

conduct. Students engaging in such use will be referred to the Vice President for Student Development for appropriate disciplinary action. For a first offense in the personal use of marijuana, students at a minimum will be placed on non-academic probation for one semester; additional sanctions may be imposed, at the discretion of the Vice President for Student Development. Subsequent offenses or violations of other parts of this policy may result in immediate suspension. Stephens cooperates with state authorities in their attempts to enforce existing laws regarding drugs.

## **Fire/Safety Hazards Policy**

Fire safety is everyone's responsibility. Use only heavy-duty UL-approved extension cords. In addition, live holiday trees, candles, halogen lamps, non-electric fuel lamps and lanterns, simmer pots, and incense may not be used or kept in campus housing. Residents who are in violation of this policy will be charged \$50 and the item will be confiscated and held until it can be removed from campus.

## **Furniture Policy**

All residence hall rooms and apartments are furnished by the College (a complete list of furnishings by residence hall is available from the Office of Residence Life). Students may not alter residence hall rooms or furnishings. All furnishings must remain in the assigned location unless otherwise agreed to by Residence Life.

## **Sexual Offenses Policy**

### *Introduction*

Stephens College is committed to creating a safe and respectful learning community that is free from sexual harassment, discrimination, abuse, intimidation and/or violence. This policy is intended to prevent and address sexual offenses on campus by defining community expectations, providing guidance for those individuals whose rights have been violated, and ensuring compliance with applicable campus, state and federal regulations.

Stephens College maintains a zero-tolerance policy for sexual offenses of any kind, including but not limited to sexual violence, domestic violence,

dating violence, stalking or exploitation. When an allegation of a sexual offense is brought to an appropriate administrator's attention, the College will take prompt, decisive action to investigate the allegations, initiate the disciplinary process if warranted, and issue appropriate sanctions against any student found responsible for such acts, whether on or off-campus.

### *Statement of Policy*

The College does not discriminate on the basis of sex in its educational programs and activities. Furthermore, the College strictly prohibits sexual harassment, including sexual offenses, by any member of the College community, including students, faculty, and staff. A sexual offense occurs when any form of sexual activity takes place without informed or effective consent. Effective consent takes place when an individual capable of making a decision freely and knowledgeably agrees to take part in sexual activity. Attempts to commit a sexual offense are also prohibited under this policy, as is aiding the commission of a sexual offense.

Additionally, the College prohibits retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against individuals who make complaints of prohibited harassment (including sexual misconduct), report prohibited harassment (including sexual misconduct), or participate in an investigation or formal hearing concerning a violation of this policy.

### *Title IX Coordinator*

The Title IX Coordinator's role is to oversee College compliance with Title IX regulations. The Title IX Coordinator:

1. Serves as a resource for students wishing to report any acts of sexual harassment, including sexual offenses, or gender-based discrimination, i.e., violations of Title IX.
2. Provides oversight for all Title IX complaints and identifies patterns, issues or problems regarding those complaints;
3. Reviews and supports the informational initiatives enabling students, staff and faculty to fully understand sexual violence and sexual harassment as forms of sexual discrimination and further educates the community about College policy and procedures.

Contact the Title IX Coordinator:  
Shannon Walls, Special Assistant to the President  
Lela Raney Wood Hall, 3rd Floor  
sbwalls@stephens.edu  
(573) 355-3342

Sexual offenses (which are also referred to in this policy as “sexual misconduct”) are a form of sexual harassment, and include, but are not limited to, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, domestic violence, dating violence and stalking.

### **1. Sexual Harassment**

Sexual harassment is defined as unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the Colleges educational program and/or activities. Sexual harassment may involve power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

### **2. Non-Consensual Sexual Contact**

Non-Consensual Sexual Contact (or attempts to commit same) is defined as any intentional sexual touching (including disrobing or exposure), however slight, with any object, by a man or a woman upon a man or a woman, that is without consent and/or by force.

### **3. Non-Consensual Sexual Intercourse**

Non-Consensual Sexual Intercourse (or attempts to commit same) is defined as any sexual intercourse, however slight, with any object, by a man or woman upon a man or a woman, that is without consent and/or by force.

Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue or finger and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

### **4. Sexual Exploitation**

Occurs when a student takes non-consensual or abusive sexual advantage of another for her/his own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and

that behavior does not otherwise constitute one of any other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- invasion of sexual privacy;
- prostituting another student;
- non-consensual video or audio-taping of sexual activity;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- engaging in voyeurism;
- knowingly transmitting an STD or HIV to another student.
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

## 5. Domestic Violence

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Missouri, or by any other person against an adult or youth victim who is protected from that person's acts under Missouri law. Domestic violence may include "intimate partner violence," which may include physical violence, sexual violence, threats of physical or sexual violence, or emotional/psychological abuse.

## 6. Dating Violence

Dating violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined by the length of the relationship, the type of relationship, and/or the frequency of interaction between the persons involved. Dating violence may include "intimate partner violence," which may include physical violence, sexual violence, threats of physical or sexual violence, or emotional/psychological abuse.

## 7. Stalking

Stalking refers a course of conduct directed at a specific person that would cause a reasonable person to fear for her or his safety or the safety of others, or suffer substantial emotional distress. It may include, but is not limited to, following a person, appearing at his or her home or place of business, making harassing phone calls, sending harassing electronic or written messages, or vandalizing a person's property. For purposes of this policy "course of conduct" refers to two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

## 8. Reproductive coercion

Explicit male behaviors to promote pregnancy, including birth control sabotage (interference with contraception) or pregnancy coercion (telling a woman not to use contraception or threatening to leave her if she does not get pregnant).

### *Additional Important Terms*

**Coercion** is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Force** is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

**Effective Consent** is informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent is not effective if it results from the use of physical force, threats, intimidation or coercion.

**Ineffective Consent** is obtained through the use of fraud or force, whether that force comes in the form of physical force, threats, intimidation or coercion.

**Incapacitation:** Sexual activity with someone one should know to be—or based on the circumstances, should reasonably have known to be—mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy. Incapacitation is a state in which an individual cannot make rational, reasonable decisions because she/he lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of a sexual interaction).

This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the ingestion of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at [www.911rape.org](http://www.911rape.org).

Use of alcohol or other drugs is not a defense to a violation of this policy.

### *Understanding Consent*

- At the heart of the idea of consent is the idea that every person, man or woman, has a right to personal sovereignty, which means that she/he has the right not to be acted upon by someone else in a sexual manner unless she/he gives clear permission to do so.
- Consent can be broad or narrow and can be limited, such as in cases where someone is willing to engage in some forms of sexual activity, but not in others.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Consent may be given verbally or nonverbally, based on an active, informed, freely decided choice.
- Consent means you can't make assumptions about what your partner does or does not want. Absence of clear signals means you cannot touch someone else—not that you can.
- Consent means two people deciding together to do the same thing, at the same time, in the same way, with each other.

- The idea of consent completely rules out any need to show the use of force, or any type of resistance.
- Consent requires that the person initiating the sexual activity gets permission to do so, and that permission does not exist in the absence of resistance.
- Passively allowing someone to touch you in a sexual manner is not consent.
- There is no duty for anyone to fight off or act in any way to stop a sexual aggressor.
- There must be a verbal or non-verbal “Yes” in order for any permissible sexual activity to take place.
- There are circumstances in which even when consent is given, it is not valid. Consent would be invalid when forced, threatened, intimidated, coerced, when given by a mentally or physically incapacitated person, or when given by a minor.
- We cannot play the game of “If she/he doesn’t want it, she’ll/he’ll stop me.” That notion is based on antiquated and inappropriate resistance requirements. It is not her or his job to resist, but yours to respect her or his boundaries and find out what they are if they are unclear.
- No means no, but nothing also means no. Silence and passivity do not equal permission.
- The idea that kissing always leads to fondling, which always leading to petting, which leads to some sort of intercourse is a notion that is based on stereotypical sexual patterns and beliefs. Mutual exchanges must involve the expectations and desires of each person involved at every stage of the interaction.
- To be valid, consent must be given prior to or contemporaneously with the sexual activity.
- Consent can be withdrawn at any time, as long as that withdrawal is clearly communicated by the person withdrawing it.
- Silence, previous sexual relationships, and/or current relationships may not, in themselves, be taken to imply consent.
- Consent cannot be implied by attire, or inferred from the spending of money on a date.

- Intentional use of alcohol/drugs by the accused is not an excuse for violation of the Sexual Offenses Policy.
- Consent lasts only for a reasonable time, depending on the circumstances.

### *Consent Cannot Be Given By:*

- A minor to an adult. Someone under the age of 16 cannot give consent to someone over the legal age of consent (18), absent a legally valid marriage or court order.
- Mentally disabled persons cannot give consent to a sexual activity if they cannot appreciate the fact, nature, or extent of the sexual situation in which they find themselves.
- One who is physically incapacitated as a result of alcohol or other drug consumption (voluntary and involuntary), or who is unconscious, unaware, or otherwise physically helpless, is incapable of giving consent. One may not engage in sexual activity with another whom one knows or suspects to be physically incapacitated. Physically incapacitated persons are considered incapable of giving effective consent when they lack the ability to appreciate the fact that the situation is sexual, and/or cannot rationally and reasonably appreciate the nature and extent of that situation.

### *Risk Reduction Tips*

**In recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act:**

1. Make your limits known as early as possible.
2. Tell a sexual aggressor “NO” clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor.
4. Find someone nearby and ask for help.
5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.

6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

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

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, assume you DO NOT have consent.
4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
5. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage. Don't abuse that power.
7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

### *Reporting Procedures and Policies*

#### **What should you do if you are the victim of sexual misconduct?**

- Leave the scene, and get to a safe place as soon as possible.

- Call someone who can help and support you through this process, such as a close friend, a relative or a residential adviser. A victim advocate from the College is available to assist you, and can be contacted by calling Counseling Services at the Health & Wellness Center, (573) 876-7157, Campus Extension: 4157. Counselors are available on an emergency basis.
- Get medical attention right away. Even if you do not want to report the event to the police, you may have hidden internal injuries, sexually transmitted infections, or a pregnancy that requires medical care. Having the evidence collected in this manner will help to keep all options available to you, but will not obligate you to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should you decide later to choose that option. Medical care, including emergency contraception (a way to prevent pregnancy after unprotected sex), is available at local hospital emergency rooms, as well as the Planned Parenthood Columbia Health Center at 711 North Providence Road.
- Do not shower, drink, eat, brush your teeth, or change your clothes. Such activities destroy physical evidence that could be useful in the possible prosecution of the alleged perpetrator. If you have already done so, which is a normal response, you should still seek medical care, as these activities do not necessarily prevent the collection of evidence. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence.
- Consider contacting campus or community resources, including the Counseling Center, (573) 876-7157, or Campus Extension: 4157. Counseling services are available 24 hours a day on an emergency basis. Campus Security is also available to assist you, and may be reached by calling (573) 876-7299 or Campus Extension: 4299.
- Consider contacting law enforcement. If you go to the hospital, law enforcement will automatically be called, but you are under no obligation to speak with them.

- Write down everything that you remember. Even if the detail seems minute to you, it may be important.

### **Reporting an Incident of Sexual Misconduct to the College**

The College takes every report of sexual misconduct seriously, and will take action as appropriate. Any person may file a report of sexual misconduct against a Stephens College student, organization, or employee under this policy. A complainant may want to seek the help of a Support Person in making such a report (see details below).

#### *Confidential Support Persons vs. Mandatory Reporters*

When an individual is affected by an incident involving sexual harassment, including sexual misconduct, there are some people within the College community she/he can talk to with who can provide completely confidential advice and assistance. In most cases, College employees are required to disclose reports of sexual misconduct to appropriate individuals within the College; however, there are some specific individuals who are not subject to this requirement. The distinction between those who are required to report and those who can maintain confidentiality can be confusing. **Therefore, below are descriptions that clarify confidential support persons vs. mandatory reporters, and the protocol to follow when reporting sexual misconduct.** Talking to any of the individuals listed as “confidential support persons” **does not** constitute making a formal report of the incident to the College, though the College may still be obligated to report the incident (with no identifying information) in statistical information required by the federal government. This means that if the report is made only to a confidential support person, the College will not be in a position to respond to the report by initiating disciplinary or other proceedings discussed in this policy. While the decision about reporting sexual misconduct rests with the survivor/victim, Stephens College strongly encourages all survivors/victims of sexual misconduct to make a formal report to the College.

#### *Confidential Support Persons*

Students who wish to maintain confidentiality should speak with campus mental health counselors, campus health service providers or off-campus rape crisis counselors, all of whom have the right to maintain confidentiality. Campus counselors are available to help you free of charge (See

Counseling Services on page 127 for more information), and can be seen on an emergency basis. In addition, students may speak with off-campus members of the clergy and chaplains, who will also keep reports made to them confidential. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can best help you.

### *Mandatory Reporters (Faculty & Staff)*

Complainants are encouraged to speak to officials of the College in order to make formal reports of incidents. The College has designated the Title IX Coordinator, all members of the faculty, all academic deans, all vice presidents or other administrators with supervisory responsibilities (including the Director of Human Resources), and campus security officers as “responsible employees.” **Notice to them is considered notice to the institution** and requires prompt institutional response and follow-up. Formal reporting does not mean that the report will become public information, but it does mean that the College is required to take necessary steps to gather information and respond accordingly.

Although the College encourages students to use College procedures, students may also file a Title IX complaint with the Office for Civil Rights of the U.S. Department of Education.

### **Investigation and Adjudication Guidelines**

Sexual misconduct can be both a criminal violation and a violation of College policy. An individual charged with sexual misconduct may face criminal prosecution separate from any College disciplinary proceedings. Even if the criminal justice authorities choose not to prosecute, the College will promptly, appropriately, and impartially investigate all reports of sexual misconduct. Allegations involving violations of the Sexual Offenses Policy will be subject to the adjudication process set forth in the Stephens College Code of Conduct, subject to the following modified procedures set forth below:

- Any member of the College community, guest, visitor or other interested party may make a formal report of an alleged violation of the College's Sexual Offenses Policy. Complaints should be in writing and

should be submitted to one of the College's "responsible employees," (as defined in this policy), including but not limited to the College's Title IX Coordinator. While there is no time limit for filing such an allegation, failure to file a timely complaint with the Title IX Coordinator may adversely affect the ability of the College to take any remedial measures under this policy.

- After the College receives a report of a potential violation of the College's Sexual Offenses Policy, the Title IX Coordinator will meet with the victim (referred to as the "complainant") to determine the nature of the complaint. If the Title IX Coordinator determines that the complaint may constitute a violation of the Sexual Offenses Policy, the Title IX Coordinator will outline the options available to the complainant, including:
  - The complainant's right to notify law enforcement, to file a criminal complaint, and/or to seek an order of protection from the court system;
  - The availability of College authorities to assist the complainant in notifying law enforcement;
  - The complainant's right to request intermediate and/or protective measures from the College;
  - The complainant's right to determine if she/he wishes to pursue formal College disciplinary proceedings against the accused (referred to as the "respondent");
  - The procedures for the College's investigation of violations of the College's Sexual Offenses Policy and related disciplinary proceeding;
  - The possible outcomes of the College's disciplinary process.
- The Title IX Coordinator will provide the complainant with a copy of this policy, which explains the complainant's rights and options. In addition, the Title IX Coordinator will provide the complainant with written information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims both within the College and in the community.
- If the complainant wishes to pursue formal College disciplinary proceedings against the respondent, complaints involving students

will be referred to the Vice President for Student Development for investigation. Complaints involving employees of the College will be referred to the Director of Human Resources for investigation (see Stephens College Employee Personnel Policies or contact the Director of Human Resources for information about the process involved in investigating allegations of employee misconduct).

- If the complainant requests confidentiality, the College will take all reasonable steps to investigate and respond to the complaint while respecting the complainant's request for confidentiality; however, complete confidentiality may not be possible.
- If the complainant requests that the College not pursue formal disciplinary proceedings against the respondent, the College may still be obligated to continue investigating the complaint and may even pursue disciplinary proceedings if the College believes that such action is necessary to protect the safety and well-being of the College community. The College will only make this determination after a careful review of the situation and will consult with the complainant about ways in which it may limit the investigation's impact on the complainant.
- Both the complainant and the respondent have the opportunity to be accompanied by an advisor of their choosing to any investigatory meetings or disciplinary proceedings. During any such meeting or proceeding, the advisor may only act in a support role, meaning the advisor will not be permitted to testify, serve as a witness, examine or cross-examine any witnesses, or provide a statement on behalf of the student.
- During the investigation, the respondent will be given a full opportunity to respond to the allegations and will have the opportunity to provide a statement.
- The investigation will also generally include interviews and written statements from witnesses, as well as consideration of any other evidence relevant to the incident.
- Mediation, restorative justice conferencing and other processes may be available in certain situations. These options can be requested by either the complainant or respondent or suggested by the Title IX Coordinator or Vice President for Student Development. These options may be used to avoid escalation of minor conflicts or in place

of the Conduct Code hearing process in certain situations with the agreement of all involved parties and with the approval of the Title IX Coordinator. If an agreement is not reached when used in lieu of the conduct process, the case will be referred back for adjudication. **Please be advised that non-consensual sexual intercourse or any other situation involving violence cannot be mediated.**

- If a case of alleged sexual misconduct is not resolved informally, the matter will be scheduled for a hearing before a Hearing Panel of the Student Conduct Code Hearing Board (consistent with the policies of the SCC). The Hearing Panel will be comprised of individuals who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- Both parties have a right not to have their unrelated past sexual histories discussed in the hearing. The Chair of the SCC Hearing Panel will determine whether proposed testimony regarding past sexual history between or of either of the parties is related to the case at issue and may be introduced during the hearing. This determination will be made with the recognition that the mere fact of a current or previous consensual dating or sexual relationship between the complainant and respondent does not itself imply consent or preclude a finding of sexual misconduct.
- The complainant and the respondent are both permitted, but not required, to be present throughout the hearing. The complainant or respondent may choose to be physically separated from the other individual during hearing proceedings. This choice should be made at least two (2) business days prior to the hearing and communicated to the Administrative Assistant to the President so that the College may make the necessary arrangements.
- Neither the complainant nor the respondent may question the other directly, but both may submit questions to the Hearing Panel and the Chair of the SCC Hearing Panel will determine whether to ask any of the submitted questions.
- In accordance with this Policy, a Hearing Panel of the Student Conduct Hearing Board is empowered to hear allegations of, and to impose sanctions for, sexual misconduct and any violations of the College's

Student Code of Conduct pending against the respondent directly related to the alleged sexual misconduct or any alleged violations of this Policy.

- The Department of Education’s Office of Civil Rights has interpreted Title IX to require schools to evaluate reports of alleged sexual misconduct under a “preponderance of the evidence” standard and that is the standard adopted by this policy. A preponderance of the evidence exists when a reasonable person, after a careful balancing of available information, would conclude a violation has occurred and the student/organization charged is responsible for the violation.
- The Vice President for Student Development will provide contemporaneous written notice to both the complainant and the respondent regarding the outcome of the disciplinary proceedings, including any sanction(s) imposed. The notice will also include the College’s procedures for either the complainant or respondent to appeal the outcome.
- Both the complainant and respondent have equal rights of appeal (see page 117 of the Student Code of Conduct).
- Students who appear before the Student Conduct Hearing Panel, whether as parties to the proceedings or as witnesses, are expected to provide truthful testimony. All information associated with the proceedings is completely confidential; individuals believed to have violated confidentiality will be subject to disciplinary action.
- It is a violation of College Policy to retaliate against any person making a report of sexual misconduct or against any person cooperating in the investigation of (including testifying as a witness to) any allegation of sexual misconduct. “Retaliation” includes intimidation, threats, or harassment against any such reporting party or third party. Retaliation should be reported promptly to the Vice President for Student Development and may result in disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of sexual misconduct.

## Sanctions

Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose different sanc-

tions, ranging from verbal warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant and the respondent. Sanctions for violations of this policy may include any of the sanctions available in the Student Conduct Code.

### **Effect of Criminal Proceedings**

Because sexual misconduct may constitute both a violation of College Policy and criminal activity, the College encourages persons to report alleged sexual misconduct promptly to campus or local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this policy, criminal investigations or reports are not determinative of whether sexual misconduct, for purposes of this policy, has occurred. In other words, conduct may constitute sexual misconduct under this policy even if it is not a crime or law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute. In such cases, the complainant may not initially understand the results of the criminal investigation, the nature of criminal procedure, or the grounds for the law enforcement decision not to prosecute. The complainant in such cases may request that the Title IX Coordinator or other campus support person identified by the complainant assist her in seeking and attending a meeting with the local prosecutor to gain an understanding of the decision to decline a prosecution.

The filing of a report of sexual misconduct under this policy is independent of any criminal investigation or proceeding, and (except that the College's investigation may be delayed temporarily while the criminal investigators are gathering evidence) the College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and take interim measures to protect the complainant and the College community, if necessary.

### *Frequently Asked Questions*

#### **Does information about a complaint remain private?**

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the College's obligation to

fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the respondent may lead to disciplinary action by the College.

In all complaints that are adjudicated under this policy, both the complainant and respondent will be informed of the outcome of disciplinary proceedings, including any sanctions that may be imposed. Certain College administrators whom the College deems as having a “need-to-know” are also informed of the outcome within the bounds of student privacy (e.g., the President, the Vice President for Student Development, the Director of Campus Security).

If the College receives a report that a crime may have occurred, the College may notify local enforcement. In the absence of permission from the complainant, the College would only notify local law enforcement if it believed there was an imminent threat to the safety of the College community. Notification of law enforcement does not mean charges will be automatically filed or that a complainant must speak with the police.

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes under a federal law called the Clery Act. All personally identifiable information is kept confidential, but statistical information must be shared with campus security regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the federally mandated annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Victims of sexual misconduct should also be aware that College administrators are legally required to issue prompt timely warnings about certain incidents reported to them that may continue to pose

a serious or ongoing threat to members of the campus community. The College will make every effort to ensure that a victim's identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

### **Will my parents be told?**

College officials will directly inform parents when requested to do so by a student, in a life-threatening situation, or if you have granted the College permission in writing to share such information. Otherwise, parents will not know of the allegations unless you tell them. Whether you are the complainant or the respondent, the College's primary relationship is with you and not with your parents. However, in the event of major medical, disciplinary or academic jeopardy, students are strongly encouraged to inform their parents.

### **Will the respondent/accused student know my identity?**

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused student has the right to know the identity of the complainant/alleged victim. If there is a hearing, the College does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

### **Do I have to name the perpetrator?**

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator/respondent. No, if you choose to respond informally and do not file a formal complaint (but you should consult the confidentiality provisions of this policy above to better understand the College's legal obligations, depending on what information you share with different College officials). Complainants should be aware that not identifying the alleged perpetrator/respondent may limit the College's ability to respond effectively.

### **What do I do if I am accused of sexual misconduct?**

DO NOT contact the alleged victim. You may immediately want to contact someone in the campus community or another individual who can act as your adviser. You may also contact the Title IX Coordinator or the Office of the Vice President for Student Development,

and review this handbook, which will explain the College's procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor at the counseling center or seek other community assistance.

### **Will I (as a victim/complainant) have to pay for counseling/or medical care?**

The College provides limited counseling and medical care services through the College's Health & Wellness Services. The costs of more extensive care will be your responsibility.

### **What about legal advice?**

Victims of criminal sexual assault need not retain a private attorney to pursue criminal prosecution because criminal cases are prosecuted by the prosecuting attorney in the relevant jurisdiction. You may want to retain an attorney if you are considering a civil action against the respondent, or if you are the defendant in a civil or criminal proceeding. A complainant or respondent may also retain counsel to advise them throughout the College's disciplinary process related to this policy. Any student who retains a private attorney does so at her or his own expense.

### **Can I get a restraining order against the perpetrator?**

Victims of some types of conduct covered by this policy, such as sexual assault, domestic violence, dating violence or stalking, may be able to obtain a restraining order against the perpetrator from a court. If requested, the College can provide personnel to accompany a victim to court to obtain such an order. If a court imposes a restraining order against a College student or employee, the College will work with the parties involved to help ensure compliance with the order. The College asks that any party to a restraining order provide a copy to Campus Security. Separate from a court order, the College may impose a no contact order on the perpetrator (and in some cases, on both the perpetrator and complainant). Violations of a College no contact order may result in College disciplinary proceedings.

### **What about changing residence hall rooms?**

#### **What other accommodations can the College offer?**

If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies, and you will

be relocated to the first available suitable room. If you want the accused student/respondent to move, and believe that you have been the victim of sexual misconduct, in most circumstances you must be willing to pursue a formal or informal College complaint.

No contact orders can be imposed and room changes for the accused student/respondent can usually be arranged quickly. Other accommodations available to you might include:

- Assistance from College staff in completing the relocation;
- Arranging to void a housing contract and pro-rating a refund;
- Assistance with or rescheduling an academic assignment (paper, exams, etc.);
- Taking an incomplete in a class;
- Assistance with transferring class sections;
- Temporary voluntary withdrawal;
- Assistance with alternative course completion options;
- Other accommodations for safety as necessary.

### **Will a complainant be sanctioned when reporting a sexual misconduct policy violation if she/he has illegally used drugs or alcohol?**

No. The severity of the infraction will determine the nature of the College's response, but whenever possible, the College will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the College does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

### **Will the use of drugs or alcohol affect the outcome of a sexual misconduct complaint?**

Use of alcohol and/or other drugs will never excuse an incidence of sexual misconduct, and such use by either party will not diminish the accused student/respondent's responsibility. On the other hand, alcohol and/or drug use may affect the complainant's memory. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the respondent without further corroborating information. Complainants, however,

who believe they have been the victim of sexual misconduct should not allow their use of alcohol and/or drugs to deter them from making a report of sexual misconduct.

### **Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?**

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

### **What should I do if I am uncertain about what happened?**

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the Office of the Vice President for Student Development. The College will provide an adviser who can help you to define and clarify the event(s), and advise you of your options.

### **Guests and Visitation Policy**

The College's visitation policy applies to all students and guests and is designed to ensure consideration for roommates and other residents of your floor, suite/flat or apartment. A guest is defined as anyone who is present at the invitation of a student or anyone who is accompanied by a student on college-owned property; no student may have more than three (3) guests on campus at any given time. In order to ensure the safety and comfort of all residents, students may not leave guests unattended in their residence hall, apartment, or common area at any time. Students must escort their guests at all times, including trips to the bathroom. Students are responsible for educating their guest(s) regarding college policies and are accountable for the behavior and actions of their guest(s). Students will be charged with violating the Visitation Policy and all other policies their guest(s) violate, as if the student(s) violated the policies themselves. Guests with repeat or serious violations of campus policies may be assigned a permanent "no trespass" status, disallowing their presence on the Stephens College campus, and may be subject to criminal prosecution.

### **Harassment Policy**

Students, faculty and staff must be able to pursue their education, employment or activities without fear of verbal or physical harassment or hazing from other members of the community. Engaging in

harassment and/or hazing is considered a serious offense and will result in disciplinary action. See the Student Conduct Code on page 108 for more information.

Students who believe they have been the subject of harassment on the basis of disability should contact the College's ADA/Section 504 Coordinator in the Student Success Center in Stamper Commons; students who believe they have been the subject of harassment on the basis of gender or sex should contact the College's Title IX Coordinator in the Office of the Vice President for Finance and Administration. Students may also contact the Vice President for Student Development or the Office of Student Life to report complaints of harassment.

## Hazing Policy

Hazing is defined as any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Stephens College does not tolerate harassment or hazing of any kind; students who participate in such activities will be subject to penalties up to and including expulsion.

### A. Subtle Hazing:

Behaviors that emphasize a power imbalance between new members/rookies and other members of the group or team. Termed "subtle hazing" because these types of hazing are often taken-for-granted or accepted as "harmless" or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members/rookies on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members/rookies often feel the need to endure subtle hazing to feel like part of the group or team. (Some types of subtle hazing may also be considered harassment hazing).

#### Some Examples:

- Deception
- Assigning demerits
- Silence periods with implied threats for violation

- Deprivation of privileges granted to other members
- Requiring new members/rookies to perform duties not assigned to other members
- Socially isolating new members/rookies
- Line-ups and Drills/Tests on meaningless information
- Name calling
- Requiring new members/rookies to refer to other members with titles (e.g. “Mr.,” “Miss”) while they are identified with demeaning terms
- Expecting certain items to always be in one’s possession

### **B. Harassment Hazing:**

Behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members/rookies. (Some types of harassment hazing can also be considered violent hazing).

#### **Some Examples:**

- Verbal abuse
- Threats or implied threats
- Asking new members to wear embarrassing or humiliating attire
- Stunt or skit nights with degrading, crude, or humiliating acts
- Expecting new members/rookies to perform personal service to other members such as carrying books, errands, cooking, cleaning, etc.
- Sleep deprivation
- Sexual simulations
- Expecting new members/rookies to be deprived of maintaining a normal schedule of bodily cleanliness.
- Be expected to harass others

### **C. Violent Hazing:**

Behaviors that have the potential to cause physical and/or emotional, or psychological harm.

### Some Examples:

- Forced or coerced alcohol or other drug consumption
- Beating, paddling, or other forms of assault
- Branding
- Forced or coerced ingestion of vile substances or concoctions
- Burning
- Water intoxication
- Expecting abuse or mistreatment of animals
- Public nudity
- Expecting illegal activity
- Bondage
- Abductions/kidnaps
- Exposure to cold weather or extreme heat without appropriate protection

## **Involuntary Medical Withdrawal Policy** **Student Safety Assessment Team**

Stephens College is committed to providing a learning environment in which students have the opportunity to focus their energy and attention on their intellectual, emotional and personal development. On rare occasions, the College may find it necessary to respond to students who may be in crisis or whose behaviors may directly threaten the safety of the campus learning environment. In establishing a collaborative, professional team to respond to those situations, the College ensures its ability to respond effectively and confidentially through a process of identification and intervention that supports student success and ensures campus security.

The Student Safety Assessment Team (hereinafter “SSAT”) is a collaborative team of College professionals that convenes to conduct individualized assessments, based on the best available objective evidence, to determine whether it is reasonably likely that a student poses a direct threat to himself or herself, to others, or to the campus community. In

this context, “direct threat” is defined as a “*significant risk* of causing substantial harm to the health or safety of a student or other members of the College community that cannot be eliminated or reduced to an acceptable level through the provision of reasonable accommodations.” Significant risk means “a high probability of substantial harm that is not just a slightly increased, speculative or remote risk.”

### *Procedures and Responsibilities*

#### **The Student Safety Assessment Team (SSAT)**

Stephens College has established a Student Safety Assessment Team to:

- a. monitor and/or provide a systematic response to situations involving students whose behavior may be disruptive or harmful to themselves or others; or to students who may pose a direct threat to themselves or to the health and safety of members of the Stephens College community;
- b. provide a panel of medical, law enforcement and administrative professionals to consider whether a student meets the standard to proceed with a full investigation and hearing on the question of whether the student should be involuntarily withdrawn from the College;
- c. provide a panel of medical, security enforcement and administrative professionals to consider whether the College should in the best interests of the student and the community impose an immediate and interim withdrawal on a referred student until a more thorough assessment and hearing can be held;
- d. in situations in which the SSAT determines that the student’s behaviors are the result of a disability, provide recommendations regarding reasonable accommodations that may enable the student to remain safely in his/her educational programs.

The SSAT consists of a staff psychologist/counselor, the College physician, the Director of Safety & Security, the VPSD, the Director of Student Life and Engagement, the Director of Residence Life and Education, and the Vice President for Academic Affairs. The Chair of the SSAT will be appointed by the President from among its members.

## *The Process*

### **Records**

Records created by the SSAT relating to individual students are education records protected under the Family Education Rights and Privacy Act (FERPA). Records are maintained in the Office of the Vice President for Student Development.

### **Referrals**

Referrals to the SSAT may be made by any member of the College community who is concerned about the well-being or safety of an individual student or the campus community as a whole, or who has reason to believe that a student may pose a direct threat to himself or herself, or to the campus community.

### **The Investigation**

The SSAT will conduct an investigation to assess a referred student's current ability to safely participate in his or her education program.

The investigation should include, whenever possible, a meeting of the Vice President for Student Development, the Chair of the SSAT and the student who is the subject of the referral. At that conference, the Chair of the SSAT shall describe the concerns articulated in the referral; explain this policy and process, and provide the student with a copy. In circumstances where the College determines that a medical evaluation is required, the Chair of the SSAT will inform the student that he/she must meet with a designated health professional within a specified period of time for an evaluation; and inform the student that failure to meet with the health professional may result in a disciplinary charge under the Student Conduct Code for "failure to comply with an official request."

### **The investigation may also include:**

- a. consultation with administrators, faculty, staff and other students who may have witnessed or have been affected by the specific behaviors of the student;
- b. consultation with the student's parent or guardian, or other family member, if appropriate under FERPA, and other privacy regulations, regarding the student's behaviors;

- c. consultation with mental health or other medical professionals as permitted by law, regarding the student's current medical condition, which may include a request for current medical records.

### **Conclusions and Outcome**

If the SSAT concludes as a result of the preliminary assessment that the student does not present a direct threat to himself or herself or to the College community, it may take any action it deems appropriate, including but not limited to:

- a. allowing the student to resume all campus activities without further review or treatment;
- b. referring the student to the Office of the Vice President for Student Development for consideration of possible violations of the Student Code of Conduct;
- c. recommending that the student seek appropriate treatment.

If the SSAT concludes as a result of the preliminary assessment that the student's continued presence on campus poses a significant threat of imminent and serious physical harm to self or others or to property, or that the student's presence directly and substantially impedes the lawful activities of others, the SSAT may impose upon the student an interim withdrawal until a hearing can be scheduled.

### *The Hearing Process*

#### **Evaluation by a Health Professional**

In initiating the investigation and hearing process, the SSAT may request medical information from the student. The College also reserves the right to select an appropriate health professional to evaluate the student and shall notify the student of the time and place of the evaluation. The cost of any evaluation by a College-selected health professional will be covered by the College. When the health professional meets with the student, the student should be informed that the results of the evaluation will be made available to the student and to the SSAT.

If the health professional determines that the student does not meet the standard for involuntary withdrawal, that opinion will be reported in writing to the SSAT. In rare cases, and with adequate cause, the SSAT

may request additional information or another evaluation. Typically, however, such a determination would terminate this process.

If the health professional determines that the student may meet the standard for involuntary withdrawal, a written report of the evaluation shall be submitted to the SSAT and a copy shall be provided to the student. The report may include recommendations such as withdrawal, mandatory treatment, a behavioral contract, or a lighter academic load. Such recommendations are not binding upon the College.

Upon receipt of the health professional's determination that the student may meet the standard for involuntary withdrawal, the Chair of the SSAT will schedule a hearing of the SSAT Hearing Board in accordance with the following guidelines:

1. An SSAT Hearing Panel will be appointed by the President to address each review. The Hearing Panel will consist of three members of the SSAT, two members of the Academic Standing Committee, and two members of the Student Code of Conduct Hearing Board.
2. The student will be informed in writing of the time, date and location of the informal hearing, either by personal delivery, electronic mail, or certified U.S. mail, at least two (2) business days in advance.
3. The case file and the names of prospective witnesses will be available for inspection by the student in the Office of the Vice President for Student Development at least two (2) business days before the informal hearing.
4. Formal rules of evidence will not apply. Any person who disrupts the hearing may be excluded.
5. The student may choose to be accompanied by a support person, who can be a licensed psychologist, psychiatrist, or physician acting as an advocate, or a member of the faculty or staff of the College.
6. The support person will be allowed to consult with the student during the hearing. The student will be given reasonable time to ask relevant questions, as well as to present relevant evidence.
7. The hearing may be conducted in the absence of a student who fails to appear after proper notice.

8. The hearing shall be recorded by the College and the recording maintained in the pertinent case file for as long as the case file is maintained by the College.

### *The Decision*

The SSAT Hearing Panel will base its decision on the preponderance of the evidence presented at the hearing. The decision is based on the majority vote of the SSAT Hearing Panel; no minority decisions are allowed.

### *The SSAT Hearing Panel may decide:*

1. that the student does not meet the standard for involuntary withdrawal, and allow the student to return to her/his regular activities on campus;
2. that the student meets the standard for involuntary withdrawal, and to allow the student to remain enrolled on a probationary basis under specified conditions which may include, but are not limited to, participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, a housing relocation, a lighter academic course load, or any combination. When making its determination of appropriate probationary conditions, the SSAT may consult on an informal basis with College faculty and staff.
3. that a student meets the standard for involuntary withdrawal and should be removed from campus immediately.

The SSAT Hearing Panel's decision will be announced within two (2) business days of the hearing. The decision will be delivered to the student by certified U.S. mail, return receipt requested, to the student's most recent permanent address in the Registrar's records, or in person by hand delivery. The decision will become effective immediately upon deposit in U.S. mail or hand delivery.

### *Appeal*

Within five (5) business days from delivery of the SSAT Hearing Panel's written decision, the student may request review by the President. In

his or her written appeal, the student should state precisely the specific points that merit reconsideration and provide any additional information or documentation in support of his or her position. The appeal must be delivered by certified U.S. mail to the Office of the President, Stephens College, 1200 East Broadway, Columbia, Missouri 65215, or hand delivered to the Office of the President.

The President shall have access to the full case file, including the recording of the hearing. Within three (3) business days of receiving the written appeal, the President will inform the student of her decision in writing. That decision will be delivered to the student by certified U.S. mail, return receipt requested, to the student's most recent permanent address in the Registrar's records, or in person by hand delivery.

The President may (1) affirm the SSAT Hearing Panel's decision, (2) send the matter back to the SSAT Hearing Panel for further review of the additional documentation or information, (3) affirm the SSAT Hearing Panel's decision but alter the disposition from withdrawal to probationary enrollment under specified conditions, or (4) reverse the SSAT Hearing Panel's decision and reinstate the student without conditions. The President's decision is final and not subject to further review.

### *Readmission*

A student who is withdrawn pursuant to this policy may not re-enroll or be readmitted to the College before the start of the next term. The student must submit a written request for readmission to the Vice President for Academic Affairs, who will in turn refer the matter to the SSAT; the SSAT may require the student to submit additional documentation or evaluation materials as it deems necessary. Readmission may be granted only if the SSAT determines that the conditions that caused the withdrawal are no longer present.

The student is not entitled to a hearing or appeal on the SSAT's readmission decision.

### *Deviations from Established Procedures*

Reasonable deviations from these procedures do not invalidate a decision unless significant prejudice to a student results.

### *Voluntary Withdrawal*

At any point, the student may request a voluntary withdrawal. Approval of a voluntary withdrawal terminates the involuntary withdrawal process, but does not terminate any pending disciplinary action. Students who voluntarily withdraw will be charged pro-rated tuition and fees in accordance with the withdrawal policies described in this handbook. They are subject to the readmissions processes outlined in the Student Handbook.

### **Personal Property Policy**

The College shall assume no responsibility, and the student or other party to the housing agreement shall indemnify and hold harmless Stephens College and its agents and employees, for any and all claims arising from personal injury or for the loss, damage or theft of personal property belonging to or in the custody of the student(s) for any cause whatsoever, whether such losses occur in student rooms, public areas or elsewhere in or around the residence halls, theme houses or Greek houses. Students are strongly encouraged to carry insurance for protection against such losses.

### **Professional Boundaries Between Faculty, Staff and Students Policy**

There are special risks inherent in romantic or sexual relationships between individuals in inherently unequal positions. Because of the potential for conflict of interest, exploitation, favoritism, and bias, such relationships may undermine or be perceived to undermine integrity of the supervision or evaluation provided. Accordingly, the College will consider it a violation of this policy if any College employee establishes a romantic or sexual relationship with a student over whom he/she holds a position of authority or enrolled in his or her class, or who is otherwise subject to his or her supervision (including but not limited to faculty/student, adviser/advisee, coach/athlete, graduate or resident assistant/resident relationships). Where a romantic or sexual relationship already exists prior to the establishment of the employee/student relationship, the employee should notify his or her supervisor immediately so that the situation can be evaluated in advance. Alleged violations of the Professional Boundaries

Policy should be reported to the Director of Human Resources, who will meet with the student, faculty or staff person involved, and others with relevant information, to address the complaint in as expeditious and confidential a manner as possible.

### **Psychological Emergencies Policy**

A student who experiences a psychological emergency should contact the College Counseling Center at (573) 876-7157, Campus Extension: 4157 immediately. If there is a psychological emergency and the College Counseling Center cannot be reached or it is after hours, students should contact Security at (573) 876-7299. Students who engage in behaviors that may be disruptive or harmful to themselves or others will be evaluated by the Student Safety Assessment Team, and be subject to the procedures related to such an assessment.

### **Residence Halls: Right to Enter Policy**

The College reserves the right to enter student rooms, or grant permission to its authorized agent(s) to enter student rooms, for reasons that include but are not limited to: responding to an emergency; making needed repairs and performing routine maintenance; conducting health and safety inspections; and maintaining College rules and regulations.

### **Residence Halls: Room Condition Report Policy**

Upon checking into a residence hall room, students must read and sign a Room Condition Report (RCR) reporting to Residence Life any repairs that need to be completed.

### **Sexual Harassment Policy**

Stephens College does not tolerate sexual harassment by members of its community. Sexual harassment is understood to include a wide range of behaviors, from the actual coercing of sexual relations to the unwelcomed emphasizing of sexual identity. Sexual harassment generally may be described to include unwelcome sexual advances, requests for sexual favors, or other physical and expressive behavior of a sexual nature when:

1. Submission to or rejection of such conduct is made either explicitly or implicitly a term of or a condition of education, employment, or participating in College activities;
2. Submission to or rejection of such conduct by an individual is or could be used as the basis for evaluation in making academic or personal decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile or offensive working, living or learning environment.

Examples of sexual harassment may include, but are not limited to, slurs, threats, derogatory or suggestive comments, unwelcome jokes, and displays of sexually oriented literature or pictures, unwelcome teasing or sexual advances and other similar verbal or physical conduct, including email, phone calls or other online communications. Sexual violence includes acts such as rape, acquaintance rape and other forms of non-consensual sexual activity. This policy applies to all students, employees, interns, contractors, vendors, and others in the university environment, and applies to students' behavior on and off campus. The College prohibits retaliation against anyone because that person makes a good faith complaint, assists in an investigation, or otherwise exercises any rights protected by law or under this policy.

For more information, also see the Harassment Policy on page 93 and the Sexual Offenses Policy on page 72. Students who believe they have been the subject of sexual harassment should contact the College's Title IX Coordinator:

Shannon Walls, Special Assistant to the President  
Lela Raney Wood Hall, 3rd Floor  
sbwalls@stephens.edu  
(573) 355-3342

Students may also report harassment to the Vice President for Student Development or the Office of Student Life.

## Smoking Policy

Stephens College prohibits the use of any lit cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, including electronic