

St. Mary's University Campus and Fire Safety Compliance Report

Published Fall 2015



This annual campus security and fire safety compliance report includes information on crime reporting policies and procedures, timely warnings and campus safety alerts, security policy statements, crime statistics, crime awareness and prevention programs, emergency response and notification protocols and fire safety information at St. Mary's University.

210-431-1911
Emergency Services

210-436-3330
Nonemergency Services

210-436-3472
Administration

210-431-6757
Office Fax

In the case of an emergency, alert information will be available on:

- The University's website: www.stmarytx.edu
- The emergency hotline: 210-431-8075
- Your St. Mary's e-mail account
- Campus Alert, the emergency notification



ST. MARY'S
UNIVERSITY
UNIVERSITY POLICE

One Camino Santa Maria
San Antonio, Texas 78228
www.stmarytx.edu/police
code3@stmarytx.edu

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Introduction

The St. Mary's University 2014 Annual Security and Fire Safety Report is published in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. This report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain non-campus buildings owned or controlled by St. Mary's University, and on any public property within or immediately adjacent to the campus.

This report is prepared in cooperation with our main campus, distance learning and satellite campuses, and the Office of Student Life. Each entity provides updated information on their educational efforts and programs to comply with the Clery Act.

Campus crime, arrest, and referral statistics include those reported to the University Police Department, designated campus officials (including but not limited to directors, deans, department heads, designated Residence Life staff, judicial affairs, advisors to students/student organizations and athletic coaches), as well as reports submitted anonymously.

The report also includes institutional policies concerning campus security, fire safety, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

Employees and current students are notified by email of this report's availability each year, which may be obtained at the St. Mary's University Police Department ([ground level of Treadaway Hall](#)) or online at <https://www.stmarytx.edu/campuslife/safety-security/police/clery>.

In addition to this report, the University Police Department maintains a daily crime and fire log of incidents committed and occurring on campus. It is available for review at the University Police Department Administrative Office during normal business hours.

Compliance Statement

To ensure compliance with the Clery Act, St. Mary's University must meet obligations in the following three categories: (1) policy disclosure; (2) records collection and retention; and (3) information dissemination.

Policy Disclosure — St. Mary's University must provide the University community and the public with statements of the current policies and practices regarding procedures for reporting crimes and other emergencies on campus, as well as policies regarding security and access to campus facilities, and policies related to the University Police Department's jurisdiction and working relationships.

Records Collection and Retention — St. Mary's University is required to keep campus records of crimes reported on campus to campus security authorities, make a reasonable good faith effort to obtain certain crime statistics from appropriate law enforcement agencies to include in the annual security and fire safety report, and keep a daily crime log open for public inspection.

Information Dissemination — To provide members of the University community with information needed to make informed personal safety decisions, the University will provide the following: 1) Timely warning notifications of Clery Act crimes that represent an ongoing threat to the safety of students and employees; 2) Immediate (emergency) notifications to the University community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, and; 3) Publish an annual security and fire safety report, make the report available to all current students and employees, and ensure the annual security report is made available to prospective students and employees.

The University is required to report serious crimes that occur on university owned or controlled property, public property that is within or immediately adjacent to the campus, and non-campus properties as defined by the Clery Act. The crimes that must be reported include the following:

- Murder & Non-Negligent Manslaughter
- Negligent Manslaughter
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Arrests for Weapon Law Violations
- Arrests for Drug Law Violations
- Arrests for Liquor Law Violations
- Disciplinary Referrals for Weapon Law Violations, Drug Law Violations, or Liquor Law Violations
- Hate Crimes
- Sex Offenses (including rape, fondling, incest, and statutory rape)
- Dating Violence
- Domestic Violence

- Stalking

In compliance with the University's Equal Opportunity, Non-Discrimination, and Sexual Harassment policy, all employees of the University are classified as Campus Security Authorities and must report such crimes to the University Police Department.

The only exception to the above is: staff psychologists, counselors, health care providers, and clergy when knowledge of the crime has been gained in their professional capacity only.

Subsequent to an initial report, University officials may need additional information in order to fulfill the University's obligations under federal, state, and local laws.

The University Police will advise the Title IX Coordinator of any reports that allege violations of the University's Equal Opportunity, Non-Discrimination, and Sexual Harassment policy. For reports of crimes involving students, the University Police will also notify the Dean of Students.

Crime Reporting Policies and Procedures

St. Mary's University encourages students, employees, visitors, and community members to report all crimes and public safety related incidents to the University Police Department in a timely manner.

The St. Mary's University Police Department is available 24 hours a day to answer your calls. In response to a call, University Police will take the required action, either dispatching an officer and/or other emergency services or asking the caller to report to UPD to file an incident report. All reported crimes will be investigated by University Police. Reports involving students are forwarded to the Dean of Students for review and potential judicial action. Incidents will be investigated when deemed appropriate, and any additional information obtained via the investigation may also be forwarded to the Dean of Students.

Crimes reported to the University Police Department will be included in the annual crime statistics or daily crime log. Prompt reporting also aids in providing timely notices to the University community, when appropriate.

The University community is encouraged to report crimes, emergencies, and safety concerns by calling the St. Mary's University Police Department.

Emergency Number:

From an On-campus Phone: Extension 1911

From an Off-campus Phone: 210-431-1911

Non-Emergency Number:

From an On-campus Phone: Extension 3330

From an Off-campus Phone: 210-436-3330

Emergency Call Boxes

Emergency call boxes are located at the main entrances of Treadaway, Chaminade, Marian, Dougherty, Lourdes, John Donohoo, and Adele Halls, as well as at the east side of the University Center. Other locations include: parking lots B, D, M, N, O, R, and V. The emergency call box will directly contact the University Police Department. The information/emergency call box telephone system is a part of an ongoing effort to make the University Police Department more accessible.

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the St. Mary's University judicial system or the criminal justice system, you have the option to make a confidential report. The Clery Act Confidential Crime Statistic Report Form is available at <https://www.stmarytx.edu/campuslife/safety-security/police/forms-download/>

With the victim's permission, the Chief of St. Mary's University Police Department or his designee can file a report on the details of the incident without revealing your identity. The anonymous report allows the University to maintain compliance with the applicable Federal Regulations, as well as aid in the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine whether there is a pattern of crime with regard to a particular location, method, or assailant, and alert the University community to potential danger. Reports filed in this manner are counted and disclosed in the institution's Annual Security Report.

St. Mary's University encourages pastoral and professional counselors; if and when they deem it appropriate, to inform the persons they are counseling of the University's confidential reporting procedures.

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

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

Campus Security Authorities (CSAs)

Recognizing that many crimes (especially those involving sexual misconduct) are not reported to the police, the Clery Act requires schools to collect data about crimes on and around their campuses from a wide variety of sources, referred to as **Campus Security Authorities (CSAs)**. In addition to University Police, any faculty or staff member with "significant responsibility for student and campus activities" is considered a CSA and has duties under the Clery Act.

The Clery Act defines the last category of CSAs broadly to ensure complete coverage and thorough reporting of crimes. While CSAs should be identified by **function rather than title**, this category typically includes vice presidents, deans, assistant deans, residential services staff, athletic coaches, student activities coordinators, and faculty advisors to student organizations.

Campus Security Authorities

The Clery Act defines four categories of CSAs:

- University Police;
- Non-police security staff responsible for monitoring college property;
- People or offices designated by school policy as those to whom or which crimes should be reported; and officials with significant responsibility for student and campus activities.

According to the University's Equal Opportunity, Nondiscrimination, Sexual and Other Forms of Harassment, all employees have been classified as CSAs and receive annual training. Under this classification, CSAs are required to report any Clery related offense immediately to the University Police Department.

Who Is Not Categorized as a CSA?

These faculty and staff members are typically not considered CSAs and are given an exception to the reporting requirements as long as they are acting within the specific official roles of:

- Medical professionals in the health center
- Counselors in the counseling center who only provide care to individual students.
- Pastoral Counselors

Note also that (a) licensed professional mental-health counselors and (b) pastoral counselors employed by a religious organization to provide confidential counseling are *exempt* from the Act's reporting requirements, as long as they are working within the scope of their license or religious assignment at the time they receive a crime report.

Emergency Notification and Timely Warning Notification

Emergency Notifications

In accordance with the Higher Education Act of 1965, St. Mary's University has implemented a comprehensive communications system to provide prompt warning notifications and alerts of immediate threats to the health and safety of members of the campus community using both email and text messages. St. Mary's University will also utilize building fire alarm systems to notify students and employees of an emergency. The University may also use the University website to provide information to the surrounding area. In addition, University community members can call St. Mary's University emergency hotline at 210-431-8075 for more information.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the St. Mary's University Police Department will determine if an immediate (emergency) notification is warranted. If an immediate (emergency) notification is needed, it is sent to members of the University community who have not opted out of receiving notifications. The content of the message will be developed, and the message will be sent by the University Police Department. Follow up messages, if deemed appropriate, will also follow the above described process and will be sent by the University Police Department.

The St. Mary's University Police Department will, without delay, and taking into account the safety of the University Community, determine the content of the notification and initiate the notification, unless doing so will, in the professional judgement of law enforcement personnel, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Before sending an immediate (emergency) notification, the officer or telecommunicator will notify his/her supervisor when it is determined that a significant emergency or dangerous situation exists. The supervisor will select the appropriate message template or draft a new alert, then send the message to the University Community by email and text message. If the supervisor is unable to send an email or text message, permission will be given to the telecommunicator or officer on duty to send the appropriate message.

The below listed positions have the authority and access to issue an immediate (emergency) notification:

University Police Department:

- Chief of Police
- Police Captain
- Clergy Compliance Officer
- Police Sergeants
- Telecommunicators
- Coordinator to the Chief

Other Departments:

- Chief of Staff, Office of the President
- Dean of Students, Residence Life

Timely Warnings

The St. Mary's University Police Department Chief or a designee will develop timely warning notices for the University to notify members of the community about serious crimes against people that occur within the core campus boundaries (which includes on university owned or controlled property on campus and public property that is within or immediately adjacent to the campus) and in non-campus properties as defined by the Clergy Act. Although not required by Federal Law, timely warning notices

may also be distributed for crimes that occur outside the Clery Act geographic areas, if the crime is deemed to pose an ongoing threat to the campus community. The decision to issue a timely warning notice for an off campus crime will be made on a case by case basis depending on an assessment of various factors, which include but are not limited to: the nature of the crime, the exact location, the time of the incident, the local police response and guidance to campus officials and the potential direct effect on the campus community.

A timely warning notification will be distributed when it is determined that there is an ongoing or serious threat to members of the St. Mary's University community. In addition, these timely warnings will only be issued for Clery Act reportable crimes indicated below.

The University Police Department reviews information that is reported either directly to University Police or indirectly reported by members of the community, Campus Security Authorities, and other local law enforcement to determine if a reported crime poses a serious on-going threat to members of the University community. The University Police will confirm that a Clery reportable crime has occurred using the standard of "most likely occurred". Upon that confirmation, the University Police will then start the process of issuing the Timely Warning Notice.

The University Police Department will issue a timely warning notification for the following incidents, as defined by Texas Statutes:

- Murder/Non-Negligent Manslaughter
- Aggravated assault
- Robbery involving force or violence
- Sexual Assault
- Major incidents of arson
- Burglary (of a residential facility on the campus)
- Motor Vehicle Theft

Timely warning notifications for acquaintance sexual assault incidents will be issued if one or more of the following criteria are met:

1. The threat to the University community has not been mitigated if no arrests have been made.
2. Facilitation of a drug that may have contributed to the acquaintance sexual assault.
3. The acquaintance sexual assault was reported to the University Police Department within 6 months of the occurrence.

At this time, reported instances of Dating Violence, Family Violence, and Stalking, not reaching the level of aggravated assault, as defined by Texas Statutes, will not be communicated to the campus community via a Timely Warning Notification; unless a confirmed danger to others within the campus community exists. These crimes will be reported on the Daily Crime Log and within the Annual Security Report.

All timely warning notices will include the following, unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time or timeframe of the incident
- A brief description of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips).
- Suspect description(s) when deemed appropriate and if there is sufficient detail (see below)
- University Police contact information
- Other information as deemed appropriate by the University Police Department

The description of subjects in a case will only be included in the timely warning notification if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the notification. The Violence Against Women Act (VAWA) strictly prohibits publishing victim names in timely warning notifications.

The University Police can utilize up to three different methods for distributing the Timely Warning to the campus community. University email is the primary means of disseminating timely warning notifications. University Police can also provide timely warning notifications through the University's "StMU Alert" text messaging and voicemail announcements.

University Police will draft an email containing the proposed timely warning notification and forward it to the Office of Communications. The Office of Communications will review and suggest possible revisions, then send it back to the University Police Department for a final review. Upon determining that the content has met the requirements outlined above, the University Police Department will send out the timely warning notification to all current St. Mary's University students and employees. Updates to the St. Mary's University community about any particular case resulting in a timely warning notification may also be distributed electronically by email.

Although not required by Federal Law, timely warning notifications may also be distributed for crimes that occur outside of the Clery Act defined requirements for crimes or geography, if the crime is deemed to pose an ongoing threat to the campus community. The decision to issue a crime alert for an off campus crime will be made on a case by case basis depending on an assessment of various factors which include but are not limited to: the nature of the crime, the exact location, the time of the incident, the local police response, and the potential direct effect on the campus community.

The department does not issue timely warning notification for the above listed crimes if:

1. The department apprehends the subject(s) and the threat of imminent danger for members of the University community has been mitigated by the apprehension.
2. If a report was not filed with the St. Mary's University Police Department or if University Police were not notified of the crime in a manner that would allow the department to post a "timely" warning for the community. A general guideline will include a report that is filed within one academic year. This type of situation will be evaluated on a case by case basis.

Annual Reports

Statistics are compiled on a calendar year basis and are to the University community and the general public.

The Student Newspaper

The University Police Department provides summarized information on crimes to the Rattler student newspaper.

Daily Crime and Fire Log

The University Police Department maintains a daily crime and fire log summarizing incident reports filed by department personnel for review by the University community and the general public.

How to Register for the Emergency Notification System

Go to the Main University Web page: www.stmarytx.edu

1. Scroll to the bottom of the page and locate the “Gateway” link located under the Helpful Links section.
2. Login to Gateway with your St. Mary’s University User Name and password.
3. After login in, locate the Home tab and click the Resources Tab.
4. Under the Tools Tab, select “Campus Alerts”
5. Sign in with your St. Mary’s University Email (User Name) and Password on this screen (You may have to register if this has not been done previously)
6. Upon opening the page, Select USER and input your correct information.
7. Select and test that your information is correctly added. Congratulations, you are now registered to receive emergency notifications.

Access to Campus Facilities and University Housing

Faculty, staff and students are required to have a Rattler ID card in their possession at all times and to present it upon request. Rattler ID cards may be obtained in the Louis J. Blume Library, Charles L. Cotrell Learning Commons at the Information Technology Help Desk. Most academic and administrative buildings and facilities are locked and unlocked by the University Police Department on a daily basis. They are accessible to the University community, guests and visitors during normal business hours with limited access after normal business hours, on weekends and holidays. Students requesting admittance into a secured building after normal hours must show their Rattler ID card and an official Late Entry Pass. No exceptions will be made for students who do not have these items. Each residence hall and area is staffed by a full-time, live-in, Residence Hall Director, as well as students employed as Resident Assistants. Each residence hall is accessible by key, and exterior entrance doors remain locked 24-hours a day. Students are encouraged not to loan their key to anyone, and guests are not permitted into residence halls after designated visiting hours. Residents should report lost keys and malfunctioning locks to the office of Residence Life. The University Police Department does not unlock Resident Hall rooms during normal business hours. Requests for Resident Hall room access can be made by contacting the Residence Life office or Director on Duty.

Maintenance of Campus Facilities

The University Police Department works closely with the University departments to maintain a safe campus. Maintenance personnel repair locks, doors and windows that have been reported as not operating properly, and grounds personnel maintain trees, shrubbery and vegetation to ensure that it does not impede lighting, interfere with walkways or create a safety concern.

Jurisdictional, Enforcement, and Arrest Authority of University Police

St. Mary's University Police Department is a professional police organization which is dedicated to serving and protecting the St. Mary's University community. To that end, the department is responsible for law enforcement, security, and emergency response on campus. Section 51.212 (a) of the State of Texas Education Code provides that the governing Board of Trustees of respective private institutions of higher education, including private junior colleges, are authorized to employ and commission campus security personnel for the purpose of enforcing the law of this state on the campuses of private institutions of higher education. Any officer commissioned under the provisions of this section is vested with all the powers, privileges and immunities of peace officers while on the property under control and jurisdiction of the respective private institution of higher education or otherwise in the performance of his/her assigned duties. Though the St. Mary's University Police, primarily patrol close to the main campus located at One Camino Santa Maria, San Antonio, Texas; the University Police have jurisdiction within all of Bexar County as defined by Statute. From time to time and when in the interest of the university, the University Police will take enforcement actions elsewhere within the county. See jurisdictional map below on page 48.

St. Mary's University Police Officers are certified by the Texas Commission on Law Enforcement as meeting the established training requirements of the State of Texas for Peace Officers. They are armed with firearms and make arrests pursuant to the Texas Code of Criminal Procedure for crimes defined in the Texas statutes. They are supported by non-commissioned civilian staff and licensed telecommunicators.

All officers have received training in a wide range of areas to include:

- First aid
- CPR
- Mental health
- Bike patrol
- Underage drinking prevention and enforcement
- Active shooter
- Hostile intruder incidents
- Sexual Assault and Family Violence Investigators (SAFVIC) course

In addition, the University Police Department is in the process of sending each Officer to Sexual Assault and Family Violence Investigators courses. The individual officer, upon completion of the course will be certified as a Special Investigator by the State of Texas.

Officers are authorized to enforce all regulations on the University campus.

Officers conduct foot, bicycle, and vehicular patrols on all University property and throughout the University Housing community 24-hours a day.

Working Relationships with Local, State and Federal Police Agencies

The University Police Department maintains close working relationships with the San Antonio Police Department, Bexar County Sheriff's Office, state, federal and other law enforcement agencies. In addition, the University Police Department also works closely with the San Antonio Fire Department, San Antonio Fire Department - Emergency Medical Services and, the respective Offices of Emergency Management.

In 2013, St. Mary's University Police Department joined the City of San Antonio and Bexar County regional radio system. This radio system covers more than 1,200 square miles (coverage footprint ranging from San Antonio to Austin, all the way to Houston), and is compatible with nearly 10,000 land mobile radios deployed by 40 agencies working in the county, which includes the City of San Antonio, Bexar County Sheriff's Office, 22 smaller cities and towns, four military bases, and federal and state agencies. In addition, the radio system also has interoperable communications with all of the Lower Colorado River Authority's (LCRA's) approximate 9,500 users.

St. Mary's University Police works with other regional university police departments regarding a wide range of crime and safety issues which are unique to college and university campuses. These partners are:

- University of Texas at San Antonio
- University of Texas Health and Science Center at San Antonio
- Texas A&M University – San Antonio
- Trinity University
- University of Incarnate Word
- Our Lady of the Lake University
- Alamo Colleges

St. Mary's University Police participates in the following regional organizations:

- Alamo Council of Governments
- Central Texas Investigators Working Group
- Bexar County Area Chief's Association
- San Antonio Regional University – Emergency Management Planning Group
- San Antonio Regional School District, College and University Police Planning / Working Group.

St. Mary's University Police Department in partnership with the Federal Bureau of Investigations (FBI), host the San Antonio Business Alliance Conference – Working together to Ensure National Security.

The St. Mary's University Police Department has a Memorandum of Understanding (MOU) with the City of San Antonio which addresses the following areas:

- Jurisdiction
- Notifications of crimes at university locations
- Use of the City of San Antonio Police Department's
 - Crime Scene Units
 - Bomb Squad
 - SWAT Team
 - Hostage Negotiators
 - Investigative Unit
- Procedures to be followed regarding the execution of warrants of arrest and search warrants
- Joint Training ventures

The St. Mary's University Police Department has an inter-agency agreement, with the Bexar County Sheriff's Office providing access to the Texas Law Enforcement Telecommunications System (TLETS), the Texas Crime Information Center (TCIC), and the National Crime Information Center (NCIC) and associated systems.

St. Mary's University partners with the following federal law enforcement organizations as appropriate:

- FBI
- Joint Terrorism Task Force
- Department of Homeland Security
- Transportation and Security Administration
- United States Marshalls Service
- Drug Enforcement Administration
- United States Secrete Service
- United States Department of State
- United States Border Patrol
- United States Immigration and Customs Enforcement
- United States Postal Police
- Various United States Armed Forces Criminal Investigations Departments

During the spring semester, St. Mary's University hosts the St. Mary's University Alumni Association, Fiesta® Oyster Bake. Oyster Bake, is a recognized, volunteer-driven, Fiesta San Antonio musical festival, with five simultaneous music stages including, family friendly , jazz, Tejano, rap, hip-hop, county, pop , and rock stages.

In 1974, St. Mary's University Oyster Bake became an official Fiesta San Antonio event. This event attracts approximately 70,000 visitors all in support of the Alumni Associations goal of fund raising for student scholarships.

During this event many different law enforcement agencies, listed below, provide officers to assist with a yearly average of 250 police officers who work this one and a half day event. There are over 7,000 civilian volunteers. Each agency represented is covered under the regional Annual Fiesta Oyster Bake Incident Management Plan of Action. The St. Mary's University Alumni Fiesta Oyster Bake Incident Management Plan of Action has received numerous awards and been recognized in the past by Texas Festivals & Events Association for the Best Public Safety/Security Plan for events over \$750,000. In addition, this event and the Incident Management Plan of Action have also been recognized nationally and internationally by the International Festivals and Events Association.

- City of San Antonio
 - Police Department
 - City Marshals
 - Park Police Department
- Bexar County
 - Sheriff's Office
 - District Attorney's Office – Investigators
- Atascosa County Sheriff's Office
- Edgewood Independent School District Police Department
- South San Independent School District Police Department
- Harlandale Independent School District Police Department
- Southside Independent School District Police Department
- Texas A&M University - San Antonio Police Department
- Live Oaks Police Department
- Natalia Police Department
- Poteet Police Department
- Somerset Police Department
- Universal City Police Department
- Converse Police Department
- Hollywood Park Police
- VIA Metropolitan Transit Police
- Southwest Texas Regional Advisory Council (STRAC)
- Texas Department of Public Safety
- Texas Alcoholic Beverage Commission – Agents
- Federal Bureau of Investigation
- Department of Homeland Security – Transportation Security Administration

Encouragement of Prompt Reporting of Crimes or Emergencies

The University community is encouraged to report crimes, emergencies, and safety concerns by calling the St. Mary's University Emergency Number:

From an On-campus Phone – Dial extension 1911

From an Off-campus Phone – Dial 210-431-1911

When reporting an emergency, please provide your name, location, and a brief description of the emergency. Blue light call boxes, strategically placed throughout the campus can also be used for this purpose.

Anyone can always call 9-1-1 and report an emergency to the joint City of San Antonio & Bexar County 9-1-1 service for Police, Fire Department or, Emergency Medical Services.

Police Department Services Numbers

Emergency Police Response: **210-431-1911**

Reporting crimes and emergencies in progress.

Patrol Division/Non-Emergency Police Response & Services.....**210-436-3330**

Police/public safety assistance, patrol information, safety escorts, late entry access/passes, and unlock/jumpstart vehicle assistance.

Parking and Traffic Division **210-431-6754**

Vehicle registration, parking permits, citations/appeals, and reserved parking.

Investigations.....**210-431-6772**

Investigations, and operation I.D.

Sergeant's Office.....**210-431-6755**

R.A.D. self-defense class and event security staffing.

Administration.....**210-436-3472**

Chief of Police, report copies, and administrative services.

Operations.....**210-431-4334**

Crime statistics, victim/witness assistance, and community outreach/education.

Emergency Response on Campus

St. Mary's University Police Department has the primary responsibility for law enforcement, security and emergency response on campus. The University Police can be contacted 24-hours a day, 365 days a year by dialing extension 1911 from an on-campus telephone or 210-431-1911 from an off-campus telephone.

Medical Emergencies

When medical treatment or an ambulance service is required for injuries or health related situations, contact the University Police at extension 1911. If the medical emergency is life threatening, call 9-1-1 immediately to request an ambulance and have someone else contact the University Police Department to provide assistance.

Annual Fire Safety Report

In case of a fire in a campus building or residence hall, contact the University Police at extension 1911 or by at 210-431-1911. The San Antonio Fire Department can be reached directly at 9-911 on campus or 210-207-7744 for non-emergencies. If assistance is required from the San Antonio Police Department or the San Antonio Fire Department, the University Police Department will contact the appropriate agency.

Reporting of Fire

Reports of fire (no matter how minor) or activated fire alarms are documented in an incident report by University Police and a log of those reports are contained in the daily crime and fire log for viewing during normal business hours at the University Police office.

Description of On Campus Housing and Fire Safety Systems

St. Mary's University has 12 residence halls that provide students with a home-away-from-home, many of which offer living learning communities that include both academic and recreational focuses. We have two freshmen experience buildings, Founders Hall and Dougherty Hall that all freshmen are required to live in unless they are a part of a specific living community.

Adele Hall

Adele Hall is available for upperclassmen and undergraduate students and is part of the Outback Area. This two story residence hall offers a private exterior room entrance and a private bathroom for two to three people of the same sex in each room.

Chaminade Hall

Chaminade Hall is available for undergraduate, graduate, and law students that are **at least 21 years old**. This three story, suite-style residence hall offers single and two person rooms that are the same sex by room and suite.

Andrew Cremer Hall

Cremer Hall is available for upperclassmen, undergraduate students and is part of the Outback Area. Cremer Hall is a three story residence hall that offers a private room entrance and private bathroom for three people of the same sex in each room.

John Donohoo Hall

John Donohoo Hall, also known as JD, is home to the Honors Living Learning Community, available to all classifications of undergraduate students accepted into the Honors program. This two story residence hall is part of the Outback Area and offers a private exterior room entrance. Each room has a private bathroom, with two people of the same sex in each room.

Dougherty Hall

Dougherty Hall is open to undergraduates of all classifications. This newly remodeled residence hall is home to two of our living communities, Rowdy Rattlers and Psychology Living Learning Community. As a two story, suite-style residence hall, Dougherty accommodates two people per room that are the same sex by room and suite. Dougherty Hall has two wings connected by a shared common area with one hall entrance to the building through the main lobby.

Founders Hall

Founders Hall is a first year experience hall, housing incoming freshmen only. This newly constructed three-story building is home to three living communities, Rattlers have HEART, Biology and Political Science Living Learning Community. Founders Hall has both suite-style rooms, housing two people per room that are same sex by room and suite, as well as a few private rooms with three people of the same sex per room with a private bathroom. Founders Hall has one entrance to the building with an elevator available in the main lobby.

Archbishop Flores Hall

Flores Hall is open to upperclassmen undergraduates, is a part of the Outback Area, and houses the Outback Area Office. This two story residence hall offers a private exterior room entrance. Each room has a private bathroom, with two to three people of the same sex in each room.

Anthony Frederick Hall

Anthony Frederick Hall, also known as AF, is home to the Marianist Leadership Living Learning Community, open to all classifications of undergraduate students approved by the Marianist Leadership Program Coordinator. This two story residence hall is part of the Outback Area and offers a private exterior room entrance.

Herbert and John G. Leies Hall

Leies Hall is open to upperclassmen undergraduate students. This three-story building is part of the Outback Area and has an exterior common area entrance and an interior room entrance. Leies Hall is a quad style setup, with four people of the same sex each receiving a private room, while sharing a common living room and bathroom.

Our Lady of Lourdes Hall

Lourdes Hall is open to upperclassman undergraduate students. This two-story hall has rooms configured to house three residents of the same sex per room with a private bathroom, and built in closets and drawers. Depending on the size of the freshmen class this building will sometimes be used for freshmen housing as well as upperclassman as it is the closet building to two designated freshmen halls.

Marian Hall

Marian Hall is home to our science living learning community and houses science, technology, engineering and mathematics majors from all undergraduate classifications. This three story building has interior entrances to the suite-style rooms with two people assigned to each room and are the same sex by room and suite.

Treadaway Hall

Treadaway Hall is an upperclassman, undergraduate hall with private rooms and community bathrooms. Perfect for someone who likes a space to themselves, with the ability to still feel connected to a community of students. In this four-story building students are assigned same sex by wing.

Each building fire alarm system is annually tested and inspected. When a fire alarm is activated on the campus, the University Police Department is notified either by the alarm panel located in the University Police Department or by the monitoring company which has already dispatched the San Antonio Fire Department. University Police Officers write a report about the known cause of the fire activation and those reports are sent to the Facilities Department in order to identify and prevent unwanted activations of the fire alarm system.

The Facilities Department has an internal tracking system which also captures the activation of the fire alarm system and is used to address fire alarm maintenance.

Fire Safety Systems in St. Mary's University Residential Facilities						
<u>Building</u>	<u>Fire Alarm System</u>	<u>Fire Extinguishers</u>	<u>Full Sprinkler System</u>	<u>Evacuation Plans & Placards</u>	<u>Smoke Detection</u>	<u>Number of Fire Drills</u>
Adele Hall	X	X		X	X	4
Chaminade Hall	X	X		X	X	4
Andrew Cremer Hall	X	X		X	X	4
John Donohoo Hall	X	X		X	X	4
Dougherty Hall	X	X		X	X	4
Founders Hall	X	X	X	X	X	4
Archbishop Flores Hall	X	X		X	X	4
Anthony Frederick Hall	X	X		X	X	4

Herbert & John G. Leies Hall	X	X	X	X	X	4
Our Lady of Lourdes Hall	X	X		X	X	4
Marian Hall	X	X		X	X	4
Treadaway Hall	X	X		X	X	4

Fire Safety and Security Guidelines

Cooking in Rooms/Restricted Items

Cooking in residence hall rooms can create a fire hazard. Only the appliances listed below are permitted:

- Blenders and mixers
- Hot air popcorn maker
- Microwave ovens (small)
- Refrigerators (small)
- Toasters (small, non-toaster ovens)

Cooking is not permitted in lounges, lobbies or hallways, except in an Office of Residence Life provided microwave oven. Never leave an appliance in use unattended.

Appliances with exposed heating elements or open flames are not permitted.

These items include but are not limited to the following:

- Cappuccino makers
- Coffee makers/pots
- Crock pots
- Cup warmers
- Electric skillets
- Hot plates/hot pots
- Popcorn poppers that use oil
- Single burners (w/coil heating element)
- George Foreman grills
- Toaster ovens

Other Restricted Items

The following items have been identified as fire hazards due to their exposed heating elements or open flames and therefore are not permitted:

- Candles
- Halogen light fixtures
- Incense
- Potpourri burners (either with candles or electrical plugs)
- Soldering irons

NOTE: If any of the restricted items are found in a room, that item will be confiscated and returned at the end of the semester. (See Article I: Section D, Confiscated Items)

Response to a Fire Condition or Alarm

In residence halls and academic buildings, when a fire condition (visible fire, smoke, or the smell of smoke) is present or fire alarm occurs, the entire building must be immediately evacuated until the source of the condition or alarm has been determined.

The first priority of the University Police Department when responding to fire alarm activation is life safety and making sure that everyone is out of the building. The University Police will then investigate the source of the fire condition or alarm.

Either the University Police or the alarm-monitoring company will notify the San Antonio Fire Department if assistance is required to determine the source of the fire condition.

Occupant response actions:

- If an alarm is activated:
 - If there is smoke in the room, keep low to the floor.
 - Try to exit the room. Feel the doorknob. If it is hot, do not open the door.
 - If the doorknob is not hot, brace yourself against the door and crack it open. If there is heat or heavy smoke, close the door and stay in your room.
 - Don't panic.
 - Seal up the cracks under the door with sheets or towels. If there is smoke in the room, crack a window open, if possible, to allow for ventilation.
 - Hang a sheet or towel from the window to announce that you are in the room. Call University Police at extension 1911 or 210-431-1911. Be sure you give your exact location and room number.
 - Wait for rescue by fire officials.

- If an alarm activates and you can evacuate:
 - Close the doors behind you.
 - Leave the building by the quickest and safest route.
 - If a phone is available, call the University Police at extension 1911 or 210-431-1911.
 - Move away from entrances.
 - Wait for clearance from fire officials or University Police to return to the building.

- If you believe there is a fire or fire condition and the system has not activated:
 - Call University Police at extension 1911 or at 210-431-1911 immediately.
 - Activate the nearest fire alarm pull station.
 - Leave the building.
 - Move away from entrances.
 - Wait for clearance from fire officials or University Police to return to the building.

Fire Safety Education and Training

The University Police Department, the Office of Facilities Services, and the Office of Environmental Health and Safety conducted during the 2014 calendar year safety presentations to faculty and staff groups regarding fire safety specific to the facility each of those employees worked. This included information about the fire alarm systems, fire extinguisher locations, evacuation routes, and assembly locations.

In addition, twice a year the Office of Facilities Services conducts a fire extinguisher training which is directly geared towards all members of the Office of Facilities Services and the University Police Department. This training is advertised and open to all members of the University Community. The Office of Residence Life , during its Resident Hall Director and Resident Assistant training sessions, teaches residence life staff members (up to a total of 43) how to use fire extinguishers at the San Antonio Fire Department Academy where they enter a smoke filled room and learn about the evacuation procedures of the university.

Important Contact Information for Reporting Fires

University Police Department

210-431-1911 Emergency

210-436-3330 Non-Emergency

Office of Facilities Services

210-436-3335

Future Improvements in Fire Safety

At this time, the Office of Facilities Services does not have any future plans for fire safety improvements.

St. Mary's Policy on Alcohol and Other Drugs

Alcohol

The abuse of alcohol and drugs by members of the University community is incompatible with the goals of an academic institution. St. Mary's University is in compliance with the Drug-Free Schools and Communities Act of 1989. In accordance with Texas State Law, St. Mary's does not permit the purchase, possession, sale, or consumption of alcohol by persons under 21 years of age.

Events approved to serve alcohol must be served by either Aramark or third party vendor, which must be licensed and pre-approved by the Dean of Students. Both the University and Aramark hold beer and wine licenses for the campus. Neither organization's license permits the sale or distribution of any other kind of alcoholic beverage.

Respect is the foundation upon which the University bases its Alcohol Policy as outlined in the following areas:

- Respect for oneself - Those who are of legal age and choose to drink must never do so in a manner that puts them at personal risk.
- Respect for others - Intoxication is inappropriate behavior and it does not excuse an individual of personal responsibility. Anyone choosing to drink must not drink to a level that the rights and well-being of others might be endangered.
- Respect for property - Research indicates that most campus vandalism and destruction is directly related to alcohol consumption. Each individual will be held responsible for any damage done while under the influence.

Alcohol consumption, even in low doses, significantly impairs the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental function. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects described. Repeated use can lead to dependence. Pregnant women who drink alcohol may give birth to infants with fetal alcohol syndrome.

Drugs

Federal law, State law, and University policy prohibit the use, possession, sale, manufacture, or distribution of any illegal drugs.

Tobacco (Nicotine)

Some 30 percent of cancer deaths (130,000 per year) are linked to smoking. Chronic obstructive lung diseases such as emphysema are 10 times more likely to occur among smokers than non-smokers. Smoking during pregnancy also poses serious risks such as spontaneous abortion, pre-term birth, low birth weights, and fetal and infant deaths.

Designer Drugs

In order to circumvent legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce designer drugs. Many of the so-called designer drugs are related to amphetamines (MDMA, X). These substances can produce a severe neurochemical change to the brain. Narcotic type drugs (china white) can cause Parkinson's disease-like symptoms (uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage). Amphetamine and methamphetamine type substances causes nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression and paranoia. Designer phencyclidine causes illusions, hallucinations and impaired perception.

Narcotics

Narcotics initially produce feelings of euphoria followed by drowsiness, nausea and vomiting. Users may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow

breathing, clammy skin, convulsions, coma, and possible death. Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

Cocaine

The use of cocaine can cause death by cardiac arrest or respiratory failure. Immediate effects include dilated pupils, elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Cocaine can produce psychological dependency; a feeling that the user cannot function without the drug. Crack or freebase rock is extremely addictive, and physical effects include dilated pupils, increase pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

Other Stimulants

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decrease appetite. Users may experience sweating, headaches, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination and even physical collapse. Persons who use large amount of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

Marijuana (Cannabis)

Use of cannabis may impair or reduce short-term memory and comprehension, alter one's sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis and is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer causing agents than tobacco smoke.

Anabolic Steroids

Steroid users subject themselves to more than 70 possible side effects ranging in severity from liver cancer to acne, and include psychological, as well as physical reactions. The liver, cardiovascular and reproductive systems are most seriously affected by steroid use. In males, use can cause sterility and impotence. In females, irreversible masculine traits can develop along with sterility. Psychological effects include very aggressive behavior known as "roid rage" and depression.

Hallucinogens

LSD, mescaline and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased. Users of PCP report persistent memory problems and speech difficulties, depression, anxiety and often violent behavior patterns.

Depressants

The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness, relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait and

altered perception. Large doses can cause respiratory depression, coma and death. The combination of depressants can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence.

Alcohol and Drug Abuse Resources

Below are alcohol and drug abuse resources available on and off campus.

On Campus

Wellness Programming.....210-431-2097

Located at the Alumni Athletics & Convocation Center

Serves as the clearinghouse for information, assistance, and referral on alcohol and drug related issues.

Student Health Center..... 210-436-3506

Located at Charles Francis Hall

Medical assistance is available through the medical personnel.

Student Psychological and Testing Services.....210-436-3135

Located at the Center for Life Directions

Counseling services are available by a staff psychologist, as well as psychological testing and assessment and individual and group counseling.

University Ministry.....210-436-3213

Located at the Center for Life Directions

Offers pastoral and spiritual counseling and guidance.

Off Campus

Information concerning off campus resources can be obtained by visiting or calling the Student Psychological and Testing Services.

Weapons

The University Police Department supports a safe and educational environment and enforces all applicable weapons laws as it relates to the campus. All violations of weapons laws will be prosecuted and if applicable referred to the Dean of Students Office for additional sanctions. Faculty and Staff found to be in violation will be referred to the Human Resources Department.

To comply with State of Texas law regarding person(s) who might be a concealed handgun holder the following statute is listed for your reference. Person(s) excluded from this include qualified members of the St. Mary's University Police Department, Federal/State/ Local law enforcement officials, officers and agents, St. Mary's University ROTC (while acting within the scope of their training) and Marianist

permanent residents on the premises, or others who are given written permission by the Chief of University Police.

Section 1. Subchapter H, Chapter 411, Government Code, is amended by adding Section 411.2032 to read as follows:

Sec. 411.2032. TRANSPORTATION AND STORAGE OF FIREARMS AND AMMUNITION BY LICENSE HOLDERS IN PRIVATE VEHICLES ON CERTAIN CAMPUSES. (a) For the purposes of this section:

- 1) "Campus" means all land and buildings owned or leased by an institution of higher education or private or independent institution of higher education.
- 2) "Institution of higher education" and "private or independent institution of higher education" have the meanings assigned by Section 61.003, Education Code.

(b) An institution of higher education or private or independent institution of higher education in this state may not adopt or in force any rule, regulation, or other provision or take any other action, including posting notice under Section 30.06, Penal Code, prohibiting or placing restrictions on the storage or transportation of a firearm or ammunition in a locked, privately owned or leased motor vehicle by a person, including a student enrolled at that institution, who holds a license to carry a concealed handgun under this subchapter and lawfully possesses the firearm or ammunition:

- 1) on a street or driveway located on the campus of the institution; or
- 2) in a parking lot, parking garage, or other parking area located on the campus of the institution.

SECTION 2. This Act takes effect September 1, 2013.

Sexual Assault

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

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

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

Domestic Violence:

- i. A Felony or misdemeanor crime of violence committed—

- A) By a current or former spouse or intimate partner of the victim;
- B) By a person with whom the victim shares a child in common;
- C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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.

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.

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

Below are definitions for domestic violence, dating violence, stalking, and sexual assault as defined by the State of Texas.

Domestic Violence: In the State of Texas domestic violence is referred to as family violence.

Family violence means:

- i. an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself;
- ii. abuse, as that term is defined by Sections 261.001(1)(C), (E), and (G) of the Texas Family Code, by a member of a family or household toward a child of the family or household; or
- iii. dating violence, as that term is defined by Section 71.0021.

Dating Violence: An act, other than a defensive measure to protect oneself, by an actor that:

- i. is committed against a victim:
 - a. with whom the actor has or has had a dating relationship; or
 - b. because of the victim's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and
- ii. is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault, or sexual assault.

(b) For purposes of this title, "dating relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of:

- i. the length of the relationship;
- ii. the nature of the relationship; and
- iii. the frequency and type of interaction between the persons involved in the relationship.

(c) A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a "dating relationship" under Subsection (b).

This section covers the definitions of Sexual Assault, Fondling, Incest, and Statutory Rape.

Note: In the State of Texas, Statutory Rape is classified under Sexual Assault.

Sexual Assault- (a) A person commits an offense if the person:

- (1) intentionally or knowingly:
 - (A) causes the penetration of the anus or sexual organ of another person by any means, without that person's consent;

- (B) causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or
- (C) causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or
- (2) intentionally or knowingly:
 - (A) causes the penetration of the anus or sexual organ of a child by any means;
 - (B) causes the penetration of the mouth of a child by the sexual organ of the actor;
 - (C) causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;
 - (D) causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or
 - (E) causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.

Fondling- The State of Texas classifies Fondling under Public Lewdness.

Public Lewdness- (a) A person commits an offense if he knowingly engages in any of the following acts in a public place or, if not in a public place, he is reckless about whether another is present who will be offended or alarmed by his:

- (1) act of sexual intercourse;
- (2) act of deviate sexual intercourse;
- (3) act of sexual contact; or
- (4) act involving contact between the person's mouth or genitals and the anus or genitals of an animal or fowl.

Incest- The State of Texas classifies Incest under Prohibited Sexual Conduct.

Prohibited Sexual Conduct- (a) A person commits an offense if the person engages in sexual intercourse or deviate sexual intercourse with another person the actor knows to be, without regard to legitimacy:

- (1) the actor's ancestor or descendant by blood or adoption;
- (2) the actor's current or former stepchild or stepparent;
- (3) the actor's parent's brother or sister of the whole or half-blood;
- (4) the actor's brother or sister of the whole or half blood or by adoption;
- (5) the children of the actor's brother or sister of the whole or half blood or by adoption; or
- (6) the son or daughter of the actor's aunt or uncle of the whole or half blood or by adoption.

Stalking- (a) A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that:

- (1) constitutes an offense under Section 42.07, or that the actor knows or reasonably should know the other person will regard as threatening:
 - (A) bodily injury or death for the other person;
 - (B) bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or
 - (C) that an offense will be committed against the other person's property;

- (2) causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person's property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and
- (3) would cause a reasonable person to:
 - (A) fear bodily injury or death for himself or herself;
 - (B) fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship;
 - (C) fear that an offense will be committed against the person's property; or
 - (D) feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended.

Consent

St. Mary's University defines consent as knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear affirmative expression in words or actions that the other individual consented to that specific sexual conduct. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual accused of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.

Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from the taking of incapacitating drugs. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse).

A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone may not indicate consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

In Texas, a minor (meaning a person under the age of 18 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 18 years old is a violation of this policy.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”¹ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found.

If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment²

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don’t know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a

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

² Rape, Abuse, & Incest National Network, www.rainn.org

drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.

13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

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

- A. A statement that St. Mary's University prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act);
- B. The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
- C. What behavior and actions constitute consent, in reference to sexual activity, in the State of Texas;
- D. A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;

- E. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- F. Information regarding:
 - a. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking;
 - b. how the institution will protect the confidentiality of victims and other necessary parties;
 - c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community; and
 - d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures;
 - e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking;

Primary Prevention and Awareness Programs

New students are required to complete our online Think About It program as a part of their ND101 class, which is a mandatory course for incoming students. The online program takes about 3 ½ to 4 hours to complete and presents the student with options for situations they might encounter as a part of college life.

During Zaragoza, St. Mary’s orientation for new students, the Chief of Police gives a presentation to the incoming class and their parents regarding safety and security. Incoming international students attend a presentation by the Police Captain on the topics of safety, security, and tips about how to interact with American law enforcement.

Resident Advisors take part in role play during their annual training, scenarios review how to handle alcohol violations, drug violations, sexual assault, domestic violence, stalking, and assaults within on campus residence facilities.

New employees are given a welcome packet with information and are required to watch a video related to Title IX and sexual harassment in the workplace. In October of 2014, Human Resources partnered with the University Police Department to develop online training modules for both the Clery Act and Title IX.

These modules are required annual training for all employees.

Specifically, the University offered the following primary prevention and awareness programs for all incoming students in 2014:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Think About It	Fall/Spring Orientation	Online	DoV, DaV, SA, S
Real Life Situations	Fall/Spring Orientation	University Center	DoV, DaV, SA, S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The University offered the following **primary prevention and awareness programs** for all **new employees** in 2014:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
We Comply Clery Training	October 2014	Online	DoV, DaV, SA, S
We Comply Title IX Training	October 2014	Online	SA

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

Ongoing Prevention and Awareness Campaigns

The University has developed an annual educational campaign consisting of various themes related to drug and alcohol awareness, wellness, healthy relationships, personal safety, and sexual assault. Student Activities developed a Community Education committee who are responsible for producing interactive methods which showcase these programs. Community Education employs group presentations, movies, video games, flyers, online training, raffles, giveaways, and other strategies for prevention and awareness campaigns. Many freshman classes also require attendance or offer extra credit opportunities for attending a program. Through referrals and research, programming is maintained each year.

In particular, the St. Mary’s University Police Department offers a Rape Aggression Defense (R.A.D.) class. This class is geared toward female community members, and several classes are held each semester. The R.A.D. class is a rape-awareness and self-defense class that is realistic and comprehensive. It begins with awareness, prevention, risk reduction, and avoidance, and progresses to the basics of hands-on defense training. Classes are taught by certified R.A.D. instructors, several of which are University Police Department members. Class participants are provided with a training manual that outlines the program and can be used for continuous personal growth. This program is dedicated to teaching women defensive concepts and techniques against various types of assault, by utilizing easy, effective and proven self-defense tactics. Other sexual assault awareness and prevention programs are held in conjunction with student organizations and Residence Life each semester. Printed literature concerning sexual assault awareness, education, resources, and victim assistance is also available upon request.

The University offered the following **ongoing awareness and prevention programs** for **students** in 2014:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
The Writing on the Wall	January 15	University Center	
Wellness Week	February 10-14	Various	DoV, DaV
Wellness Wheel	February 10	University Center	DoV, DaV
What does ‘singleness’ mean to you?	February 11	Casa Maria	DoV, DaV
Healthy Relationships	February 12	University Center	DoV, DaV

Information Activities			
Personal Safety	March 3	University Center	SA
Alcohol Awareness	March 5	University Center	SA
David Coleman: The Date Doctor	March 24, September 22	University Center	DoV, DaV, SA, S
Sober Thoughts	August 18	University Center	SA
R.A.D	September 10,17,24	AT&T Center for Information Technology	DoV, DaV, SA, S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The University offered the following **ongoing awareness and prevention programs** for employees in 2014:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
The Writing on the Wall	January 15	University Center	
Wellness Week	February 10-14	Various	DoV, DaV
Wellness Wheel	February 10	University Center	DoV, DaV
What does 'singleness' mean to you?	February 11	Casa Maria	DoV, DaV
Healthy Relationships Information Activities	February 12	University Center	DoV, DaV
Personal Safety	March 3	University Center	SA
Alcohol Awareness	March 5	University Center	SA
David Coleman: The Date Doctor	March 24, September 22	University Center	DoV, DaV, SA, S
Sober Thoughts	August 18	University Center	SA
We Comply Clery Training	October 2014	Online	DoV, DaV, SA, S
We Comply Title IX Training	October 2014	Online	SA
R.A.D	September 10,17,24	AT&T Center for Information Technology	DoV, DaV, SA, S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

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

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at Methodist Specialty and Transplant Hospital, which offers access to a Sexual Assault Nurse Examiner (SANE) who has received special training to conduct sexual assault evidentiary exams for survivors. In the State of Texas, evidence may be collected even if you chose not to make a report to law enforcement. Also, there is no charge for the exam. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims

do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University adjudicators/investigators or police.

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

Involvement of Law Enforcement and Campus Authorities

Although the university strongly encourages all members of its community to report violations of this policy to law enforcement (including on campus law enforcement and/or local police), it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. Both the Dean of Students and Human Resources can assist any victim with notifying law enforcement if the victim so desires.

Reports should be made directly to the University Police Department, located in Treadaway Hall, or by calling 210-431-1911 for an emergency or 210-436-3330 for a non-emergency. Additional information about the University Police department may be found online at: www.stmarytx.edu/police.

The San Antonio Police Department may also be reached directly by calling 911 for an emergency or 210-207-7273 for a non-emergency. Reports can also be filed in person by visiting the West Substation located at 7000 Culebra Rd. San Antonio, Texas 78238. Additional information about the San Antonio Police Department may be found online at: www.sanantonio.gov/SAPD.

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

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should also report the incident promptly to either the Title IX Coordinator or Deputy Title IX Coordinator by calling, writing, or coming into the office to report in person. Reports of all domestic violence, dating violence, sexual assault, and stalking made to University Police will automatically be referred to the Title IX Coordinator or Deputy Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

Elsa O. Ybanez, M.A., PHR
Director of Human Resources
St. Louis Hall, Room 12
(210) 436-3725
eybanez@stmarytx.edu

Dr. Tim Bessler, Ph.D
Dean of Students
University Center, Room 229
(210) 431-4396
tbessler@stmarytx.edu

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

The University has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the University Police or local law enforcement. Students and employees should contact the Dean of Student office for more information.

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

Incident Being Reported	Procedure Institution Will Follow
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care 2. Institution will assess immediate safety needs of complainant 3. Institution will assist complainant with contacting the University Police if complainant requests AND provide the complainant with contact information for the appropriate jurisdiction 4. Institution will provide complainant with referrals to on and off campus mental health providers 5. Institution will assess need to implement interim or long-term protective measures, if appropriate 6. Institution will provide the victim with a written explanation of the victim’s rights and options 7. Institution will provide a “No Contact” directive to both parties if deemed appropriate 8. Institution will provide written instructions on how to apply for Protective Order 9. Institution will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation
Stalking	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting the University Police if complainant requests AND provide the complainant with contact information for the appropriate jurisdiction

	<ol style="list-style-type: none"> 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with a written explanation of the victim’s rights and options 7. Institution will provide a “No Contact” directive to both parties if deemed appropriate
Dating Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting the University Police if complainant requests AND provide the complainant with contact information for the appropriate jurisdiction 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with a written explanation of the victim’s rights and options 7. Institution will provide a “No Contact” directive to both parties if deemed appropriate
Domestic Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting the University Police if complainant requests AND provide the complainant with contact information for the appropriate jurisdiction 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with a written explanation of the victim’s rights and options 7. Institution will provide a “No Contact” directive to both parties if deemed appropriate

Assistance for Victims: Rights & Options

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

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;

- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

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

St. Mary’s University complies with Texas law in recognizing orders of protection. Any person who obtains an order of protection from Texas or any reciprocal state should provide a copy to the University Police Department and the Title IX Coordinator or Deputy Title IX Coordinator. A complainant may then meet with University Police to develop a Safety Action Plan, which is a plan for University Police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.) The University cannot apply for a legal order of protection, no contact order, or restraining order for a victim from the applicable jurisdiction(s).

Type Of Order
No contact orders
Orders of protection
Restraining orders
Similar lawful orders issued by a criminal, civil, or tribal court Orders by the institution (PNG)

Protective orders can be obtained by visiting the Bexar County Family Justice Center located at 1123 N. Main Ave., Suite 100 San Antonio, Texas 78212.

Additional information from their website:

No appointment is necessary, as people are seen on a first come first serve basis. There is no charge.

Who may apply for a Protective Order?

To obtain a protective order, the victim and the offender must be:

- Related by blood or marriage (ex spouses also eligible)
- Currently living together or have previously lived together
- Have a child together
- Have/had a continuing intimate dating relationship without regard to gender

- Someone who sexually assaulted the victim

You will be required to fill out a simple form providing information on yourself and the person you are making the complaint against (defendant). If you cannot fill out the form, we will do it for you. In general, the process is as follows:

- An advocate (interviewer) will gather the facts and information regarding your case. The advocate will take a sworn statement from you describing what type of violence occurred. They will assist with any questions you may have about the criminal justice system during the protective order and judicial process.
- The application and affidavit will be reviewed by a protective order attorney.
- After review, the following could occur - defendant will receive a letter, a bond will be raised, a no-contact order will be secured or a protective order will be requested. You will also be referred to various agencies for appropriate services.
- If a Protective Order is requested, the necessary legal paperwork will be prepared. A Protective Order hearing will be scheduled within two weeks, allowing the Sheriff's Office to hand deliver the paperwork to the defendant. If the defendant is not delivered (served) the paperwork, the case will be reset again in two weeks, and again, if necessary.
- If the defendant is served with the documents, you will need to go to court. An attorney and an advocate/paralegal will go to court to represent you and answer all of your questions.

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the University receives a report that such an institutional no contact order has been violated, the University will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

Accommodations and Protective Measures Available for Victims

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

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

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact the appropriate office listed below.

Students: Dean of Students
 University Center, 2nd Floor
 210-431-4396
 deanofstudents@stmarytx.edu

Staff: Human Resources
 St. Louis Hall, Room 012
 210-436-3725
 humanresources@stmarytx.edu

Faculty: Provost	Human Resources
St. Louis Hall, Room 116	St. Louis Hall, Room 012
210-436-3716	210-436-3725
otvpaa.office@stmarytx.edu	humanresources@stmarytx.edu

On and Off Campus Services for Victims

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

ON CAMPUS	Types of Services Available	Service Provider	Contact Information
Counseling	Student Psychological and Testing Services (SPTS) supports the development of the whole person through emotional, relational and academic support by providing counseling and mental health services, services to students with disabilities and testing services to the University community.	Psychological & Testing Services	210-436-3135 After hours/Emergency: 210-825-3622
Health	Medical examinations, vaccinations, immunizations, sick visits, injury/wound care	Student Health Center	210-436-3506
Mental Health	Student Psychological and Testing Services (SPTS) supports the development of the whole person through emotional, relational and academic support by providing counseling and mental health services, services to students with disabilities and testing services to the University community.	Psychological & Testing Services	210-436-3135 After hours/Emergency: 210-825-3622
Victim Advocacy	The mission of the Police Department is to protect life and property, to understand and serve the needs of the community, to actively seek to identify community problems, to support the University's mission and to improve the quality of life in this community through innovative and creative measures, setting the trend for service to the community founded by the Society of Mary.	University Police Department	Non-Emergency: 210-436-3330 Emergency: 210-431-1911

Legal Assistance		Center for Legal and Social Justice	210-431-2596
Visa and Immigration Assistance	International Student and Scholar Services is available to answer your questions about immigration issues, host cultural and social events, and refer you to the appropriate campus and government offices when your need is outside our support.	International Student & Scholar Services	210-436-3432
Student Financial Aid	The Office of Financial Assistance connects students and families with the financial resources required to finance a St. Mary's education.	Office of Financial Assistance	210-436-3141
Other	University Ministry serves the St. Mary's University community in Catholic and Marianist traditions by encouraging and promoting personal development, growth in the community, lived-faith values, leadership, and service to the University and our world.	University Ministry	210-436-3213

OFF CAMPUS	Type of Services Available	Service Provider	Contact Information
Counseling	San Antonio Counseling & Behavioral Center provides psychotherapy services to all age groups. Our mission is to improve the quality of life for children, adolescents, adults and families through exceptional and discreet mental health counseling. We aim to inspire and empower clients to create a life of hope, harmony and	San Antonio Counseling & Behavioral	4201 Medical Dr #330, San Antonio, Texas 78229 210-614-4990

	happiness.		
Health	The San Antonio Metropolitan Health District is the public health agency charged by State law, City code, and County resolution with the responsibility for providing public health programs in San Antonio and unincorporated areas of Bexar County.	Metropolitan Health District	332 W. Commerce San Antonio, TX 78205 210-207-8780
Mental Health	San Antonio Counseling & Behavioral Center provides psychotherapy services to all age groups. Our mission is to improve the quality of life for children, adolescents, adults and families through exceptional and discreet mental health counseling. We aim to inspire and empower clients to create a life of hope, harmony and happiness.	San Antonio Counseling & Behavioral	4201 Medical Dr #330, San Antonio, Texas 78229 210-207-8780
Victim Advocacy	Victims' Services, Violence Prevention, Crisis Intervention Counseling, Case Management, Child and Family Counseling, Support Groups, Information and Referrals	San Antonio Police Department	Main Station 315 South Santa Rosa 210-207-2141 Central Substation 515 S. Frio 210-207-4013 East Substation 3635 E. Houston St. 210-207-2062 North Substation 13030 Jones Maltsberger 210-207-8129 Prue Rd Substation 5020 Prue Rd 210-207-2201

			<p>South Substation 711 W. Mayfield 210-207-8701</p> <p>West Substation 7000 Culebra 210-207-7916</p>
Legal Assistance	Provides resources and support for criminal cases involving sexual assault, also handles housing concerns, finances, immigration, employment, and safety.	Sexual Assault Legal Services and Assistance	888-343-4414
Visa and Immigration Assistance	Many immigrants are fearful of admitting that they have been a victim of a crime in part because they believe they will be removed (deported) from the United States if they report the crime. U.S. law provides several protections for legal and undocumented immigrants who have been victims of a crime.	U.S. Citizenship and Immigration Services	802-527-4888 800-375-5283
Student Financial Aid	Federal Student Aid, a part of the U.S. Department of Education, is the largest provider of student financial aid in the nation. At the office of Federal Student Aid, our 1,200 employees help make college education possible for every dedicated mind by providing more than \$150 billion in federal grants, loans, and <i>work-study</i> funds each year to more than 13 million students paying for college or career school. We are proud to sponsor millions	FAFSA	800-433-3243

	of American minds pursuing their educational dreams.		
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Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

Rape, Abuse and Incest National Network
www.rainn.org

United States Department of Justice
www.justice.gov/ovw/sexual-assault

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

Confidentiality

Victims may request that directory information on file with the University be withheld by contacting Human Resources.

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

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

Adjudication of Violations

The University’s disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution’s policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. University officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence,

sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
 - a) The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The University will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. Typically advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor. The advisor may not make a presentation or represent the party bringing the complaint or responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the chair, and suggest questions to their advisee.
4. The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
5. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the University or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee):

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

Code of Student Conduct

This policy can be located by visiting: www.stmarytx.edu/campuslife/dean-students.

1. *How to File a Disciplinary Complaint Under this Policy*

There is no time limit on reporting violations of the *Code of Student Conduct*; however, the longer someone waits to report an offense, the harder it becomes for university officials to obtain information and witness statements, and/or to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the university's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to university officials including the Dean of Students the Office of Judicial Affairs and Community Education, and University Police.

Any member of the St. Mary's University community, visitor, or guest may report a policy violation(s) by any student for misconduct under this *Code of Student Conduct* to the Dean of Students, Judicial Affairs and Community Education, University Police, Residence Life, or the University's Title IX Coordinator.

2. *How the University Determines Whether This Policy will be Used*

The *Code of Student Conduct* and the conduct process apply to individual St. Mary's University students including undergraduate, graduate and law and other students participating in academic programs of the University (e.g.: Intensive English Program participants). This code also applies to university-affiliated registered student organizations. For the purposes of student conduct, the University may consider an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University.

The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll or obtain official transcripts. All sanctions must be satisfied prior to re-enrollment eligibility or the degree may be revoked.

The *Code of Student Conduct* applies to behaviors that take place on the campus, at university-sponsored events, and may also apply off-campus when the Dean of Students (or designee) determines that the off-campus conduct affects a substantial university interest. A substantial university interest is defined to include:

- a. Any situation where it appears that the student may present a danger or threat to the health or safety of himself/herself or others; or
- b. Any situation that significantly impinges upon the rights, property or achievements of self or others, significantly breaches the peace, or causes social disorder; or
- c. Any situation that is detrimental to the educational mission or interests of the university.

The *Code of Student Conduct* may be applied to behavior conducted online, such as harassment via email. Students must also be aware that blogs, web page entries on sites such as Google+, Facebook, Instagram and Twitter and other similar online postings are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations are posted online. St. Mary's University does not regularly search for this information but may take action if and when such information is brought to the attention of university officials. However, most online speech by students will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals"; or

- Disparaging speech posted online about the university or its community members that causes, or intends to cause, a significant on-campus disruption to university operations or mission.

The *Code of Student Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code of Student Conduct may also be applied to resident non-students, campers and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements. Visitors to and guests of the university may seek resolution of violations of the *Code of Student Conduct* committed against them by members of the university community.

3. Steps in the Disciplinary Process

Investigation- For all except Title IX reported allegations, the Director of Judicial Affairs and Community Education will review reported Code of Conduct violations. For reported violations that fall under Title IX (e.g. sexual misconduct) or involve any other form of discrimination, the Title IX Coordinator or designee will appoint an investigator(s) to review the incident on behalf of the University.

Notice- Once a determination is made that reasonable cause exists for the Director of Judicial Affairs and Community Education (or designee) to refer a complaint for a conduct meeting, notice will be given to the accused student. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Director of Judicial Affairs and Community Education (or designee); mailed to the local or permanent address of the student as indicated in official university records; or emailed to the student's university-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumed delivered.

Interim Suspension- Under the *Code of Student Conduct*, the Dean of Students or designee may impose restrictions, including separating a student from the community, pending the scheduling of a campus hearing on alleged violation(s) of the *Code of Student Conduct* when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve university property or to prevent disruption of, or interference with, the normal operations of the university. A student who receives an interim suspension may request a meeting with the Dean of Students (or designee) to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, the university may still proceed with the scheduling of a campus hearing.

Findings- Where the accused student is found not responsible for the alleged violation(s), the investigation will be closed. For investigations of Title IX reported Code violations (e.g. sexual misconduct or any other form of discrimination) the accusing party may request that the Dean of Students, who serves as Title IX Coordinator for complaints against students, re-open the investigation. The decision to re-open an investigation rests with the Dean of Students.

Hearing Options and Preparation- Except in a complaint involving failure to comply with the summons of the Dean of Students or Director of Judicial Affairs and Community Education (or designee), no student may be found to have violated the *Code of Student Conduct* solely as a

result of the student's failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Director of Judicial Affairs and Community Education, AHO, or panel presiding over the hearing.

Where the accused student admits to violating the *Code of Student Conduct*, the Dean of Students or Director of Judicial Affairs and Community Education (or designee) may invoke administrative hearing procedures to determine and administer appropriate sanctions without a formal hearing. This process is also known as an *administrative hearing*. In administrative hearings, complaints will be heard and determinations will be made by an AHO.

Where the accused student denies violating the *Code of Student Conduct*, the Director of Judicial Affairs has the discretion to arrange either an administrative or a formal hearing to resolve any misconduct allegation.

This formal hearing process is known as a panel hearing. At the discretion of the Director of Judicial Affairs and Community Education (or designee), a request by one or more of the parties to the complaint for an administrative hearing may be considered. Students who deny a violation for which a panel hearing will be held will be given a minimum of five (5) business days to prepare for a formal hearing unless all parties wish to proceed more quickly.

Special Hearing Provisions for Sexual Misconduct, Discrimination and Other Complaints of a Sensitive Nature- All hearings under this section will be conducted by a three member administrative panel drawn from the Equity Dispute Resolution Panel (EDRP) pool. For sexual misconduct, discrimination and other complaints of a sensitive nature, whether the alleged victim is serving as the accusing party or as a witness, alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the alleged victim to testify from another room via Skype, a closed circuit television, or similar technology. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the accused student.

The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be highly relevant by the panel Chair. All such information sought to be admitted by a party or the university will be presumed irrelevant unless a showing of relevance is made to the Chair in advance of the hearing. Demonstration of pattern, repeat, or predatory behavior by the accused student will always be relevant. The parties will be notified in advance if any such information is deemed relevant and will be admitted in the hearing.

Conduct Sanctions- One or more of the below listed sanctions (see number 7) may be imposed upon any student for any single violation of the *Code of Student Conduct*. On inquiry, the Dean of Students may, as permitted by law or with consent of the student, release information regarding conduct records and sanctions to employers, licensing agencies, certifying boards, graduate programs, government background inspectors and transferor institutions.

Parental Notification- The University reserves the right to notify the parents or guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The university may also notify parents or guardians of non-dependent students who are under the age of 21 of alcohol or other drug violations. The university will attempt to

contact the parents or guardians of any student to inform them of situations in which there is a health or safety risk. The university also reserves the right to designate which university employees have a legitimate educational interest in individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA) and will share information accordingly.

Notification of Outcomes-The outcome of a campus hearing is part of the education record of the accused student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. In accordance with FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, the university will inform the alleged victim or accusing party (or, if applicable, the next of kin) in writing of the final results of a hearing regardless of whether the university concludes that a violation was committed. Such release of information may only include the alleged student’s or accused student’s name, the violation committed and the sanctions assigned (if applicable). In cases of sex offenses only, the rationale for the outcome will also be shared with all parties to the complaint.

Appeal and Final Review- Accused students or accusing parties may petition the Dean of Students for a review of a decision or sanction(s) within three (3) business days of issuance of an Administrative Hear Officer’s or panel’s written decision to include recommended sanctions. All requests for review must be in writing and delivered to the Dean of Students. Any student who misses his or her initial hearing may not request a review of the initial decision.

Failure to Complete Conduct Sanctions- All students, as members of the University community, are expected to comply with conduct sanctions within the time frame specified by the Director of Judicial Affairs and Community Education or Administrative Hearing Officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions, up to and including suspension from the University. In such situations, resident students will be required to vacate university housing within 24 hours of notification by the Director of Judicial Affairs and Community Education, though this deadline may be extended upon application to, and at the discretion of, the Director of Residence Life or the Director of Judicial Affairs and Community Education. A suspension will only be lifted when compliance with conduct sanctions is satisfactorily achieved. The Director of Judicial Affairs and Community Education will make this determination in consultation with the Dean of Students.

4. *Anticipated Timelines*

Investigation- Conduct an immediate preliminary investigation within seven business days to identify a complete list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint

Notice- Direct the accused student to contact the Director of Judicial Affairs and Community Education (or designee) within a specified period of time to respond to the complaint. This time period will generally be no less than two business days from the date of delivery of the summons letter.

Findings- Any party to the complaint may appeal the decision or sanction(s) within 3 business days.

Hearing- Hearings will be held within 1-2 weeks after the student accepts or rejects the investigative findings.

Hearing Preparation- Students who deny a violation for which a panel hearing will be held will be given a minimum of five (5) business days to prepare for a formal hearing unless all parties wish to proceed more quickly.

If an accused student fails to respond to notice from the Director of Judicial Affairs and Community Education (or designee), the Director of Judicial Affairs and Community Education (or designee) may initiate a complaint against the student for failure to comply with the directives of a university official and give notice of this offense. Unless the student responds to this notice within two University business days by answering the original notice the following may occur:

- a. an administrative hearing may be scheduled and held on the student's behalf;
- b. the student may be administratively withdrawn from attending classes; or
- c. a disciplinary hold may be placed on their university account, deeming them ineligible to register for courses or university housing until such time as the student responds to the initial complaint.

The Director of Judicial Affairs and Community Education (or designee) will ensure that the hearing information and any other available written documentation is shared with the accusing party and the accused student at least two (2) business days before any scheduled hearing.

If a student cannot attend the hearing, it is that student's responsibility to notify the Director of Judicial Affairs and Community Education no less than three (3) days prior to the scheduled hearing to arrange for another date, time and location.

Hearing Deliberations- The hearing panel will produce a deliberation report within 2 days from the end of deliberations. The Director of Judicial Affairs and Community Education will consider the recommendations of the Panel, may make appropriate modifications to its report and will then render a decision and inform the accused student and accusing party (if applicable by law or university policy) of the final determination within seven (7) business days of the hearing.

Appeal and Final Review- Accused students or accusing parties may petition the Dean of Students for a review of a decision or sanction(s) within three (3) business days of issuance of an Administrative Hear Officer's or panel's written decision to include recommended sanctions. All requests for review must be in writing and delivered to the Dean of Students. Any student who misses his or her initial hearing may not request a review of the initial decision.

5. *Decision-Making Process*

Hearings will be closed to the public. Admission to the hearing of persons other than the parties involved will be at the discretion of the panel chair and the Director of Judicial Affairs and Community Education. In hearings involving more than one accused student, the standard procedure will be to hear the complaints jointly; however, the Director of Judicial Affairs and Community Education may permit the hearing pertinent to each accused student to be

conducted separately. In joint hearings, separate determinations of responsibility will be made for each accused student.

The accusing party and accused student have the right to an advisor of his/her own choosing, including attorneys. Typically advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor. The advisor may not make a presentation or represent the party bringing the complaint or responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the chair, and suggest questions to their advisee.

The accusing party, the accused student, the panel and the Director of Judicial Affairs and Community Education (or designee) will have the privilege of questioning all present witnesses and questioning all present parties. Unduly repetitive witnesses can be limited at the discretion of the panel Chairperson or the Director of Judicial Affairs and Community Education (or designee).

Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Panel and the Director of Judicial Affairs and Community Education. Formal rules of evidence are not observed. The Director of Judicial Affairs and Community Education may limit the number of character witnesses presented or may accept written affidavits of character instead.

All procedural questions are subject to the final decision of the Director of Judicial Affairs and Community Education.

After a panel hearing, the Panel will deliberate and determine, by majority vote, whether it is more likely than not that the accused student has violated the *Code of Student Conduct*. The Director of Judicial Affairs and Community Education (or designee) will be present and available as a resource during all deliberations. Once a finding is determined if the finding is that of a policy violation, the Panel will determine an appropriate sanction(s). The Director of Judicial Affairs and Community Education (or designee) is responsible for informing the panel of applicable precedent and any previous conduct violations or other relevant pattern information about the accused student. The Panel Chairperson will prepare a written deliberation report and deliver it to the Director of Judicial Affairs and Community Education, detailing the recommended finding, how each member voted, the information cited by the Panel in support of its recommendation, and any information the Panel excluded from its consideration and why. This report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Director of Judicial Affairs and Community Education within two (2) days of the end of deliberations.

The Director of Judicial Affairs and Community Education will consider the recommendations of the Panel, may make appropriate modifications to its report and will then render a decision and inform the accused student and accusing party (if applicable by law or university policy) of the final determination within seven (7) business days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Director of Judicial Affairs and Community Education (or designee); mailed to the local or permanent address of the student as indicated in official university records; or emailed to the

student's university-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumed delivered.

6. Standard of Evidence

Findings are based on a preponderance of the evidence standard.

7. Possible Sanctions

One or more of following sanctions may be imposed upon any student for any single violation of the *Code of Student Conduct*. On inquiry, the Dean of Students may, as permitted by law or with consent of the student, release information regarding conduct records and sanctions to employers, licensing agencies, certifying boards, graduate programs, government background inspectors and transferor institutions.

1. *Warning*: A written notice will be sent to the student(s) who violated university policies or rules. The notice will specify that inappropriate and unacceptable actions have occurred and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the university.
2. *Restitution*: Compensation for damage caused to the university or any person's property may be determined. This is not a fine but, rather, a repayment for property destroyed, damaged, consumed, or stolen.
3. *Fines*: Reasonable fines may be imposed. Fines are specified to include: Alcohol related activities – fines in increments of \$50 to \$300; Damages – actual repair costs, including labor and materials; Non-compliance with discretionary sanctions - \$10 per hour for service not performed; Unauthorized residence hall room change - \$35; Failure to return a reserved space to proper condition – labor costs and expenses.
- d) *Community/University Service Requirements*: Requirements may be issued for a student or organization to complete a specific supervised university service.
- e) *Loss of Privileges*: The student will be denied specified privileges for a designated period of time.
- f) *Confiscation of Prohibited Property*: Items whose presence is in violation of university policy will be confiscated and will become the property of the university. Prohibited items may be returned to the owner at the discretion of the Director of Judicial Affairs and Community Education (or University Police when applicable).
- g) *Behavioral Requirement*: Required activities may include, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- h) *Educational Program*: A sanction may include a requirement to attend, present or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus that will aid them in learning about a specific

topic or issue related to the violation for which the student or organization was found responsible. The audience may be restricted.

- i) *Restriction of Visitation Privileges*: Restrictions may be levied on a residential or non-resident student. The parameters of the restriction will be specified.
- j) *University Housing Probation*: The student is put on official notice that, should further violations of Residence Life or University policies occur during a specified probationary period, the student may immediately be removed from university housing. Regular probationary meetings may also be imposed.
- k) *University Housing Reassignment*: The student is reassigned to another university housing facility. Residence Life personnel will decide on the reassignment details.
- l) *University Housing Suspension*: The student is removed from university housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to university housing may be specified. Under this sanction, a student is required to vacate university housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Residence Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for university housing, the student must gain permission from the Director of Residence Life (or designee).
- m) *University Housing Expulsion*: The student's privilege to live in, or visit, any university housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
- n) *University Probation*: The student is put on official notice that, should further violations of university policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.
- o) *Eligibility Restriction*: The student is deemed "not in disciplinary good standing" with the university for a specified period of time. Specific limitations or exceptions may be granted by the Director of Judicial Affairs and Community Education and terms of this conduct sanction may include, but are not limited to, the following:
 - 1. Ineligibility to hold any office in any registered student organization or hold an elected, appointed, or paid office at the university; or
 - 2. Ineligibility to represent the university to anyone outside the university community in any way including: participating in the study abroad program, attending conferences, or representing the university at an official function, event or intercollegiate competition as a player, manager or student coach, etc.
- p) *University Suspension*: The student is separated from the university for a specified minimum period of time; upon the satisfaction of specific conditions the student is eligible to return.

The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Judicial Affairs and Community Education. This sanction may be enforced with a trespass action as necessary.

- q) *University Expulsion*: The student is permanently separated from the university. The student is barred from being on campus and the student's presence at any university-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. *[This sanction will be noted as a Conduct Expulsion on the student's official academic transcript.]*
- r) *Other Sanctions*: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Judicial Affairs and Community Education (or designee).

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

For sexual misconduct, discrimination and other complaints of a sensitive nature, whether the alleged victim is serving as the accusing party or as a witness, alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the alleged victim to testify from another room via Skype, a closed circuit television, or similar technology. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the accused student.

Under the *Code of Student Conduct*, the Dean of Students or designee may impose restrictions, including separating a student from the community, pending the scheduling of a campus hearing on alleged violation(s) of the *Code of Student Conduct* when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve university property or to prevent disruption of, or interference with, the normal operations of the university. A student who receives an interim suspension may request a meeting with the Dean of Students (or designee) to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, the university may still proceed with the scheduling of a campus hearing.

During an interim suspension, a student may be denied access to university housing, the university campus, facilities, or events. As determined appropriate by the Dean of Students, this restriction may include classes or all other university activities or privileges for which the student might otherwise be eligible. At the discretion of the Dean of Students and with the approval of, and in collaboration with, the appropriate academic Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student.

The Dean of Students Office also may issue no-contact orders for both the accused student and accusing party at the beginning of an investigation for up to six weeks.

Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment Policy

This policy can be found on Gateway, under Departmental Services, then Academic Affairs.

1. How to File a Disciplinary Complaint Under this Policy

Students, staff, administrators, or faculty of the University who allege that the Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment Policy has been violated must report the allegation in accordance with the terms of that policy. All employees receiving reports of a potential violation of the policy are expected to promptly contact the Title IX Coordinator within 24 hours of becoming aware of a report or incident.

To meet the University's obligation under federal law, if the violation of policy includes crimes that must be reported under the Clery Act, the employee and the Title IX Coordinator must immediately notify the University Police to determine whether a Timely Warning is necessary or required.

2. How the University Determines Whether This Policy will be Used

The University will act on any allegation of a violation of the Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment Policy that is received by the Title IX Coordinator. For allegations involving students as the accused individual, the Dean of Students, as a Deputy Title IX Coordinator, has primary responsibility for each of the steps defined in this process.

If circumstances require, the President or Title IX Coordinator may designate another person to oversee the process below, should an allegation be made against the Coordinator or the Coordinator be otherwise unavailable or unable to fulfill their duties.

The procedures described below will apply to all allegations involving students, staff, administrators, or faculty. Redress and requests for responsive actions for allegations brought against non-members of the University community are also covered by these procedures.

3. Steps in the Disciplinary Process

File an allegation, determination of policy violation, investigation, allegation resolution, Formal hearing including: notification, hearing procedures, decision, sanctions, and appeal.

4. Anticipated Timelines

Following receipt of an allegation that the Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment Policy has been violated, the Title IX Coordinator will promptly assign an EDRP panel member to work as adviser to the person who reported the allegation. Normally, within two business days, an initial determination is made whether a policy violation may have occurred and/or whether conflict resolution might be appropriate. If the

allegation does not appear to allege a policy violation, or if conflict resolution is desired by the accusing party and appears appropriate given the nature of the alleged behavior, then the allegation does not proceed to investigation. However, a full investigation will be pursued if the Title IX Coordinator, in consultation with the Deputy Coordinator(s), determines there is evidence of a pattern of misconduct or a perceived threat of further harm to the University or any of its students or employees. The University aims to complete all investigations within a 60 business day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties.

If the allegation appears to indicate a policy violation, or if conflict resolution is rejected by the accusing party or is inappropriate given the nature of the alleged behavior, or if the University, based on the alleged policy violation, wishes to pursue an allegation, then the Title IX Coordinator will appoint EDRP members to conduct an investigation into the allegation, usually within two business days of determining that an investigation is warranted. The investigation of allegations brought directly by those alleging harm should be completed expeditiously, normally within 10 business days of notice to the Title IX Coordinator. However, investigation may take longer when initial allegations fail to provide direct first-hand information. Further, the University may undertake a short delay, typically 10 business days, to allow for evidence collection when criminal charges on the basis of the same behaviors that invoke this process are being investigated. University action will not be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. All investigations will be thorough, reliable, and impartial and will entail interviews with all relevant parties and witnesses, obtaining available evidence, and identifying sources of expert information, if necessary.

At least one week prior to a formal hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the EDRP Co-Chair will send a letter to the parties with the following information:

- a. A description of the alleged violation(s), a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result;
- b. The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the Co-Chair may reschedule the hearing.
- c. The parties may have the assistance of an EDRP panel member, or other adviser, at the hearing. Typically, advisers are members of the campus community, but the Title IX Coordinator may grant permission for an outside adviser upon request. The adviser may not be a practicing attorney.
- d. Hearings for possible violations that occur near or after the end of an academic term will be held immediately after the end of the term or during the summer, as needed, to

meet the resolution timeline followed by the University.

Once mailed, emailed to University-issued email address, or received in-person, notice will be presumptively delivered.

EDRP Hearings will be convened, usually within one to two weeks of the completion of the investigation, and will be conducted in private. The EDRP has the authority to hear all collateral misconduct, meaning that it hears all allegations of violations of the Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment Policy, but also may hear any additional alleged policy violations that have occurred in concert with the alleged conduct, even though those collateral allegations may not specifically fall within EDRP jurisdiction. Accordingly, investigations should be conducted with as wide a scope as necessary.

Participants will include the non-voting Chair, the members of the panel, the investigator(s) who conducted the investigation on the allegation, the accusing party and accused individual(s), advisers to the parties, and any called witnesses. The Chair will exchange the names of witnesses the University intends to call, all pertinent documentary evidence, and any written findings from the investigators between the parties at least two business days prior to the hearing. In addition, the parties will be given a list of the names of each of the EDRP panel members at least two business days in advance of the hearing. Should either party object to any panelist, he/she must raise all objections, in writing, to the Chair immediately. Panel members will only be unseated if the Chair concludes that their bias precludes an impartial hearing of the allegation. Additionally, any panelist or Chair who feels he/she cannot make an objective determination must recuse himself or herself from the proceedings when notified of the identity of the parties and all witnesses in advance of the hearing.

The Chair, in consultation with the parties and investigators, may decide in advance of the hearing that certain witnesses do not need to be physically present if their testimony can be adequately summarized by the investigator(s) during the hearing. All parties will have ample opportunity to present facts and arguments in full and question all present witnesses during the hearing, though formal cross-examination is not used between the parties. If alternative questioning mechanisms are desired, (screens, Skype, questions directed through the Chair, etc.), the parties must request them from the Chair at least two business days prior to the hearing.

The EDRP panel will deliberate in closed session to determine whether the accused individual is responsible or not responsible for the violation(s) in question. The panel will base its determination on a preponderance of the evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation). If an accused individual is found responsible by a majority of the panel, the panel will recommend appropriate sanctions to the Title IX Coordinator. The Chair will prepare a written deliberation report and deliver it to the Title IX Coordinator, detailing the finding, how each member voted, the information cited by the panel in support of its recommendation, and any information the hearing panel excluded from

its consideration and why. The report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations.

The Title IX Coordinator will inform the accused individual and accusing party of the final determination within 2-3 business days of the end of deliberations. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official University records; or emailed to the parties' University-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

All appeals must be submitted in writing to the Title IX Coordinator within three (3) business days of the delivery of the written finding of the EDRP. A three-member panel of the EDRP designated by the Title IX Coordinator that was not involved in the allegation previously will consider student, staff and administrator appeal requests. Faculty appeals will be consistent with Sections 2.16 of the *Faculty Handbook*, with results of the appeal reported to the Title IX Coordinator.

The Title IX Coordinator will normally, after conferring with the EDRP appeals panel, render a written decision on the appeal to all parties within seven business days from hearing of the appeal.

5. *Decision-Making Process*

The EDRP panel will deliberate in closed session to determine whether the accused individual is responsible or not responsible for the violation(s) in question. The panel will base its determination on a preponderance of the evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation). If an accused individual is found responsible by a majority of the panel, the panel will recommend appropriate sanctions to the Title IX Coordinator. The Chair will prepare a written deliberation report and deliver it to the Title IX Coordinator, detailing the finding, how each member voted, the information cited by the panel in support of its recommendation, and any information the hearing panel excluded from its consideration and why. The report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations.

The Title IX Coordinator will inform the accused individual and accusing party of the final determination within 2-3 business days of the end of deliberations. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official University records; or emailed to the parties' University-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

6. *Standard of Evidence*

If the Title IX Coordinator decides that no policy violation has occurred, or that the preponderance of evidence (i.e., whether it is more likely than not that the accused individual committed the alleged violation) does not support a finding of a policy violation, then the process will end unless the accusing party requests that the Title IX Coordinator make an extraordinary determination to re-open the investigation or to forward the matter for a hearing. This decision lies in the sole discretion of the Title IX Coordinator. If there is reasonable cause, the Title IX Coordinator will direct the investigation to continue, or if there is a preponderance of evidence of a violation, then the Title IX Coordinator may recommend conflict resolution, a resolution without a hearing, or a formal hearing.

The EDRP panel will deliberate in closed session to determine whether the accused individual is responsible or not responsible for the violation(s) in question. The panel will base its determination on a preponderance of the evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation).

7. Possible Sanctions

Staff Sanctions

Sanctions and corrective actions for staff who has engaged in conduct violating the Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment Policy include, but are not limited to, verbal and written warning, required counseling, demotion, suspension with pay, suspension without pay, and dismissal, in accordance with the terms of Section 5.0 Separation from Employment in the University's Personnel Manual.

Faculty Sanctions

Sanctions and corrective actions for faculty who have engaged in conduct violating the Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment Policy will be consistent with Sections 2.8.6 and 2.8.7 of the *Faculty Handbook*.

- a. Dismissal for Cause- Severance action by which St. Mary's University terminates its contract with the faculty member for just cause
- b. Depending on the circumstances, the Provost and Vice President for Academic Affairs may elect to impose a disciplinary action short of dismissal, for causes listed in Section 2.8.6., such as suspension for a period of time or withdrawal of faculty privileges. In unusual circumstances, the Provost and Vice President for Academic Affairs may take disciplinary action without previous citation or warning.
- c. Suspension may also be the temporary separation of a faculty member from the University when it is determined by the President that there is a strong likelihood that the faculty member's continued presence at the University poses an immediate threat of harm to the University community. Such suspension shall be with pay and shall last only so long as the threat of harm continues or until dismissal for cause occurs.
- d. In view of the past merits of the faculty member, final action by the Provost and Vice President for Academic Affairs may take a milder form of temporary

suspension rather than outright dismissal. Such suspension may not last beyond a full year, but may entail the total or partial discontinuance of all salaries and benefits, the suspension of all promotion and salary increments, and the temporary suspension or withdrawal of all faculty privileges.

- e. The Faculty Senate Executive Committee shall serve in an advisory capacity to the Provost and Vice President for Academic Affairs on such matters and shall be called upon to review cases where the faculty member questions the decision. The Provost and Vice President for Academic Affairs' decision after such a review, shall be final.

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

If, in the judgment of the Title IX Coordinator and in consultation with the Deputy Coordinator(s), the safety or well-being of any member(s) of the University community may be jeopardized by the presence on campus of the accused individual, the Title IX Coordinator (or designee) may provide interim remedies intended to address the short-term effects of harassment, discrimination, or retaliation, i.e., to redress harm to the alleged victim and the community and to prevent further violations. As it relates to safety determinations, these decisions will be made in consultation with the Chief of Police (or designee). These remedies may include, but are not limited to, referral to counseling and health services or to the Employee Assistance Program, education to the community, altering the housing situation of an accused student (or the alleged victim, if desired), altering work arrangements for staff, providing campus escorts, implementing contact limitations between the parties, or offering adjustments to academic deadlines and course schedules.

The University may interim suspend a student, staff, or administrator pending the completion of EDRP investigation and procedures. In all cases in which an interim suspension is imposed, the student, staff, or administrator will be given the opportunity to meet with the Title IX Coordinator prior to such suspension being imposed or as soon thereafter as reasonably possible to show cause why the suspension should not be implemented. The Title IX Coordinator has sole discretion to implement or stay an interim suspension under the Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment Policy, and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion or termination.

For allegations involving faculty, the Provost and Vice President for Academic Affairs may interim suspend a faculty member, consistent with Section 2.8.7 of the *Faculty Handbook*, on the recommendation of the Title IX Coordinator, pending the completion of EDRP investigation and procedures.

During an interim suspension, a student will be denied access to University housing and the University campus, facilities, and events. As determined by the Dean of Students or designee, this restriction may include classes and all other University activities or privileges for which the

student might otherwise be eligible. At the discretion of the Dean of Students or designee, alternative coursework options may be pursued to ensure as minimal an impact as possible on the accused student.

For sexual misconduct, discrimination and other complaints of a sensitive nature, whether the alleged victim is serving as the accusing party or as a witness, alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the alleged victim to testify from another room via Skype, a closed circuit television, or similar technology. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the accused individual.

University-Initiated Protective Measures

In addition to those protective measures previously described, the Title IX Coordinator or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a University order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved.³ Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by St. Mary's University.

Notification to Victims of Crimes of Violence

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

Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of

³ Applicable law requires that, when taking such steps to separate the complainant and the accused, the University must minimize the burden on the complainant and thus should not, as a matter of course, remove the complainant from his or her job, classes or housing while allowing the accused to remain.

each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Texas, convicted sex offenders must register with the Texas Department of Public Safety. You can link to this information, which appears on the Texas Department of Public Safety website, by accessing <https://records.txdps.state.tx.us/sexoffender/>.

What to do in the Event of a Sexual Assault

If you are the victim of a sexual assault, go to a safe place and call the University Police at extension 1911 if you are calling from an on-campus telephone, or use the blue light telephones strategically placed throughout the campus. If you are calling from an off-campus telephone, call 210-431-1911. The University Police can assist in the reporting of a sexual assault occurring off campus by contacting the San Antonio Police Department or the appropriate investigating police jurisdiction. The University Police can also assist you in seeking medical attention and contacting either a support person, counselor, campus minister or a representative from The Rape Crisis Center of San Antonio.

It is very important to:

- Avoid the urge to bath, shower or douche.
- Avoid changing, cleaning, washing, or destroying clothing and/or bedding that was used at the time of the assault.
- Seek medical attention. There is a 48-hour time frame in which forensic evidence can be gathered. If you choose to file charges, any evidence taken at this time will be vital.

Victims of sexual assault or persons who have information regarding a sexual assault are strongly encouraged to report the incident to the University Police Department immediately. It is the policy of the St. Mary's University Police Department to conduct investigations of all sexual assault complaints with sensitivity, compassion, patience and respect for the victim. Investigations are conducted in accordance with guidelines established by the Texas Penal Code, Code of Criminal Procedure and the Bexar County District Attorney's office. All information and reports of sexual assault are kept strictly confidential. In accordance with the Texas Code of Criminal Procedure Article 57, victims may use a pseudonym to protect their identity. A pseudonym is a fictitious name or set of initials chosen by the victim to be used in all public files and records concerning the sexual assault. Victims of sexual assault are not required to file criminal charges or seek judicial actions through the University disciplinary process; however they are encouraged to report the assault and partake of medical and social services.

Options Following a Sexual Assault

Medical and social services may be obtained from the following:

On Campus:

Student Life: 210-431-4396

Health Center: 210-436-3506

Student Psychological and Testing Services: 210-436-3135

University Ministry: 210-436-3213

Off Campus:

Sexual Assault Treatment Center

(Medical treatment/examination) : 210-575-8168 then Press “1”

Methodist Specialty and Transplant Hospital: 210-575-8110

8026 Floyd Curl Dr, San Antonio, TX 78229

A sexual assault treatment nurse (SANE nurse) is on duty 24-hours a day, seven days a week.

The Rape Crisis Center

24-Hour Crisis Hotline: 210-349-7273

Free counseling available. Please call for an appointment.

7500 W U.S. Hwy 90, San Antonio, TX 78227

Academic and Living Accommodations

If requested, the University will make reasonable changes in academic and/or living situations to assist victims of sexual assault. Options may include, but are not limited to, change of residence hall, University phone number or class schedule.

Victim Assistance

Victim assistance is available through the Dean of Student’s Office at extension **4396** or **210-431-4396**, and the University Police Department at extension **4334** or **210-431-4334** Additional information can also be obtained from:

San Antonio Police Department’s Victim Advocacy Section210-207-2141

Main Station - 315 South Santa Rosa

The Office of the Attorney General/Crime Victims’

Compensation 1-800-983-9933

Victims Services Offered by SAPD

VICTIMS ADVOCACY SERVICES

[SAPD Personal Safety Plan \(PDF\)](#)

Services are provided by Crisis Response Team members made up of police officers and caseworkers assigned to each SAPD substation.

Services Include: Victims' Services, Violence Prevention, Crisis Intervention Counseling, Case Management, Child and Family Counseling, Support Groups, Information and Referrals. To contact a Victim Advocacy Direct Service Provider or seek the assistance of the Crisis Response Team assigned to

your service area, please use the following telephone numbers:

Main Station	315 South Santa Rosa	210-207-2141
Central Substation	515 S. Frio	210-207-4013
East Substation	3635 E. Houston	210-207-2062
North Substation	13030 Jones Maltsberger	210- 207-8129
Prue Rd Substation	5020 Prue Rd	210-207-2201
South Substation	711 W. Mayfield	210-207-8701
West Substation	7000 Culebra	210-207-7916

Assistance can also be obtained from the Bexar County Family Justice Center located at 903 W. Martin #48-2; 210- 208-6800 or by contacting the Battered Women's Shelter at 210-733-8810.

Institutional Discipline

Procedures for institutional disciplinary action will be explained in the following sections. The *Code of Student Conduct* and the conduct process apply to individual St. Mary's University students including undergraduate, graduate and law and other students participating in academic programs of the University (e.g.: Intensive English Program participants). This code also applies to university-affiliated registered student organizations. For the purposes of student conduct, the University may consider an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University.

The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll or obtain official transcripts. All sanctions must be satisfied prior to re-enrollment eligibility or the degree may be revoked.

The *Code of Student Conduct* may be applied to behavior conducted online, such as harassment via email. Students must also be aware that blogs, web page entries on sites such as Google+, Facebook, Instagram and Twitter and other similar online postings are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations are posted online. St. Mary's University does not regularly search for this information but may take action if and when such information is brought to the attention of university officials. However, most online speech by students will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals”; or
- Disparaging speech posted online about the university or its community members that causes, or intends to cause, a significant on-campus disruption to university operations or mission.

The *Code of Student Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code of Student Conduct may also be applied to resident non-students, campers and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements. Visitors to and guests of the university may seek resolution of violations of the *Code of Student Conduct* committed against them by members of the university community.

St. Mary’s University reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation or complaint. When criminal charges are pending, the university may be delayed or prevented from conducting its own investigation and moving forward with a campus hearing. When this happens, the university will delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information from law enforcement upon which to proceed. In cases governed by Title IX, this delay will be no longer than 10 business days from notice of the incident.

All procedures will include a prompt, fair, and impartial process from the initial investigation to the final result. Proceedings will be conducted in a manner that is consistent with St. Mary’s University policy and transparent to the accuser and accused.

The University Student Judicial Panel

The University Student Judicial Panel (Panel) is a representative group of students, faculty, and staff who have been trained to review certain serious or continued incidents of reported student misconduct on behalf of the University. Should the Dean of Students or Director of Judicial Affairs and Community Education determine the need for Panel review, the Director will assemble the panel according to the following guidelines:

Panel membership is comprised of a pool of at least 6 students, 6 faculty, and 6 staff/administrative members appointed and trained annually by the Dean of Students and the Director of Judicial Affairs and Community Education. Proceedings will be conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

For each complaint, a panel will be chosen from the available pool, and is usually comprised of at least one student, one faculty member, and one staff member or administrator. In complaints involving discrimination, sexual misconduct, or other sensitive issues, the Director of Judicial Affairs and Community Education will usually select three staff or administrative members for the panel. The Director of Judicial Affairs and Community Education serves as the non-voting chair of the panel and assures that university procedures are followed throughout the hearing.

Procedures will be conducted by officials who, at a minimum, receive annual training for conducting an investigation and promoting the safety of victims and accountability within the hearing process for the following fields: dating violence, domestic violence, sexual assault, and stalking.

Reporting of Alleged Violation

Any member of the St. Mary's University community, visitor, or guest may report a policy violation(s) by any student for misconduct under this *Code of Student Conduct* to the Dean of Students, Judicial Affairs and Community Education, University Police, Residence Life, or the University's Title IX Coordinator.

The University, through the Dean of Students or the Director of Judicial Affairs and Community Education, may act on reports of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party, and should be submitted as soon as possible after the event occurs. The University has the right to pursue an allegation or report of misconduct on its own behalf and to serve as convener of the subsequent conduct process.

Investigation

For all except Title IX reported allegations, the Director of Judicial Affairs and Community Education will review reported Code of Conduct violations. For reported violations that fall under Title IX (e.g. sexual misconduct) or involve any other form of discrimination, the Title IX Coordinator or designee will appoint an investigator(s) to review the incident on behalf of the University. Either the Title IX Coordinator or Investigator(s) will take the following steps, if not already completed, to address and resolve any reported Code violations:

- Initiate any necessary remedial actions on behalf of the victim (if any);
- Determine the identity and contact information of the accusing party, whether that person is the initiator of the complaint, the alleged victim, or a university proxy or representative;
- Conduct an immediate preliminary investigation within seven business days to identify a complete list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint;
 - If the victim is reluctant to pursue the complaint, determine whether the complaint should still be pursued, and whether sufficient independent information could support the complaint without the participation of the victim;
 - Notify the victim of whether the university intends to pursue the complaint regardless of his/her involvement, inform the victim of his/her rights in the process, and the option to become involved if s/he so choose;
- Determine if there is reasonable cause to charge the accused student, and determine what specific policy violations should serve as the basis for charges; If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;
- If there is reasonable cause for further review, commence a thorough, reliable and impartial investigation of the reported Code violation(s). A comprehensive investigation usually takes between one day and two weeks.
 - Prepare the formal notice of charges on the basis of the reasonable cause determination, which may be delivered prior to, during or after the accused student is interviewed, at the discretion of the investigator(s);

- Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline;
- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
- Present the investigation report and findings to the accused student, who may:
 - accept the findings,
 - accept the findings in part and reject them in part,
 - or may reject all findings;
- Share the findings and update the accusing party on the status of the investigation and the outcome.

St. Mary's University will provide timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during any informal and formal disciplinary meetings and hearings.

Notice

Once a determination is made that reasonable cause exists for the Director of Judicial Affairs and Community Education (or designee) to refer a complaint for a conduct meeting, notice will be given to the accused student. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Director of Judicial Affairs and Community Education (or designee); mailed to the local or permanent address of the student as indicated in official university records; or emailed to the student's university-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumed delivered. The letter of notice will:

- a) Include the alleged violation and notification of where to locate the *Code of Student Conduct* and university procedures for resolution of the complaint; and
- b) Direct the accused student to contact the Director of Judicial Affairs and Community Education (or designee) within a specified period of time to respond to the complaint. This time period will generally be no less than two business days from the date of delivery of the summons letter.

A meeting with the Director of Judicial Affairs and Community Education (or designee) may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the accused student may indicate, either verbally or in writing, to the Director of Judicial Affairs and Community Education (or designee), whether she or he admits or denies the allegations of the complaint.

Findings

Where the accused student is found not responsible for the alleged violation(s), the investigation will be closed. For investigations of Title IX reported Code violations (e.g. sexual misconduct or any other form of discrimination) the accusing party may request that the Dean of Students, who serves

as Title IX Coordinator for complaints against students, re-open the investigation. The decision to re-open an investigation rests with the Dean of Students.

a) Student Accused Accepts the Investigation Findings

Where the accused student accepts the finding that s/he violated university policy, the Investigator(s) will recommend appropriate sanctions for the violation. In cases involving discrimination, recommended sanctions will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the university community. If the accused student accepts these sanctions/responsive actions the process ends. The sanctions/responsive actions are implemented by the Director of Judicial Affairs and Community Education.

If the accused student rejects the recommended sanctions/responsive actions, there will be an administrative hearing on the sanction/responsive actions only. This will usually occur within 1-2 weeks from the end of the investigation. Administrative hearing procedures are detailed below. Any party to the complaint may appeal the decision or sanction(s) within 3 business days as outlined in Section O.

b) Accused Student Rejects the Findings

Where the accused student rejects the finding that s/he violated university policy, there will be a panel hearing on the allegations within 1-2 weeks. At the hearing, the investigator(s) will present their findings to the panel, and the panel will hear from the parties and any called witnesses. The investigation findings will be considered by, but are not binding on, the panel, which renders an independent and objective finding within 2-3 business days of the hearing. Panel procedures are detailed below.

If the accused student is found not responsible for a violation, the Director of Judicial Affairs and Community Education will timely inform the parties of this determination and the rationale for the decision in writing. Any party to the complaint may appeal the decision(s) or sanction(s) within 3 business days as outlined in Section O.

c) Student Accepts the Findings in Part and Rejects in Part

When the accused student accepts in part and rejects in part the finding that she or he violated university policy, there will be a panel hearing on the disputed allegations within 1-2 weeks. Once the panel hears the disputed allegations, it will also recommend a sanction or responsive action on any aspect of the accepted findings that constitutes a violation. The Director of Judicial Affairs and Community Education will render a decision on the recommended sanction and present to the accused student. If the accused student accepts this sanction or responsive action, the process ends with respect to any accepted violations.

The Director of Judicial Affairs and Community Education will timely inform the parties of the outcome, any sanctions or responsive actions and the rationale for the decision once the rejected findings are resolved. The Director of Judicial Affairs and Community Education, in consultation with the Dean of Students and Title IX Coordinator as appropriate, may act to

implement any available appropriate remedies on behalf of the parties and the community. If the accused student rejects the recommended sanctions or responsive actions, the panel will conduct a hearing on the sanction as well as on the remaining contested aspects of the complaint. Any party to the complaint may appeal the decision(s) or sanction(s) within 3 business days as outlined in Section O.

Hearing Options & Preparation

The following sections describe the university's conduct hearing processes. Except in a complaint involving failure to comply with the summons of the Dean of Students or Director of Judicial Affairs and Community Education (or designee), no student may be found to have violated the *Code of Student Conduct* solely as a result of the student's failure to appear for a hearing. In all such instances, conduct hearings will proceed as scheduled and the information in support of the complaint will be presented to, and considered by, the Director of Judicial Affairs and Community Education, AHO, or panel presiding over the hearing.

Where the accused student admits to violating the *Code of Student Conduct*, the Dean of Students or Director of Judicial Affairs and Community Education (or designee) may invoke administrative hearing procedures to determine and administer appropriate sanctions without a formal hearing. This process is also known as an *administrative hearing*. In administrative hearings, complaints will be heard and determinations will be made by an AHO.

Where the accused student denies violating the *Code of Student Conduct*, the Director of Judicial Affairs has the discretion to arrange either an administrative or a formal hearing to resolve any misconduct allegation.

This formal hearing process is known as a panel hearing. At the discretion of the Director of Judicial Affairs and Community Education (or designee), a request by one or more of the parties to the complaint for an administrative hearing may be considered. Students who deny a violation for which a panel hearing will be held will be given a minimum of five (5) business days to prepare for a formal hearing unless all parties wish to proceed more quickly. Preparation for a formal hearing is summarized in the following guidelines:

- a) Notice of the time, date and location of the hearing will be in writing and may be delivered by one or more of the following methods: in person by the Director of Judicial Affairs and Community Education (or designee); mailed to the local or permanent address of the student as indicated in official university records; or emailed to the student's university-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumed delivered.
- b) If there is an alleged victim of the conduct in question, the alleged victim may serve as the accusing party or may elect to have the university administration serve as accusing party. Where there is no alleged victim, the university administration will serve as accusing party.
- c) If an accused student fails to respond to notice from the Director of Judicial Affairs and Community Education (or designee), the Director of Judicial Affairs and Community

Education (or designee) may initiate a complaint against the student for failure to comply with the directives of a university official and give notice of this offense. Unless the student responds to this notice within two University business days by answering the original notice the following may occur:

- a. an administrative hearing may be scheduled and held on the student's behalf;
- b. the student may be administratively withdrawn from attending classes; or
- c. a disciplinary hold may be placed on their university account, deeming them ineligible to register for courses or university housing until such time as the student responds to the initial complaint.

d) At least three (3) business days before any scheduled formal hearing, the following will occur:

1. If requested, the accused student will deliver to the Director of Judicial Affairs and Community Education (or designee) a written response to the complaint;
2. The accused student will deliver to the Director of Judicial Affairs and Community Education (or designee) a written list of all witnesses s/he wishes the university to call at the hearing;
3. The accused student will deliver to the Director of Judicial Affairs and Community Education (or designee) all physical evidence s/he intends to use or needs to have present at the hearing and will indicate who has possession or custody of such evidence, if known;
4. The accusing party will deliver to the Director of Judicial Affairs and Community Education (or designee) a written list of all witnesses s/he wishes the university to call at the hearing;
5. The accusing party will deliver to the Director of Judicial Affairs and Community Education (or designee) all items of physical evidence s/he intends to use or needs to have present at the hearing and will indicate who has possession or custody of such evidence, if known; and
6. The accusing party and the accused student will notify the Director of Judicial Affairs and Community Education (or designee) of the names of any advisors/advocates who may be accompanying the parties at the hearing.

e) The Director of Judicial Affairs and Community Education (or designee) will ensure that the hearing information and any other available written documentation is shared with the accusing party and the accused student at least two (2) business days before any scheduled hearing. In addition, the parties will be given a list of the names of all the panelists in advance. Should either party object to any panelist, s/he must raise all objections, in writing, to the Director of Judicial Affairs and Community Education immediately. Hearing officers will only be unseated if the Director of Judicial Affairs and Community Education concludes that their bias precludes an impartial hearing of the complaint. Additionally, any panel or

Administrative Hearing Officer who feels s/he cannot make an objective determination must recuse himself or herself from the proceedings.

Hearing Procedures

The Director of Judicial Affairs and Community Education may serve as a non-voting chair of the panel or appoint one panelist as the Chair for the hearing. The accusing party and the accused student have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is that student's responsibility to notify the Director of Judicial Affairs and Community Education no less than three (3) days prior to the scheduled hearing to arrange for another date, time and location.

- a) Except in cases of grave or unforeseen circumstances, if the accused student fails to give the required minimum three (3) day notice, or if the accused student fails to appear, the hearing will proceed as scheduled. If the accusing party fails to appear, the complaint may be dropped unless the university chooses to pursue the allegation on its own behalf, as determined by the Director of Judicial Affairs and Community Education.

The Director of Judicial Affairs and Community Education (or designee) and the panel will conduct panel hearings according to the following guidelines:

- b) Hearings will be closed to the public;
- c) Admission to the hearing of persons other than the parties involved will be at the discretion of the panel chair and the Director of Judicial Affairs and Community Education;
- d) In hearings involving more than one accused student, the standard procedure will be to hear the complaints jointly; however, the Director of Judicial Affairs and Community Education may permit the hearing pertinent to each accused student to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each accused student.
- e) The accusing party and accused student have the right to an advisor of his/her own choosing, including attorneys. Typically advisors are members of the campus community, but the parties may select whomever they wish to serve as their advisor. The advisor may not make a presentation or represent the party bringing the complaint or responding student during the hearing. They may confer quietly with their advisee, exchange notes, clarify procedural questions with the chair, and suggest questions to their advisee.
- f) The accusing party, the accused student, the panel and the Director of Judicial Affairs and Community Education (or designee) will have the privilege of questioning all present witnesses and questioning all present parties. Unduly repetitive witnesses can be limited at the discretion of the panel Chairperson or the Director of Judicial Affairs and Community Education (or designee).
- g) Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Panel and the Director of Judicial Affairs and Community Education.

Formal rules of evidence are not observed. The Director of Judicial Affairs and Community Education may limit the number of character witnesses presented or may accept written affidavits of character instead.

- h) All procedural questions are subject to the final decision of the Director of Judicial Affairs and Community Education.
- i) After a panel hearing, the Panel will deliberate and determine, by majority vote, whether it is more likely than not that the accused student has violated the *Code of Student Conduct*. The Director of Judicial Affairs and Community Education (or designee) will be present and available as a resource during all deliberations. Once a finding is determined if the finding is that of a policy violation, the Panel will determine an appropriate sanction(s). The Director of Judicial Affairs and Community Education (or designee) is responsible for informing the panel of applicable precedent and any previous conduct violations or other relevant pattern information about the accused student. The Panel Chairperson will prepare a written deliberation report and deliver it to the Director of Judicial Affairs and Community Education, detailing the recommended finding, how each member voted, the information cited by the Panel in support of its recommendation, and any information the Panel excluded from its consideration and why. This report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Director of Judicial Affairs and Community Education within two (2) days of the end of deliberations.
- j) The Director of Judicial Affairs and Community Education will consider the recommendations of the Panel, may make appropriate modifications to its report and will then render a decision and inform the accused student and accusing party (if applicable by law or university policy) of the final determination within seven (7) business days of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Director of Judicial Affairs and Community Education (or designee); mailed to the local or permanent address of the student as indicated in official university records; or emailed to the student's university-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumed delivered.
- k) There will be a single verbatim record, such as an audio recording, for all panel hearings. Deliberations will not be recorded. The official record will be the property of the university and maintained according to the university's record retention policy.

Conduct Sanctions

One or more of following sanctions may be imposed upon any student for any single violation of the *Code of Student Conduct*, this includes violations of dating violence, domestic violence, and stalking. On inquiry, the Dean of Students may, as permitted by law or with consent of the student, release information regarding conduct records and sanctions to employers, licensing agencies, certifying boards, graduate programs, government background inspectors and transferor institutions.

Warning: A written notice will be sent to the student(s) who violated university policies or rules. The notice will specify that inappropriate and unacceptable actions have occurred and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the university.

Restitution: Compensation for damage caused to the university or any person's property may be determined. This is not a fine but, rather, a repayment for property destroyed, damaged, consumed, or stolen.

Fines: Reasonable fines may be imposed. Fines are specified to include: Alcohol related activities – fines in increments of \$50 to \$300; Damages – actual repair costs, including labor and materials; Non-compliance with discretionary sanctions - \$10 per hour for service not performed; Unauthorized residence hall room change - \$35; Failure to return a reserved space to proper condition – labor costs and expenses.

Community/University Service Requirements: Requirements may be issued for a student or organization to complete a specific supervised university service.

Loss of Privileges: The student will be denied specified privileges for a designated period of time.

Confiscation of Prohibited Property: Items whose presence is in violation of university policy will be confiscated and will become the property of the university. Prohibited items may be returned to the owner at the discretion of the Director of Judicial Affairs and Community Education (or University Police when applicable).

Behavioral Requirement: Required activities may include, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.

Educational Program: A sanction may include a requirement to attend, present or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus that will aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. The audience may be restricted.

Restriction of Visitation Privileges: Restrictions may be levied on a residential or non-resident student. The parameters of the restriction will be specified.

University Housing Probation: The student is put on official notice that, should further violations of Residence Life or University policies occur during a specified probationary period, the student may immediately be removed from university housing. Regular probationary meetings may also be imposed.

University Housing Reassignment: The student is reassigned to another university housing facility. Residence Life personnel will decide on the reassignment details.

University Housing Suspension: The student is removed from university housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to university housing may be specified. Under this sanction, a student is required to vacate university housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Residence Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for university housing, the student must gain permission from the Director of Residence Life (or designee).

University Housing Expulsion: The student's privilege to live in, or visit, any university housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

University Probation: The student is put on official notice that, should further violations of university policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

Eligibility Restriction: The student is deemed "not in disciplinary good standing" with the university for a specified period of time. Specific limitations or exceptions may be granted by the Director of Judicial Affairs and Community Education and terms of this conduct sanction may include, but are not limited to, the following:

1. Ineligibility to hold any office in any registered student organization or hold an elected, appointed, or paid office at the university; or
2. Ineligibility to represent the university to anyone outside the university community in any way including: participating in the study abroad program, attending conferences, or representing the university at an official function, event or intercollegiate competition as a player, manager or student coach, etc.

University Suspension: The student is separated from the university for a specified minimum period of time; upon the satisfaction of specific conditions the student is eligible to return. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Judicial Affairs and Community Education. This sanction may be enforced with a trespass action as necessary.

University Expulsion: The student is permanently separated from the university. The student is barred from being on campus and the student's presence at any university-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. *[This sanction will be noted as a Conduct Expulsion on the student's official academic transcript.]*

Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Judicial Affairs and Community Education (or designee).

The following sanctions may be imposed upon groups or organizations found to have violated the *Code of Student Conduct*:

- a) One or more of the sanctions listed above, specifically *a)* through *h)*, and *o)* through *r)*; and/or
- b) Deactivation, de-recognition, or loss of all privileges (including university registration), for a specified period of time.

Notification of Outcomes

The outcome of a campus hearing is part of the education record of the accused student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. In accordance with FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, the university will inform the alleged victim or accusing party (or, if applicable, the next of kin) in writing of the final results of a hearing regardless of whether the university concludes that a violation was committed. Such release of information may only include the alleged student’s or accused student’s name, the violation committed and the sanctions assigned (if applicable). In cases of sex offenses only, the rationale for the outcome will also be shared with all parties to the complaint.

In cases where the university concludes that a student violated a policy that would constitute a “crime of violence” or non-forcible sex offense, the university may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

- a) Arson
- b) Assault offenses
- c) Burglary
- d) Criminal Homicide—manslaughter by negligence
- e) Criminal Homicide—murder and non-negligent manslaughter
- f) Destruction/damage/vandalism of property
- g) Kidnapping/abduction
- h) Robbery
- i) Forcible sex acts

Students who bring any Title IX-related complaints against any member of the campus community will be informed in writing of the outcome of the complaint and any sanctions or responsive actions implemented.

Appeal and Final Review

Accused students or accusing parties may petition the Dean of Students for a review of a decision or sanction(s) within three (3) business days of issuance of an Administrative Hear Officer’s or panel’s written decision to include recommended sanctions. All requests for review must be in writing and delivered to the Dean of Students. Any student who misses his or her initial hearing may not request a review of the initial decision.

Reviews will only be considered for one or more of the following purposes:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
- To consider new information, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
- The sanctions fall outside the range of sanctions that the University has designated for this offense, if any. If no range of sanctions is specified, sanctions may be appealed on the basis that they are disproportionate to the severity of the violation(s).

Except as required to explain the basis of new information unavailable at the time of a hearing, review of a formal hearing will be limited to the verbatim record of the initial hearing and all supporting documents. Review of an informal hearing will be limited to the written record of the hearing and all supporting documents.

If the Dean of Students determines that a request for appeal is eligible to be reviewed, every opportunity will be taken, where possible, to return the complaint to the original Administrative Hearing Officer (AHO) or panel for reconsideration; full re-hearings should rarely be needed. The original AHO or panel may support or change a decision and/or increase, decrease or modify a sanction. When the Dean of Students does not return the complaint for reconsideration, the Dean may support or change a decision and/or increase, decrease or modify a sanction, but will be deferential to the original decision-maker, making changes to the finding only where there is clear error or to a sanction only if a compelling justification to do so exists, and only when a unanimous decision is reached.

In cases where the sanction of separation (suspension or expulsion) is possible or at the discretion of the Dean of Students, the Dean of Students will serve as the voting Chair of the appeals panel. In all other cases, the Director of Judicial Affairs and Community Education will serve as the non-voting advisor to the panel with responsibility for training the panel, conducting preliminary investigations, and ensuring a fair process for the accusing party and accused student.

The decision(s) of the appeals panel is final.

Special Hearing Provisions for Sexual Misconduct, Discrimination and Other Complaints of a Sensitive Nature

All hearings under this section will be conducted by a three member administrative panel drawn from the Equity Dispute Resolution Panel (EDRP) pool. For sexual misconduct, discrimination and other complaints of a sensitive nature, whether the alleged victim is serving as the accusing party or as a witness, alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the alleged victim to testify from another room via Skype, a closed circuit television, or similar technology. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the accused student. All procedures will include a prompt, fair, and impartial process from the initial investigation to the final result. Proceedings will be

conducted in a manner that is consistent with St. Mary's University policy and transparent to the accuser and accused.

The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be highly relevant by the panel Chair. All such information sought to be admitted by a party or the university will be presumed irrelevant unless a showing of relevance is made to the Chair in advance of the hearing. Demonstration of pattern, repeat, or predatory behavior by the accused student will always be relevant. The parties will be notified in advance if any such information is deemed relevant and will be admitted in the hearing.

The accusing party in any complaint alleging sexual misconduct will be notified in writing of the outcome of a hearing, any sanctions assigned and the rationale for the decision; have the right to a review if the appeal criteria is met; and be kept apprised of the status of the investigation and any appeal requests by the accused student.

Procedures will be conducted by officials who, at a minimum, receive annual training for conducting an investigation and promoting the safety of victims and accountability within the hearing process for the following fields: dating violence, domestic violence, sexual assault, and stalking.

St. Mary's University will provide timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during any informal and formal disciplinary meetings and hearings.

Filing an allegation

Students, staff, administrators, or faculty of the University who allege that the Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment Policy has been violated must report the allegation in accordance with the terms of that policy. All employees receiving reports of a potential violation of the policy are expected to promptly contact the Title IX Coordinator within 24 hours of becoming aware of a report or incident.

Allegation Intake

Following receipt of an allegation that the Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment Policy has been violated, the Title IX Coordinator will promptly assign an EDRP panel member to work as adviser to the person who reported the allegation. Normally, within two business days, an initial determination is made whether a policy violation may have occurred and/or whether conflict resolution might be appropriate. If the allegation does not appear to allege a policy violation, or if conflict resolution is desired by the accusing party and appears appropriate given the nature of the alleged behavior, then the allegation does not proceed to investigation. However, a full investigation will be pursued if the Title IX Coordinator, in consultation with the Deputy Coordinator(s), determines there is evidence of a pattern of misconduct or a perceived threat of further harm to the University or any of its students or employees. The University aims to complete all investigations within

a 60 business day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties.

Investigation

If the allegation appears to indicate a policy violation, or if conflict resolution is rejected by the accusing party or is inappropriate given the nature of the alleged behavior, or if the University, based on the alleged policy violation, wishes to pursue an allegation, then the Title IX Coordinator will appoint EDRP members to conduct an investigation into the allegation, usually within two business days of determining that an investigation is warranted. The investigation of allegations brought directly by those alleging harm should be completed expeditiously, normally within 10 business days of notice to the Title IX Coordinator. However, investigation may take longer when initial allegations fail to provide direct first-hand information. Further, the University may undertake a short delay, typically 10 business days, to allow for evidence collection when criminal charges on the basis of the same behaviors that invoke this process are being investigated. University action will not be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. All investigations will be thorough, reliable, and impartial and will entail interviews with all relevant parties and witnesses, obtaining available evidence, and identifying sources of expert information, if necessary.

Allegation Resolution

During or upon the completion of investigation, the investigators will meet with the Title IX Coordinator to report findings. The Title IX Coordinator will decide, based on the recommendation of the investigative team whether there is reasonable cause to proceed with the allegation. If the Title IX Coordinator decides that no policy violation has occurred, or that the preponderance of evidence (i.e., whether it is more likely than not that the accused individual committed the alleged violation) does not support a finding of a policy violation, then the process will end unless the accusing party requests that the Title IX Coordinator make an extraordinary determination to re-open the investigation or to forward the matter for a hearing. This decision lies in the sole discretion of the Title IX Coordinator. If there is reasonable cause, the Title IX Coordinator will direct the investigation to continue, or if there is a preponderance of evidence of a violation, then the Title IX Coordinator may recommend conflict resolution, a resolution without a hearing, or a formal hearing, based on the below criteria.

a. Conflict Resolution

Conflict resolution is often used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the formal hearing process to resolve conflicts. The Title IX Coordinator will determine if conflict resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue, and the susceptibility of the conduct to conflict resolution. In a conflict resolution meeting, an EDRP member will facilitate a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a conflict resolution process, though the parties may agree to appropriate remedies. The Title IX Coordinator will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate sanctions or corrective actions. Conflict

resolution will not be the primary resolution mechanism used to address allegations of sexual assault or violent behavior of any kind, or in other cases of serious violations of policy, though it may be made available after the formal process is completed should the parties and the Title IX Coordinator believe that it could be beneficial. It is not necessary to pursue conflict resolution first in order to make a formal EDRP allegation, and anyone participating in conflict resolution can stop that process at any time and request a formal hearing.

b. Resolution Without a Hearing

Resolution without a hearing can be pursued for any behavior that falls within the Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment Policy, at any time during the process. The Title IX Coordinator will provide written notification of an allegation to any member of the University community who is accused of violating the Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment Policy. The accused individual may choose to admit responsibility for all or part of the alleged policy violations at any point in the process. If so, the Title IX Coordinator will find the individual in violation of the policy for the admitted conduct and will normally proceed to convene a formal hearing on any remaining disputed violations. For admitted violations, the appropriate Co-chair of the EDRP will recommend an appropriate sanction or responsive action. If the sanction or corrective action is accepted by both the accusing party and accused individual, the Title IX Coordinator will implement it, and act promptly and effectively to remedy the effects of the admitted conduct upon the victim and the community. If either party rejects the sanction or corrective action, an EDRP hearing will be held on the sanction or corrective action according to the EDRP procedures below.

c. Formal EDRP Hearing

For any allegations that are not appropriate for conflict resolution and that are not resolved without a hearing, the Title IX Coordinator will initiate a formal hearing.

Formal EDRP Hearing Process

a. Hearing Panels

The Title IX Coordinator will appoint a non-voting panel Chair (either one of the EDRP co-chairs or the Administrative Hearing Officer, depending on whether the accused individual is a faculty member, staff, or student) and up to three members of the EDRP to the hearing panel. EDRP members who served as investigators will be witnesses in the hearing of the allegation and therefore may not serve as hearing panel members. Hearing panels may include both faculty and non-faculty staff with a least one faculty employee selected in an allegation against a faculty member. No member of the panel may be a practicing attorney. The panel will meet at times determined by the Chair. Proceedings will be conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

b. Notification of Charges

At least one week prior to the hearing, or as far in advance as is reasonably possible if an accelerated hearing is scheduled with the consent of the parties, the EDRP Co-Chair will send a letter to the parties

with the following information:

1. A description of the alleged violation(s), a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result;
2. The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities. If any party does not appear at the scheduled hearing, the hearing will be held in their absence. For compelling reasons, the Co-Chair may reschedule the hearing.
3. The parties may have the assistance of an EDRP panel member, or other adviser, at the hearing. Typically, advisers are members of the campus community, but the Title IX Coordinator may grant permission for an outside adviser upon request. The adviser may not be a practicing attorney.
4. Hearings for possible violations that occur near or after the end of an academic term will be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the University.

Once mailed, emailed to University-issued email address, or received in-person, notice will be presumptively delivered.

c. Hearing Procedures

EDRP Hearings will be convened, usually within one to two weeks of the completion of the investigation, and will be conducted in private. The EDRP has the authority to hear all collateral misconduct, meaning that it hears all allegations of violations of the Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment Policy, but also may hear any additional alleged policy violations that have occurred in concert with the alleged conduct, even though those collateral allegations may not specifically fall within EDRP jurisdiction. Accordingly, investigations should be conducted with as wide a scope as necessary.

Participants will include the non-voting Chair, the members of the panel, the investigator(s) who conducted the investigation on the allegation, the accusing party and accused individual(s), advisers to the parties, and any called witnesses. The Chair will exchange the names of witnesses the University intends to call, all pertinent documentary evidence, and any written findings from the investigators between the parties at least two business days prior to the hearing. In addition, the parties will be given a list of the names of each of the EDRP panel members at least two business days in advance of the hearing. Should either party object to any panelist, he/she must raise all objections, in writing, to the Chair immediately. Panel members will only be unseated if the Chair concludes that their bias precludes an impartial hearing of the allegation. Additionally, any panelist or Chair who feels he/she cannot make an objective determination must recuse himself or herself from the proceedings when notified of the identity of the parties and all witnesses in advance of the hearing.

The Chair, in consultation with the parties and investigators, may decide in advance of the hearing that certain witnesses do not need to be physically present if their testimony can be adequately summarized by the investigator(s) during the hearing. All parties will have ample opportunity to present facts and arguments in full and question all present witnesses during the hearing, though formal cross-

examination is not used between the parties. If alternative questioning mechanisms are desired, (screens, Skype, questions directed through the Chair, etc.), the parties must request them from the Chair at least two business days prior to the hearing.

Once the procedures are explained and the participants are introduced, the investigator will present the report of the investigation first, and be subject to questioning by the parties and the EDRP. The investigator(s) will be present during the entire hearing process, but only during deliberations at the request of the Chair. The findings of the investigation are not binding on the panel, though any undisputed conclusions of the investigation report will not be revisited, except as necessary to determine sanctions or corrective actions. Once the investigator(s) is questioned, the EDRP will permit questioning of and by the parties, and of any present witnesses. Questions may be directed through the panel at the discretion of the Chair.

Formal rules of evidence will not apply. Any evidence that the panel believes is relevant and credible may be considered, including history and pattern evidence. The Chair will address any evidentiary concerns prior to and/or during the hearing and may exclude irrelevant or immaterial evidence and may ask the panel to disregard evidence lacking in credibility. The Chair will determine all questions of procedure and evidence. Anyone appearing at the hearing to provide information will respond to questions on his/her own behalf.

Unless the Chair determines it is appropriate, no one will present information or raise questions concerning: (1) incidents not directly related to the possible violation unless they show a pattern, or (2) the sexual history of or the character of the victim/accusing party.

There will be no observers in the hearing. The Chair may allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the panel or the parties involved. The panel does not hear from character witnesses but will accept up to two letters supporting the character of the individuals involved.

In hearings involving more than one accused individual or in which two accusing parties have accused the same individual of substantially similar conduct, the standard procedure will be to hear the allegations jointly; however, the Title IX Coordinator may permit the hearing pertinent to each accused individual to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each accused individual.

Proceedings are private. All persons present at any time during the hearing are expected to maintain the privacy of the proceedings, subject to University consequences for failure to do so. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose, and should discuss doing so with their advisers.

Hearings are recorded for purposes of review in the event of an appeal. EDRP members, the parties and the persons who initiated the action, and appropriate administrative officers of the University will be allowed to listen to the recording as determined by the Title IX Coordinator or designee. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

Persons given access to the recording will be required to sign an agreement confirming that they will protect the privacy of the information contained in the recording.

Decisions

The EDRP panel will deliberate in closed session to determine whether the accused individual is responsible or not responsible for the violation(s) in question. The panel will base its determination on a preponderance of the evidence (i.e., whether it is more likely than not that the accused individual committed each alleged violation). If an accused individual is found responsible by a majority of the panel, the panel will recommend appropriate sanctions to the Title IX Coordinator. The Chair will prepare a written deliberation report and deliver it to the Title IX Coordinator, detailing the finding, how each member voted, the information cited by the panel in support of its recommendation, and any information the hearing panel excluded from its consideration and why. The report should conclude with any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations.

The Title IX Coordinator will inform the accused individual and accusing party simultaneously of the final determination within 2-3 business days of the end of deliberations. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official University records; or emailed to the parties' University-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

Sanctions and Corrective Actions

Sanctions or corrective actions will be determined by the EDRP panel. Factors considered when determining a sanction or corrective action may include:

- The nature, severity of, and circumstances surrounding the violation.
- An individual's disciplinary history.
- Previous allegations or allegations involving similar conduct.
- Any other information deemed relevant by the EDRP panel.
- The need for sanctions or corrective actions to bring an end to the conduct.
- The need for sanctions or corrective actions to prevent the future recurrence of similar conduct.
- The need to remedy the effects of the conduct on the victim and the community.

I. Student Sanctions

One or more of following sanctions and corrective actions may be imposed upon any student for any single violation of the Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment Policy or the *Code of Student Conduct*. **On inquiry, the Office of the Dean of Students may - as permitted by law and/or with consent of the student -- release information regarding conduct records and sanctions to employers, licensing agencies, certifying boards, graduate programs, government background inspectors, and transferor institutions.**

- a. *Warning*: A written notice will be sent to the student(s) who violated University policies and/or rules. It specifies that inappropriate and unacceptable actions have occurred and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University.
- b. *Restitution*: Compensation for damage caused to the University or any person's property. This is not a fine but, rather, a repayment for property destroyed, damaged, consumed, or stolen.
- c. *Fines*: Reasonable fines may be imposed.
- d. *Community/University Service Requirements*: For a student to complete a specific supervised university service.
- e. *Loss of Privileges*: The student will be denied specified privileges for a designated period of time.
- f. *Confiscation of Prohibited Property*: Items whose presence is in violation of University policy will be confiscated and will become the property of the University.
- g. *Behavioral Requirement*: This includes required activities such as, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- h. *Educational Program*: Requirement to attend, present or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
- i. *Restriction of Visitation Privileges*: May be levied on residential or non-resident student. The parameters of the restriction will be specified.
- j. *University Housing Probation*: The student is put on official notice that, should further violations of Residence Life or University policies occur during a specified probationary period, the student may immediately be removed from University housing. Regular probationary meetings may also be imposed.
- k. *University Housing Reassignment*: The student is reassigned to another University housing facility. Residence Life personnel will decide on the reassignment details.
- l. *University Housing Suspension*: The student is removed from University housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Housing and Residence Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for University housing, the student must gain permission from the Director of Housing and Residence Life (or designee).
- m. *University Housing Expulsion*: The student's privilege to live in, or visit, any University housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
- n. *University Probation*: The student is put on official notice that, should further violations of University policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.
- o. *Eligibility Restriction*: The student is deemed "not in disciplinary good standing" with the University for a specified period of time. Specific limitations or exceptions may be granted by

the Director of Judicial Affairs and Community Education and terms of this conduct sanction may include, but are not limited to, the following:

- p. Ineligibility to hold any office in any student organization recognized by the University or hold an elected or appointed office at the University; or
- q. Ineligibility to represent the University to anyone outside the University community in any way including: participating in the study abroad program, attending conferences, or representing the University at an official function, event or intercollegiate competition as a player, manager or student coach, etc.
- r. *University Suspension*: The student is separated from the University for a specified minimum period of time, and upon the satisfaction of specific conditions, after which the student is eligible to return. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Judicial Affairs and Community Education. This sanction may be enforced with a trespass action as necessary. **This sanction may be noted as a Conduct Suspension on the student's official academic transcript.**
- s. *University Expulsion*: The student is permanently separated from the University. The student is barred from being on campus and the student's presence at any University-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. **This sanction will be noted as a Conduct Expulsion on the student's official academic transcript.**
- t. *Other Sanctions*: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Judicial Affairs and Community Education or designee.

II. Staff Sanctions

Sanctions and corrective actions for staff who has engaged in conduct violating the Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment Policy include, but are not limited to, verbal and written warning, required counseling, demotion, suspension with pay, suspension without pay, and dismissal, in accordance with the terms of Section 5.0 Separation from Employment in the University's Personnel Manual.

III. Faculty Sanctions

Sanctions and corrective actions for faculty who have engaged in conduct violating the Equal Opportunity, Nondiscrimination, Sexual Harassment, and Other Forms of Harassment Policy will be consistent with Sections 2.8.6 and 2.8.7 of the *Faculty Handbook*.

Appeals

All appeals must be submitted in writing to the Title IX Coordinator within three (3) business days of the delivery of the written finding of the EDRP. A three-member panel of the EDRP designated by the Title IX Coordinator that was not involved in the allegation previously will consider student, staff and administrator appeal requests. Faculty appeals will be consistent with Sections 2.16 of the *Faculty*

Handbook, with results of the appeal reported to the Title IX Coordinator.

Any party may appeal, but appeals are limited to the following:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions fall outside the range of sanctions, if any, the University has designated for this offense. If no range of sanctions is specified, sanctions may be appealed on the basis that they are disproportionate to the severity of the violation(s).

The original finding and sanction or corrective actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. When any party requests an appeal, the other party (parties) will be notified and joined in the appeal. The party requesting the appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. The original finding and sanction are presumed to have been decided reasonably and appropriately.

Additional principles governing the hearing of appeals include the following:

- Appeals decisions are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction or corrective action only if there is a compelling justification to do so.
- Appeals are not intended to be full re-hearings of the allegation. In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal. Appeals granted based on new evidence should normally be remanded to the original hearing panel for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator, in consultation with the Deputy Coordinator(s), or heard by the three-member panel of the EDRP.
- Sanctions imposed are implemented immediately unless the Title IX Coordinator or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The Title IX Coordinator will normally, after conferring with the EDRP appeals panel, render a written decision on the appeal to all parties within seven business days from hearing of the appeal.
- All parties must be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.
- Once an appeal is decided, the outcome is final; further appeals are not permitted.

Statement of Accusing Party's Rights

- To be treated with respect by University officials.

- To take advantage of campus support resources (such as Counseling & Psychological Services, the Office of the Chaplains, and University Health Services for students, or EAP services for staff)
- To experience a safe living, educational, and work environment.
- To have an advisor during this process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To receive amnesty for minor student misconduct (such as alcohol or drug violations) that is ancillary to the incident.
- To be free from retaliation.
- To have allegations heard in substantial accordance with these procedures.
- To full participation of the injured party in any EDRP process whether the injured party is serving as the accusing party or the University is serving as accusing party.
- To be informed in writing of the outcome/resolution of the allegation, sanctions where permissible, and the rationale for the outcome where permissible.

Statement of Accused Individual's Rights

- To be treated with respect by University officials.
- To take advantage of campus support resources (such as Student Psychological and Testing Services, the University Chaplains, and Student Health Services for students, or EAP services for staff).
- To have an advisor during this process.
- To refuse to have an allegation resolved through conflict resolution procedures.
- To have allegations heard in substantial accordance with these procedures.
- To be informed of the outcome/resolution of the allegation and the rationale for the outcome, in writing.

Missing Person Protocol

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify University Police at (210)436-3330. The University Police Department will generate a missing person report and initiate an investigation.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by St. Mary's University in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, St. Mary's University will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through the StarRes website. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

After investigating the missing person report, should UPD determine that the student is missing and has been missing for more than 24 hours, St. Mary's University will notify SAPD and the student's missing

person contact no later than 24 hours after the student is determined to be missing. If the student has not listed a missing person contact, St. Mary's University will notify the student's emergency contact. If the missing student is under the age of 18 and is not an emancipated individual, St. Mary's University will notify the student's parent or legal guardian, the missing person contact, and SAPD immediately after UPD has determined that the student has been missing for more than 24 hours.

Campus Safety and Crime Prevention

Crime Prevention

Crime prevention and security awareness procedures are discussed during new student orientation (Zaragoza). University Police officials participate in forums and meetings to address students and explain University crime prevention, security measures and procedures. Meetings are held in residence halls, by the Office of Residence Life, to inform students of security matters. The University Police Department provides crime prevention notifications to employees and students by email when an officer notices a possible opportunity for victimization regarding their vehicle or property. Crime prevention and security awareness presentations, when requested, are also provided to community groups, students, and employees of the University by the University Police Department. During these presentations the following information is typically provided: crime prevention tips; statistics on crime at St. Mary's University; information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security and for the security of others on campus.

Safety Escorts

On-campus safety escorts are available 24-hours a day, seven days a week. Any person who is concerned about their personal safety can contact the University Police Department and an officer will arrive to escort you to another on campus location. The officer may perform the escort by either walking with the person, using a golf cart, or using a patrol vehicle.

Crime Prevention and Awareness Programs and Literature

Crime prevention presentations pertaining to personal safety, students traveling abroad (outside U.S.), sexual assault prevention, alcohol and drug awareness, and burglary and theft prevention are conducted as needed for faculty, staff and students. Partnership programs to include university police and SAPD units for Pre- Fiesta Awareness and Safety Issues. Crime prevention literature related to personal safety, auto theft prevention, residential security and consumer awareness is available in the University Police Department, and specialized crime prevention literature is available upon request.

In addition to these programs, the University has adopted a Safety Awareness training which seeks to educate the faculty and staff of the campus regarding fire safety, active shooter situations, bomb threats and the most common instance of "slip, trips and falls". These programs were administered to different university departments and schools, throughout the year in a small setting allowing a better exchange of information and interaction with the presenters.

The Office of Judicial Affairs and Community Education sponsors various crime prevention and awareness programs throughout the year. Events include:

- Sober Thoughts- August 18, 2014, available to employees and students
- Substance Abuse Awareness Week- October 20, 2014 – October 24, 2014, available to employees and students

Lost and Found

Lost-and-found items are turned over to the University Police Department's property custodian, who makes every effort to return items to their owners. If an owner cannot be contacted, the property will be logged and held for 90 days. After 90 days, unclaimed property will be disposed of or auctioned off at the discretion of the Chief of Police.

Limited Vehicle Assistance

Vehicle unlock services and battery jumpstarts are offered 24-hours a day.

Operation Identification

An on-going program that involves engraving valuable, personal items with a driver's license, student ID number or personal identifier.

Community Oriented Policing

Community policing recognizes that police rarely can solve public safety problems alone and encourages interactive partnerships with relevant stakeholders. The large range of potential partnerships can be used to accomplish the two interrelated goals of developing solutions to problems through collaborative problem solving and improving public trust.

The St. Mary's University Police Department collaborates with all aspects of the campus community and the greater-area community to address crime and the reasons behind crime. Internally, the University Police partners with the Student Government Association, Greek Life, Athletics Department, Facilities Department, the Faculty Senate, Human Resources, individual School programs, the Office of International Education, and Military Science / Reserve Officer Training Corps (ROTC) to name a few.

Police Officer Specialized Training

At St. Mary's University Police Department we take our commitment to the community very seriously and invest in training our staff and officers to a higher standard. All officers who are hired are required to have attended a State of Texas certified Basic Police Academy which consists of a minimum 643 hours of training. However, the regional police academy which the St. Mary's University Police prefer to hire applicants from is the Alamo Area Council of Governments – Law Enforcement Academy has a minimum requirement of 925 hours of training.

Upon being licensed as a peace officer, each officer employed is then required to attend the following training within their first year of employment:

- Crisis Intervention Training / Mental Health Peace Officer,

- Oleoresin Capsicum (OC) Spray “Pepper Spray”,
- Expandable Baton,
- International Police Mountain Bike Association – Police Cyclist Course,
- First AID, CPR, Automated External Defibrillator (AED)
- Federal Emergency Management Agency (FEMA) Courses
 - Introduction to Incident Command System ICS-100,
 - Incident Command System for Single Resources and Initial Action Incidents ICS-200,
 - National Incident Management System ICS-700 and
 - National Response Framework, an Introduction ICS-800.

In addition on a yearly bases, the Officers at are required to qualify with their duty weapons and attend Active shooter / hostile intruder training.

The State of Texas does mandate continuing education for officers in the following areas:

- Cultural Diversity
- Special Investigative Topics
- Human Trafficking
- Legislative / Legal Updates

Information and Emergency call boxes

Emergency call boxes are located at the main entrances of Treadaway, Chaminade, Marian, Dougherty, Lourdes, John Donohoo, and Adele Halls, as well as at the east side of the University Center. Other locations include: parking lots B, D, M, N, O, R, and V. The emergency call box will directly contact the University Police Department. The information/emergency call box telephone system is a part of an on-going effort to make the University Police Department more accessible.

Sexual Assault Prevention

Sexual assault awareness, education, and prevention presentations are made each year to members of the campus community. Rape Aggression Defense (R.A.D.) is a sexual assault awareness and self-defense program specifically designed for women. The mission of the R.A.D. Systems is to establish an accessible, constantly improving, and internationally respected alliance of dedicated Instructors. These Instructors in turn, will provide educational opportunities for women to create a safer future for themselves. In doing this, we challenge society to evolve into an existence where violence is not an acceptable part of daily life.

Operation Identification

An on-going program that involves engraving valuable, personal items with a driver’s license, student ID number or personal identifier.

Lost and Found

Lost-and-found items are turned over to the University Police Department’s property custodian, who

makes every effort to return items to their owners. If an owner cannot be contacted, the property will be logged and held for 90 days. After 90 days, unclaimed property will be disposed of or auctioned off at the discretion of the Chief of Police.

Crime Prevention and Awareness Programs and Literature

Crime prevention presentations pertaining to personal safety, students traveling abroad (outside U.S.), sexual assault prevention, alcohol and drug awareness, and burglary and theft prevention are conducted as needed for faculty, staff and students. Specialized crime prevention presentations are available upon request. Partnership programs to include university police and SAPD units for Pre- Fiesta Awareness and Safety Issues. Crime prevention literature related to personal safety, auto theft prevention, residential security and consumer awareness is available in the University Police Department, and specialized crime prevention literature is available upon request. Area Lighting Surveys are conducted on the grounds to ensure adequate and proper lighting throughout the university.

In addition to these programs, the University has adopted a Safety Awareness training which seeks to educate the faculty and staff of the campus regarding fire safety, active shooter situations, bomb threats and the most common instance of "slip, trips and falls". These programs were administered to different university departments and schools, throughout the year in a small setting allowing a better exchange of information and interaction with the presenters.

Office of Residence Life and University Police Partnerships

The University Police and the Office of Residence Life recognize that a close and positive working relationship is one of the best ways to make sure that the resident students of St. Mary's University are safe and able to concentrate on their academic goals. The partnership is demonstrated by weekly meetings between the two departments where an exchange of information occurs and where clarification can be found. In addition the two departments frequently training together on matters of responding to alcohol related incidents, active shooter incidents, mental health related incidents and, fire drills.

University Fire Statistics

2012 Fire Statistics for the Annual Fire Safety Report Statistics and Related Information Regarding Fires in Residential Facilities (All Residential Facilities are located in San Antonio, Texas 78228)					
<u>Residential Facilities</u>	<u>Total Number of Fires</u>	<u>Cause of Fire</u>	<u>Number of Injuries That Required Treatment at a Medical Facility</u>	<u>Number of Deaths Related to a Fire</u>	<u>Value of Property Damage Caused by Fire*</u>
Adele Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Chaminade Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Andrew Cremer Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
John Donohoo Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Dougherty Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Founders Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Archbishop Flores Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Anthony Frederick Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Herbert & John G. Leies Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Our Lady of Lourdes Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Marian Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Treadaway Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00

2013 Fire Statistics for the Annual Fire Safety Report
 Statistics and Related Information Regarding Fires in Residential Facilities
 (All Residential Facilities are located in San Antonio, Texas 78228)

Residential Facilities	Total Number of Fires	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire*
Adele Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Chaminade Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Andrew Cremer Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
John Donohoo Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Dougherty Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Founders Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Archbishop Flores Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Anthony Frederick Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Herbert & John G. Leies Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Our Lady of Lourdes Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Marian Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00
Treadaway Hall One Camino Santa Maria St.	0	None Reported	0	0	0.00

2014 Fire Statistics for the Annual Fire Safety Report
Statistics and Related Information Regarding Fires in Residential Facilities
 (All Residential Facilities are located in San Antonio, Texas 78228)

Residential Facilities	Total Number of Fires	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire*
Adele Hall One Camino Santa Maria St.	0	None Reported	0	0	0
Chaminade Hall One Camino Santa Maria St.	0	None Reported	0	0	0
Andrew Cremer Hall One Camino Santa Maria St.	0	None Reported	0	0	0
John Donohoo Hall One Camino Santa Maria St.	0	None Reported	0	0	0
Dougherty Hall One Camino Santa Maria St.	0	None Reported	0	0	0
Founders Hall One Camino Santa Maria St.	0	None Reported	0	0	0
Archbishop Flores Hall One Camino Santa Maria St.	0	None Reported	0	0	0
Anthony Frederick Hall One Camino Santa Maria St.	0	None Reported	0	0	0
Herbert & John G. Leies Hall One Camino Santa Maria St.	0	None Reported	0	0	0
Our Lady of Lourdes Hall One Camino Santa Maria St.	0	None Reported	0	0	0
Marian Hall One Camino Santa Maria St.	0	None Reported	0	0	0
Treadaway Hall One Camino Santa Maria St.	0	None Reported	0	0	0

Annual Disclosure of Crime Statistics

These statistics are provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Crime statistics are collected from reports made in good faith from the University Police Department, other local and state law enforcement agencies, the Dean of Students Office, and designated campus security authorities as defined under the Clery Act (including, but not limited to Residence Life, Student Conduct, Athletics, and the Title IX Coordinator), and are compiled by the University Police Department. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Requesting Crime Statistics from Other Law Enforcement Agencies

St. Mary's University monitors and records criminal activities that occur on or near University non campus properties and on public property surrounding the University by contacting local law enforcement agencies each year.

The following law enforcement agencies assist the University Police Department by providing crime statistics each calendar year:

San Antonio Police Department

Bandera County Sheriff's Department

Bexar County Sheriff's Department

Live Oak Police Department

Laredo Police Department

University Campus Crime Statistics

2012

Crime Category	On Campus		On Campus Total	Non-Campus Building or Property *	Public Property
	Residence Hall	Non-Residence			
Murder / Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses Forcible	0	0	0	0	0
Sex Offenses Non-Forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	1	0	1	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	5	5	0	0
Arson	0	0	0	0	0
Dating Violence **					
Domestic Violence **					
Stalking **					

Terms:

- On-Campus
 - Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).
 - This section is sub-divided into Residence's and non-residence buildings.
- The term "non-campus building or property" means:

- any building or property owned or controlled by a student organization recognized by the institution; and
- any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution
- This section includes the property lists off campus located on the [Off Campus Property List](#) located at the end of this document.
- The term "public property" means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

* This section includes the property lists off campus located on the [Off Campus Property List](#) located at the end of this document.

** This information was not required or collected for years prior to 2013. This was added with the Violence Against Women's Act and the Campus SaVE Act.

2012

Crime Category	On Campus		On Campus Total	Non-Campus Building or Property *	Public Property
	Residence Hall	Non-Residence			
Hate Crimes (by Offense)					
• Simple Assault	0	0	0	0	0
• Larceny-Theft	0	0	0	0	0
• Intimidation	0	0	0	0	0
• Destruction/Damage/Vandalism of property	0	0	0	0	0
• Murder / Non-negligent Manslaughter	0	0	0	0	0
• Negligent Manslaughter	0	0	0	0	0
• Sex Offenses Forcible	0	0	0	0	0
• Sex Offenses Non-Forcible	0	0	0	0	0
• Robbery	0	0	0	0	0
• Aggravated Assault	0	0	0	0	0
• Burglary	0	0	0	0	0
• Motor Vehicle Theft	0	0	0	0	0
• Arson	0	0	0	0	0

2012

Crime Category	On Campus		On Campus Total	Non-Campus Building or Property *	Public Property
	Residence Hall	Non-Residence			
Hate Crimes (by prejudice)					
• Race	0	0	0	0	0
• Gender	0	0	0	0	0
• Religion	0	0	0	0	0
• Sexual Orientation	0	0	0	0	0
• Ethnicity	0	0	0	0	0
• Disability	0	0	0	0	0
• Gender Identity	0	0	0	0	0
• National Origin	0	0	0	0	0

2012

Crime Category	On Campus		On Campus Total	Non-Campus Building or Property *	Public Property
	Residence Hall	Non-Residence			
Arrests					
• Liquor Law Violations	1	19	20	0	0
• Drug Law Violations	11	3	14	0	0
• Illegal Weapons Possession	0	0	0	0	0
Judicial Referrals					
• Liquor Law Violations	15	1	16	0	0
• Drug Law Violations	19	2	21	0	0
• Illegal Weapons Possession	2	1	3	0	0

NOTE: The above listed arrests and judicial referrals are for legally defined crimes in the local jurisdiction where the crime is reported. These do not include violations of the St. Mary’s University Student Code of Conduct, Residence Life Policies, or other University policy.

2013

Crime Category	On Campus		On Campus Total	Non-Campus Building or Property *	Public Property
	Residence Hall	Non-Residence			
Murder / Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses Forcible	1	0	1	3	0
Sex Offenses Non-Forcible	0	0	0	0	0
Robbery	0	0	0	0	1
Aggravated Assault	0	0	0	1	0
Burglary	5	3	8	1	0
Motor Vehicle Thefts	0	3	3	1	0
Arson	0	0	0	0	0
Dating Violence **	0	0	0	0	0
Domestic Violence **	0	0	0	4	1
Stalking **	0	0	0	0	0

Terms:

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 - This section is sub-divided into Residence’s and non-residence buildings.
- The term “non-campus building or property” means:

- any building or property owned or controlled by a student organization recognized by the institution; and
- any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution
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2013

Crime Category	On Campus		On Campus Total	Non-Campus Building or Property *	Public Property
	Residence Hall	Non-Residence			
Hate Crimes (by Offense)					
• Simple Assault	0	0	0	0	0
• Larceny-Theft	0	0	0	0	0
• Intimidation	0	0	0	0	0
• Destruction/Damage/Vandalism of property	0	0	0	0	0
• Murder / Non-negligent Manslaughter	0	0	0	0	0
• Negligent Manslaughter	0	0	0	0	0
• Sex Offenses Forcible	0	0	0	0	0
• Sex Offenses • Non-Forcible	0	0	0	0	0
• Robbery	0	0	0	0	0
• Aggravated Assault	0	0	0	0	0
• Burglary	0	0	0	0	0
• Motor Vehicle Thefts	0	0	0	0	0
• Arson	0	0	0	0	0

2013

Crime Category	On Campus		On Campus Total	Non-Campus Building or Property *	Public Property
	Residence Hall	Non-Residence			
Hate Crimes (by prejudice)					
• Race	0	0	0	0	0
• Gender	0	0	0	0	0
• Religion	0	0	0	0	0
• Sexual Orientation	0	0	0	0	0
• Ethnicity	0	0	0	0	0
• Disability	0	0	0	0	0
• Gender Identity	0	0	0	0	0
• National Origin	0	0	0	0	0

2013

Crime Category	On Campus		On Campus Total	Non-Campus Building or Property *	Public Property
	Residence Hall	Non-Residence			
Arrests					
• Liquor Law Violations	0	10	10	8	8
• Drug Law Violations	8	8	16	4	4
• Illegal Weapons Possession	0	1	1	0	1
Judicial Referrals					
• Liquor Law Violations	14	4	18	0	0
• Drug Law Violations	2	0	2	0	0
• Illegal Weapons Possession	0	0	0	0	0

2014

Crime Category	On Campus		On Campus Total	Non-Campus Building or Property *	Public Property
	Residence Hall	Non-Residence			
Murder / Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses Forcible	2	0	2	3	0
Sex Offenses Non-Forcible	0	0	0	2	0
Robbery	0	0	0	1	1
Aggravated Assault	0	0	0	0	0
Burglary	3	1	4	1	0
Motor Vehicle Thefts	0	6	6	2	0
Arson	0	0	0	0	0
Dating Violence **	2	2	4	0	0
Domestic Violence **	1	1	2	4	0
Stalking **	1	0	1	0	0

Terms:

- On-Campus
 - Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).
 - This section is sub-divided into Residence’s and non-residence buildings.
- The term “non-campus building or property” means:
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 - any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the

institution’s educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution

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2014

Crime Category	On Campus		On Campus Total	Non-Campus Building or Property *	Public Property
	Residence Hall	Non-Residence			
Hate Crimes (by Offense)					
• Simple Assault	1	0	1	0	0
• Larceny-Theft	0	0	0	0	0
• Intimidation	0	0	0	0	0
• Destruction/Damage/Vandalism of property	0	0	0	0	0
• Murder / Non-negligent Manslaughter	0	0	0	0	0
• Negligent Manslaughter	0	0	0	0	0
• Sex Offenses Forcible	0	0	0	0	0
• Sex Offenses • Non-Forcible	0	0	0	0	0
• Robbery	0	0	0	0	0
• Aggravated Assault	0	0	0	0	0
• Burglary	0	0	0	0	0
• Motor Vehicle Theft	0	0	0	0	0
• Arson	0	0	0	0	0

2014

Crime Category	On Campus		On Campus Total	Non-Campus Building or Property *	Public Property
	Residence Hall	Non-Residence			
Hate Crimes (by prejudice)					
• Race	0	0	0	0	0
• Gender	0	0	0	0	0
• Religion	0	0	0	0	0
• Sexual Orientation	1	0	1	0	0
• Ethnicity	0	0	0	0	0
• Disability	0	0	0	0	0
• Gender Identity	0	0	0	0	0
• National Origin	0	0	0	0	0

2014

Crime Category	On Campus		On Campus Total	Non-Campus Building or Property *	Public Property
	Residence Hall	Non-Residence			
Arrests					
• Liquor Law Violations	3	43	46	11	20
• Drug Law Violations	17	12	29	13	1
• Illegal Weapons Possession	0	0	0	1	0
Judicial Referrals					
• Liquor Law Violations	29	0	29	0	0
• Drug Law Violations	9	1	10	0	0
• Illegal Weapons Possession	0	0	0	0	0

NOTE: The above listed arrests and judicial referrals are for legally defined crimes in the local jurisdiction where the crime is reported. These do not include violations of the St. Mary's University Student Code of Conduct, Residence Life Policies, or other University policy.

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Caveat: Haven For Hope

Haven for Hope is a homeless community resource for persons in Bexar County. Located at 1 Haven for Hope Way, San Antonio, TX 78207.

Haven for Hope’s Mission is: “...to offer a place of hope and new beginnings. We do this by providing, coordinating and delivering an efficient system of care for people experiencing homelessness in Bexar County.”

St. Mary’s University via different educational programs allows students to volunteer for community service as well as required class participation for the student’s degree programs at Haven for Hope. This is why the statistics for Haven for Hope are included within this Annual Security Report for St. Mary’s University.

2014

Crime Category	On Campus		On Campus Total	Non-Campus Building or Property *	Public Property
	Residence Hall	Non-Residence			
Murder / Non-negligent Manslaughter				0	0
Negligent Manslaughter				0	0
Sex Offenses Forcible				3	0
Sex Offenses Non-Forcible				2	0
Robbery				1	0
Aggravated Assault				0	0
Burglary				1	0
Motor Vehicle Thefts				0	0
Arson				0	0
Dating Violence **				0	0
Domestic Violence **				3	0
Stalking **				0	0
Arrests					
• Liquor Law Violations				11	19
• Drug Law Violations				10	0
• Illegal Weapons Possession				1	0

Off Campus Property List

St. Mary's University Center for Legal and Social Justice – 2507 N.W. 36th Street, San Antonio, TX 78228

St. Mary's University Counselor Education and Family Life Center– 251 W. Ligustrum San Antonio, TX 78228

St. Mary's Learning and Leadership Development Center - 3141 Culebra, San Antonio, TX 78228

Note: St Mary's University owns the property and it is leased to the City of San Antonio and building is owned and controlled by the City of San Antonio.

St. Mary's University Campus –Alamo University Center – 8300 Pat Booker Road, Live Oak, TX 78233

KOX House– 2602 Cincinnati San Antonio, TX 78228

St. Mary's University Office Space – Legal Service Center – 1919 Cedar Avenue, Laredo, TX78043

Haven 4 Hope, One Haven Hope Drive, San Antonio, TX 78207

Office Rental Property

St. Mary's University – Vacant Land – Medina Lake; Avenue Q & 14th Street, Lots 1-24, Lakehills, TX 78063

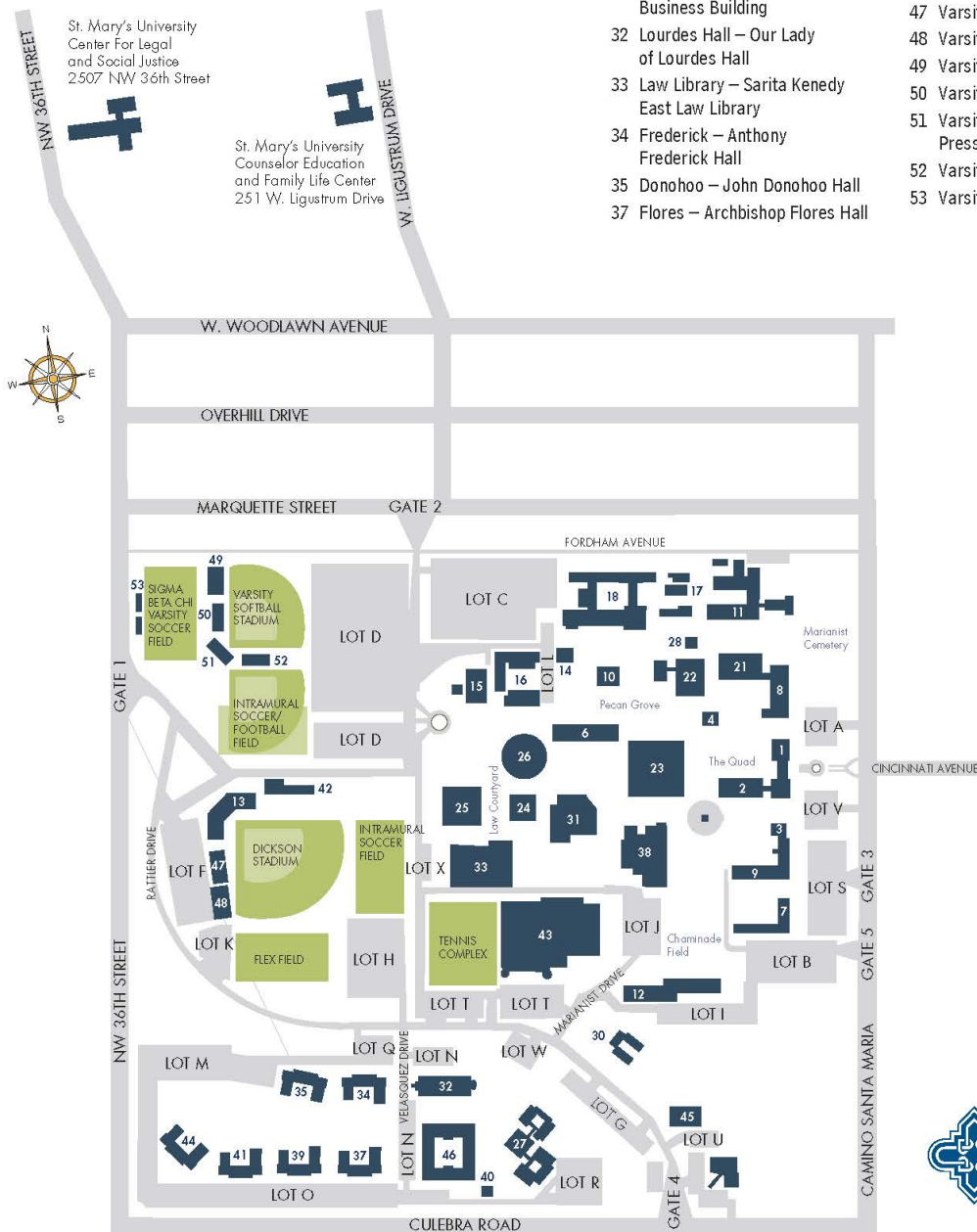
This list is comprised from insurance coverage documents, institutional program MOU's and contracts, residential provided information, and recognized student groups.

- 1 St. Louis Hall
- 2 Reinbolt Hall
Assumption Chapel
- 3 Chaminade Tower
- 4 Subway and P.O.D. Express
- 6 Center for Life Directions
- 7 Charles Francis Hall
Financial Assistance
- 8 Garni Science Hall
- 9 Chaminade Hall
- 10 Alumni Pavilion in Pecan Grove

- 11 Marianist Residence,
Marianist Chapel
- 12 Marian Hall
- 13 Dickson Stadium
- 14 Marianist Heritage House
- 15 Central Plant
- 16 Physical Plant Shops
- 17 Outdoor Swimming Pool
- 18 Treadaway Hall
Guadalupe Chapel
Recital Hall

- 21 Moody Life Sciences Center
- 22 Richter Math-Engineering Center
- 23 Blume – Louis J. Blume Library
Charles Cotrell Learning
Commons
- 24 Law Administration
- 25 Law Classrooms
- 26 Raba – Ernest A. Raba
Law Building
- 27 Dougherty Hall
- 28 Greenhouse
- 30 Casa Maria Marianist Residence
- 31 Alkek – Albert B. Alkek
Business Building
- 32 Lourdes Hall – Our Lady
of Lourdes Hall
- 33 Law Library – Sarita Kenedy
East Law Library
- 34 Frederick – Anthony
Frederick Hall
- 35 Donohoo – John Donohoo Hall
- 37 Flores – Archbishop Flores Hall

- 38 University Center
- 39 Adele Hall
- 40 Satellite Plant
- 41 Cremer – Andrew Cremer Hall
- 42 Alumni Storage
- 43 Alumni Athletics &
Convocation Center
Bill Greehey Arena
- 44 Leies – Herbert and John
G. Leies Hall
- 45 AT&T Center for
Information Technology
- 46 Founders Hall
- 47 Varsity Baseball Clubhouse
- 48 Varsity Baseball Practice Facility
- 49 Varsity Softball Practice Facility
- 50 Varsity Softball Locker Rooms
- 51 Varsity Softball Offices and
Press Box
- 52 Varsity Soccer Locker Rooms
- 53 Varsity Soccer Viewing Tower



A Catholic and Marianist
Liberal Arts Institution

