request. For information about pursuing orders of protection without assistance from law enforcement or campus authorities, contact the Carter County Clerk's Office at 423-542-1825 during business hours or the Carter County Sheriff's Office-Judicial Commissioner at 423-542-1850 after business hours.

**Victim Services:** Counseling, health, legal assistance, visa, and immigration assistance, financial aid

Milligan Counseling Center	423-461-8500
Milligan Campus Minister	423-461-8760
Frontier Health Safe House 24-Hour Hotline	423-306-5169
Safe Passage Domestic Violence Shelter 24-Hour Hotline	423-926-7233
Contact Ministries (Resource Center)	423-926-0144 or 211
National Sexual Assault Hotline	800-656-HOPE
National Domestic Violence Hotline	800-799-7233
National Center for Victims of Crime– Stalking Resource Center	800-FYI-CALL
Milligan Financial Aid Office	423-461-8968
Legal Aid of East Tennessee	423-928-8311

## Procedures for Investigations and Disciplinary Action in Cases of Sexual Assault, Domestic Violence, Dating Violence, or Stalking

- The Title IX Coordinator is responsible for coordinating the college's response to all complaints involving sexual misconduct including sexual assault, domestic violence, dating violence, and stalking. Upon receiving a report of an act of sexual misconduct, the Title IX Coordinator will conduct an inquiry and, when appropriate, initiate an investigation, engaging other staff members, as appropriate.
- Investigations may include, but are not limited to, interviews with all parties involved and other individuals with knowledge of the incident being investigated, a review of previous reports or disciplinary files of individuals involved in the incident, and a thorough review of all evidence pertaining to the incident.
- The investigation and resolution process will be conducted in accordance with the conduct, disciplinary and harassment policies detailed in the Student Handbook (for reports involving student respondents), Personnel Handbook (for reports involving non-faculty employee respondents), or Faculty Handbook (for reports involving faculty respondents)
- All investigation, hearing, and disciplinary actions will be conducted by officials who do not have a conflict of interest in regards to any party in the investigation and who receive training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- All parties involved in the investigation will be provided with the same opportunities to have others present during interviews with the investigator and/or any further proceedings.
- The standard of proof used in all investigations and determinations of findings regarding incidents of sexual misconduct will be the preponderance of the evidence standard (it is more likely than not that a policy violation occurred).
- At the conclusion of the investigation, the Title IX Coordinator or assigned investigator will prepare a report of findings including any disciplinary action or other resolution determined by the investigation.
- Both parties will be simultaneously notified in writing of the findings of the investigation, the institution's procedures for requesting a hearing and/or appeal, any changes in the findings that occurs prior to the time the findings become final, and when the findings become final.
- All investigations will include a prompt, fair and impartial investigation and resolution. Every reasonable effort shall be made to complete the investigation in a timely manner to provide all parties with resolution.

For more information on college safety and security policies and procedures and crime reporting, including the full sexual misconduct policy, please see the Safety and Security page of Milligan's website:

<https://www.milligan.edu/student-life/#safety-security> or contact the Title IX Coordinator.

The Title IX Coordinator for Milligan College is: Brent Nipper, (423) 461-8740, [wbnipper@milligan.edu](mailto:wbnipper@milligan.edu)

The Title IX Coordinator's office is located upstairs in the Little Hartland Welcome Center.

