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A MESSAGE FROM CHIEF STEARNS

Concern about personal safety in today’s world makes sense. Too often, we hear or read about crimes perpetrated to life and property. Although campuses seem in some ways as secure as a small town, no campus is immune from crime.

The Department of Public Safety and University Police at KSU is committed to the students, faculty, staff and parents. That’s why we have prepared this booklet to inform students, faculty, staff and parents about our efforts to keep the campus more secure and to encourage students and employees to be responsible for their own security and the security of others.

Accessibility of Information

Kennesaw State University distributes a notice of availability regarding the Annual Security and Fire Safety Report to all students, faculty, and staff by October 1 of each year. Anyone, to include prospective students, faculty, and staff, as well as the outside community, may obtain an electronic copy on the Kennesaw State University Department of Public Safety and University Police’s website police.kennesaw.edu as well as under the Clery/Crime Information drop-down under Annual Security and Fire Safety Report. A printed copy of this report may also be obtained by contacting the department at 470-578-6206.

Non-discrimination Statement

Kennesaw State University (KSU) is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state laws, Board of Regents policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the KSU Community on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for members of the KSU Community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal, expulsion, or termination from KSU.

Every member of the KSU community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. All members of the faculty, staff, and student body are expected to ensure that nondiscriminatory practices are followed at the University. Any student, faculty, staff, visitor and third party with a complaint or concern that is related to these standards should contact the Office of Diversity and Inclusion at 470-578-2614 or diversity.kennesaw.edu, located in the English Building, room 202 on the Kennesaw Campus.
REPORTING CAMPUS CRIMES AND EMERGENCIES

It’s Up to Each of Us

Reporting crimes or emergencies is voluntary. All Kennesaw State University has taken measures to ensure the safety and security of the campus community; however, the campus environment is not immune from criminal incidents that occur in the surrounding community. The University takes great pride in ensuring the campus community is one where students, faculty, staff, and visitors can work, study, live, and enjoy all that Kennesaw State has to offer. Ultimately, it is up to each of us to be aware of our surroundings and use reasonable judgment while on campus or attending a university function. It is also up to each of us to report any incident we may feel is against university policy or a threat to another individual.

Voluntary, Confidential Reporting

Reporting crimes or emergencies is voluntary. All crimes and emergencies should be accurately and promptly reported to the Department of Public Safety and University Police at 470-578-6666, or the local police agency, when attending a KSU class or KSU sponsored function at an off-campus location. Kennesaw State University does not have any non-campus organizations or housing, but student organizations may sponsor an event, or incident, and will report any problems to the University Police. All crimes should be reported to the University Police for the purpose of investigating the crime, making a timely warning report and for annual disclosure in the crime statistics.

Confidential reports can be made to campus pastoral and professional counselors. According to the 1998 amendments to the 20 U.S.C. Section 1092(f), campus “pastoral counselors” and “professional counselors,” when acting as such, are NOT considered to be a campus security authority and are NOT required to report crimes for inclusion into the annual disclosure of crime statistics. But, while in the course of their professional duties as a mental health counselor (e.g., in a counseling session, assessment, crisis intervention session or a consultation situation), any Counseling and Psychological Services professional staff member (e.g., licensed professional counselor, psychologist, social worker, administrative assistant or student intern) who learns from a KSU student that s/he has been a victim of a crime will take the following steps:

1. The staff member will provide the student with information on procedures for reporting the crime to University police.

   • To report a crime or an emergency on campus, contact University police at 470-578-6206 (non-emergency). Dial 470-578-6666 or 911 in emergency situations or use an emergency call box located throughout campus in the residential halls, parking lots and in some academic buildings.

   • Anonymous reports of crime may also be made to the University Police tipster line at 470-578-6305. Counselors are encouraged, if and when they deem it appropriate, to inform persons they are counseling about the ability to report an incident using the tipster line for inclusion in the annual disclosure of crime statistics. They also educate their clients about the fact that KSU Department of Public Safety and University Police does not allow voluntary confidential reporting because of state open records laws.

2. Counseling and Psychological Services staff may choose to voluntarily report anonymous information about crimes disclosed during confidential counseling sessions to Department of Public Safety and University Police. All information reported to KSU Police will be redacted to protect identities and will be used for the purposes of maintaining accurate crime statistics for inclusion in the KSU Annual Security and Fire Safety Report, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Confidential Reporting Resources

Ombuds: An Ombuds provides confidential and informal assistance in the resolution of university-related concerns, especially those not being addressed adequately through normal procedures. He or she is an independent person who attempts to consider all sides of an issue in an impartial and objective manner. An Ombuds cannot impose solutions but can help identify options and strategies for resolution.

Ombuds:
- Kennesaw Campus
  Phone: 470-578-7773
- Marietta Campus
  Phone: 470-578-7414
  Email: ombuds@kennesaw.edu

Counseling and Psychological Services:
- Kennesaw Campus
  585 Cobb Ave. NW, Room 2401
  Phone: 470-578-6600
- Marietta Campus
  1100 South Marietta Parkway
  Building A, Room A170
  Phone: 678-915-7391

WellStar Student Health Clinic:
- Kennesaw Campus
  3215 Campus Loop Road
  House 3215
  Phone: 470-578-6644
- Marietta Campus
  1100 South Marietta Parkway
  Recreation & Wellness Center, Building S1
  Phone: 470-578-6644

Reporting to University Police

Accurate and prompt reporting of all crimes to the University Police and other appropriate law enforcement agencies is encouraged, when the victim of a crime elects to or is unable (physically/mentally) to make such a report. The KSU Department of Public Safety and University Police is open 24 hours a day, seven days a week. Someone is always available to answer calls. There are several ways to contact the department for assistance:

Telephonic: If you are on campus, dial extension 6666. If you are off campus, call 470-578-6666.

Email: For non-emergency questions, comments or concerns, email police@kennesaw.edu.
Emergency phones (Kennesaw Campus). Emergency phones are located in all parking lots, along several streets, in building hallways and in all parking decks. These phones provide direct contact with KSU Police.

Emergency call boxes (Marietta Campus). Emergency call boxes are located in most parking lots, along several streets, in several building hallways and in the parking deck. These call boxes provide direct contact with KSU Police.

In Person (Kennesaw Campus). The Department of Public Safety and University Police on the Kennesaw Campus is located in the Public Safety Building at 351 Paulding Avenue, building 351 on the campus map, near the West Parking Deck.

In Person (Marietta Campus). The Department of Public Safety and University Police on the Marietta Campus is located at 1100 South Marietta Parkway in Norton Hall, building R2 on the campus map.

Police Texting Phone: This system allows the community to report emergencies via text message. It is not meant to replace phone calls or emails but is designed to be an additional option for emergencies. Texting is particularly helpful for the hearing impaired or those suffering from a medical emergency making it hard to speak, in domestic situations, or residential (home) invasions where calling 911 could escalate the situation. Use the University Police texting phone only in an emergency, when calling the police is not an option. Send emergency texts to 770-356-3866.

Red Flag Reporting: Kennesaw State University has a multidisciplinary team of experts who review concerning behaviors exhibited by students and employees called the Behavioral Response Team (BRT). This team seeks to proactively intervene to provide assistance to minimize crisis. Use brt.kennesaw.edu to submit online reports.

LiveSafe App: Kennesaw State University has launched a free mobile app that allows students, faculty, staff and campus visitors to directly contact campus officials on a broad range of safety issues.

LiveSafe, available through Android and iPhone devices, enables users to share information with KSU officials – anonymously if they prefer – about anything from suspicious activity and mental health concerns to sexual assault and interpersonal violence via text, photo or video directly from their smartphones, facilitating two-way communication between students and campus safety officers.

There are interactive features, like Live Chat and a SafeWalk feature so friends or family can virtually “walk” a user to their destination using a GPS-enabled map in real time, as well as a variety of resources at students’ fingertips. Some of those resources include emergency response guides, so KSU’s LiveSafe users know what to do in an emergency, as well as information on victims services and community resource links.

Visit livesafe.kennesaw.edu to learn how to download the app.

Response to Reports of Crimes
In response to filing a report with University Police, the department forwards incident reports involving students to the Office of the Dean of Students for review and potential action by the Department of Student Conduct and Academic Integrity. The officers make arrests when appropriate. University Police investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Department of Student Conduct and Academic Integrity. University Police will contact local law enforcement agencies as appropriate if further assistance is required to respond to reported incidents.

LiveSafe App: Kennesaw State University has launched a free mobile app that allows students, faculty, staff and campus visitors to directly contact campus officials on a broad range of safety issues.

LiveSafe, available through Android and iPhone devices, enables users to share information with KSU officials – anonymously if they prefer – about anything from suspicious activity and mental health concerns to sexual assault and interpersonal violence via text, photo or video directly from their smartphones, facilitating two-way communication between students and campus safety officers.

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Visit livesafe.kennesaw.edu to learn how to download the app.

Reporting to Other Campus Security Authorities
In addition to University Police, crimes and emergencies may be reported to certain University officials who are deemed Campus Security Authorities by Federal Law. These include the Dean of Students, the Title IX Coordinator, student staff in residence life, athletic coaches, and advisors to student organizations, to include some faculty members. If a crime is reported to any of these individuals, basic information about the type of crime and the location where it occurred will be shared with University Police for the purposes of investigation, Timely Warnings and inclusion in the Annual Security Report.

Additional Resources for Crime Victims
Crime victims have a number of offices at KSU available to them that are here to offer support and provide information about programs and services available. Some of the offices a student crime victim may contact for information and assistance include:

Dean of Students 470-578-6310
Human Resources 470-578-6030
Office of Equal Employment Opportunity (EEO). 470-578-2614

KSU Office of Victim Services (OVS) 470-578-6725
or email ovs@kennesaw.edu

Student Conduct and Academic Integrity (SCAI) 470-578-3403
Counseling and Psychological Services (Kennesaw Campus) 470-578-6600
(Kennesaw Campus) 470-578-6644

WellStar Student Health Clinic 470-578-6644
Women’s Resource Center 470-578-7858
Department of Residence Life 470-578-4388
have the same law enforcement powers, including the power of arrest, as a law enforcement officer of the local government with police jurisdiction over such campus. All KSU police officers have the power of arrest and the authority to enforce all state laws. University Police officers are authorized under Georgia O.C.G.A. 20-3-77 to make arrests on, and within 500 yards of any property owned, controlled by the Board of Regents within the State of Georgia. If an offense occurs within the officers’ jurisdiction, they can leave this area to pursue the offender.

Specialized Training

All KSU law-enforcement personnel annually receive in-service and specialized training in firearms qualifications, criminal-law procedures, first responder for medical emergencies, cardio-pulmonary resuscitation, crime-scene search, report writing and interpersonal communications. Several members of the department belong to professional police organizations and are instructors at the regional police academy.

Open Lines of Communication

The department has established open lines of communication with nearby law enforcement agencies and maintains ongoing relationships with them so that information about criminal investigations may be exchanged and assistance may be obtained. A memo of understanding exists with the Bartow County Sheriff’s Office, which indicates that the sheriff’s office will provide investigative support to the KSU Department of Public Safety and University Police, when necessary. A memo of understanding exists with the Cobb County Police Department and the Marietta Police Department, the local law enforcement agencies that have concurrent jurisdiction with the University Police. Under the memo of understanding, the Cobb County Police Department and the Marietta Police Department will assist in a local emergency, in the prevention or detection of violations of any law, in the apprehension or arrest of any person who violates a criminal law of this state, or in any criminal case if requested by KSU Police. Constant contact with other law enforcement agencies is also maintained through the Georgia Crime Information Center and National Crime Information Center computer terminal. The terminal also provides important data on wanted persons, driver’s license information and criminal history information.

TIMELY WARNING REPORTS – CRIME ALERTS

The Department of Public Safety and University Police is primarily responsible for determining the content and distributing a timely warning notice to the community, and such notifications are distributed via official KSU email.

A timely warning notice is considered for distribution to the KSU community for all Clery Act crimes that are (1) reported to campus security authorities or local police and (2) determined by the institution to represent a serious or continuing threat to students and employees. Such reports shall be provided to students and employees in a manner that is timely, that withholds as confidential the names and other identifying information of victims, and will provide protective advice that will aid in the prevention of similar occurrences.

The decision to issue a timely warning shall be decided on a case-by-case basis. The decision is made by the Chief of Police or his designee considering all available facts, including whether the crime is considered to be a serious or continuing threat to students or employees. Certain specific information may be withheld from a warning if there is a possible risk of compromising law enforcement efforts. But if a crime occurs that would pose a serious or continuing threat to the KSU community, a timely warning notice would be distributed to the campus community. Timely warning notices are typically distributed to the KSU community via blast email.

The University Police Chief or designee reviews all University Police reports to determine if there is an ongoing threat to the community and if the distribution of a timely warning notice is warranted. Timely warning notices may also be posted for other crime classifications, as deemed necessary.

The Department of Public Safety and University Police is primarily responsible for determining the content and distributing a timely warning notice to the community, and such notifications are distributed via official KSU email.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Management at Kennesaw State University

The KSU Emergency Operation Plan is designed to provide a resource for Kennesaw State University personnel, administrators, and students to assist with information and provide guidelines in planning and responding in a crisis. While the Plan does not cover every conceivable contingency, it does provide the basic administrative guidelines necessary to cope with most campus emergencies.

All campus administrators, especially those whose responsibilities and authority include the operational areas specified in the Plan, must adhere to these guidelines. Only those University administrators responsible for directing and/or coordinating emergency operations may approve exceptions to these crisis management procedures as required to fulfill the emergency response.

The Director of Emergency Management will be responsible for annual review of these procedures with input from other key
stakeholders on campus, including the Chief of Police, Director of Environmental Health and Safety, Medical Director and Strategic Communications and Marketing, as well as selected others with specific responsibilities outlined in the plan.

The University’s Emergency Operation Plan, located at oem.kennesaw.edu contains “best practices” and information about Emergency Guidelines for the campus community, University emergency procedures, pre-emergency planning and performance expectations, “shelter-in-place,” “secure-in-place” and evacuation guidelines; and local contingency and continuity planning requirements. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

Drills, Exercises and Training

The University conducts numerous emergency response exercises on campus each year, such as tabletop exercises and tests of its emergency notification system, the KSU Alert System (immediate notification), on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. The University tests aspects of the campus emergency notification system on the first Wednesday of every month. The test on the first Wednesday of every month is announced. This test includes the campus Emergency Warning Sirens, Emergency Desktop Override System, and radios distributed to crisis coordinators in each building. Additionally, the mass notification system, which distributes email, text, and voice notifications to all faculty, students and staff, is tested annually. A link to KSU's emergency response and evacuation procedures is publicized during the annual test. The 2015 test was conducted on September 2, 2015. The test was unannounced. It began at 12:00 p.m. and concluded at approximately 12:15 p.m. For the first Wednesday of every month tests, radio tests are from 12.00 – 12.15 p.m. The Override System and Siren Tests are from 12.00 – 12.15 p.m.

In addition to testing the emergency notification system, the University also conducts tabletop exercises with departments and agencies on and off campus. The Tabletop Exercises (TTX) listed below were conducted in 2015 and 2016:

**November 9, 2015 – Hate Crime Tabletop:** Discussed multiple potential scenarios regarding crimes that could be deemed hate crimes on campus.

**December 10, 2015 – Clery Compliance Tabletop:** Discussed multiple scenarios that may lead to a Clery Act notification.

**January 15, 2016 – Housing Attic Fire Tabletop:** Discussed scenarios regarding a fire in the attic of a residence hall.

**January 27, 2016 – Residence Hall Attic Fire Drill:** In conjunction with a residence hall fire drill, Cobb County Fire and campus partners responded to a simulated attic fire at residence hall.

**March 9, 2016 – Tornado Virtual Tabletop (FEMA):** Participated in a Virtual Tabletop regarding a tornado incident.

**March 23, 2016 – Flooding Virtual Tabletop (FEMA):** Participated in a Virtual Tabletop regarding a flooding incident.

**April 29, 2016 – Kennesaw Hall Bomb Threat Tabletop:** Discussed potential bomb threat actions for personnel in Kennesaw Hall.

**June 15, 2016 – Housing Fire Tabletop:** Discussed multiple scenarios regarding a fire in the Housing area.

**August 2, 2016 – Football Game Day Tabletop:** Multiple scenarios, including unruly patron, act of violence, severe weather, and explosion.

University Police, Emergency Managers and Crisis Coordinators have received training in Incident Command and Responding to Critical Incidents on Campus. This training (over 15 classes) is available to anyone at KSU. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually University Police, local law enforcement agencies, local fire responders and emergency medical services. All departments typically respond and work together to manage the incident.

Depending on the nature of the incident, other University departments and local or federal agencies could also be involved in responding to the incident. General information about the emergency response and evacuation procedures for Kennesaw State University are publicized each year as part of the institution’s Clery Act compliance efforts (KSU’s Annual Security and Fire Safety Report publication). That information is available on the Department of Public Safety and University Police website at police.kennesaw.edu.

**What It Means to Shelter-in-Place**

Sheltering provides protection from external hazards, minimizes the chance of injury and/or provides the time necessary to allow for a safe evacuation. This should be done by selecting a small, interior room if possible, with no or as few windows as possible. When authorities issue directives to shelter-in-place, do not walk outdoors; take refuge indoors immediately.

A shelter-in-place order may be issued for several reasons:

1. Severe weather
2. Hazardous materials
3. Or any situation where there is a direct environmental threat and it is best for you to stay where you are to avoid any outside threat.

When this occurs:

1. Remain CALM.
2. Faculty should recommend students and others not to leave or go outside.
3. If in a residence hall room that is safe, remain there.

4. Select a small interior room with no or few windows as possible.
5. Close all windows, exterior doors, and any other openings that lead to the outside.
6. Stay away from all windows and doors.
7. Plant Operations personnel or trained crisis coordinators should shut down all building ventilation fans and air conditioners, when and if appropriate.
8. Select interior room(s) on the ground floor, with the fewest window or air vents.
9. Room(s) should have adequate space for everyone to be able to sit down comfortably.
10. Avoid overcrowding by selecting several rooms when necessary.
11. Remain alert for instructions and updates as they become available from the emergency personnel and university administrators.

**Response to an act of violence on campus:**

Kennesaw State University is committed to the protection of its students, staff, and faculty against acts of violence. Acts of violence could include, but are not limited to, active shooter situations, hostage situations, work-place violence, and terrorism. Such acts of violence have occurred on multiple campuses across the nation. These incidents have happened with little or no warning on campus or in close proximity to campus. Violent situations are oftentimes dynamic and evolve rapidly, demanding immediate notification of first responders and quick responses to protect the innocent.

In the event of an act of violence situation, individuals are encouraged to follow the “Run, Hide, Fight” concept considering these procedures:

1. Remain as calm as possible.
2. Determine your course of action.
a. Evacuate (Run)
   i. Exit the building immediately, if it is safe to do so
   ii. Move quickly to a safe location away from the incident
   iii. Leave belongings behind that will slow you down
   iv. When you see police vehicles, move toward them if it is safe to do so with your hands on your head and presenting no threat to them
   v. Follow the directions of any emergency responders you encounter

b. Secure-in-Place (Hide)
   i. Go to the nearest room or office
   ii. Close, lock, and barricade the door with any heavy furniture possible
   iii. Cover windows, if possible
   iv. Turn out the lights, if possible
   v. Silence all noise-producing sources, including your cell phones
   vi. If you can provide any valuable information to the responding units, such as the whereabouts of the shooter, call 470-578-6666 or extension 6666. If you are unable to call, you can text KSU’s dispatch center at 770-356-3866 or use the LiveSafe App.

3. If you are in a room with others, spread out in the room, keep quiet, and determine a plan of attack if an armed person enters your room.

4. If you are faced with a shooter, you have a choice to make, and only you can make the choice. You can stay still and hope they don’t shoot you; run for an exit while zigzagging, or even attack the shooter (Fight). This is very dangerous. A moving target is much harder to hit than a stationary one and the last thing the shooter will expect is to be attacked by an unarmed person. Any option you choose may still result in a negative consequence.

5. If someone near you has a life-threatening injury, and it is possible for you to safely provide first aid, do so up to but not exceeding your level of training.

How to evacuate:
At the sound of a fire alarm or if you are instructed to evacuate, leave your work or living area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify University Police Emergency at extension 6666 or dial 470-578-6666.

   1. Remain CALM.
   2. Do NOT use elevators. Use the stairs.
   3. Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform University Police or the responding Fire Department of the individual’s location.
   4. Proceed to a clear area at least 150 feet away from the building. Keep all walkways clear for emergency vehicles.
   5. Make sure all personnel are out of the building.
   6. Do not re-enter the building.

Muster and Head Count
Individuals in leadership positions should attempt to account for students, faculty, staff and visitors who are under their supervision at the time of the evacuation. Those positions may include:

   • Faculty or instructors in the classroom
   • Crisis coordinators
   • Office managers
   • Supervisors

Once you have assembled at your designated meeting place, conduct a reasonable accounting of personnel. Inform Public Safety officials or Crisis Coordinators if someone is unaccounted for or if you suspect someone did not exit the building, and inform them of the missing person’s last known whereabouts.

Emergency Notification to the Community about an Immediate Threat: KSU Alert
KSU will immediately distribute emergency notification warnings to the campus community upon confirmation of a significant emergency or dangerous situation on campus involving an immediate threat to the health or safety of students or staff, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Examples of emergencies that may warrant such a notification include but are not limited to: an active shooter on campus, hostage/barricade situation, a riot, credible bomb threat, a tornado, a fire/explosion, suspicious death, structural damage to a university-owned or controlled facility, significant flooding, a large gas leak, or a significant hazardous material release.

Authorization of the KSU Emergency Notification Systems
The Chief of Police, or his designee, is primarily responsible for making the recommendation to the Vice President of Business Operations for initiation of the primary communication system, which is the RAVE Alert System, or in the event of an immediate need, determining the segment of the community to receive the notification (if the threat is limited to a particular building or segment of the population) and activating the system to all students and employees registered after confirming a significant emergency or dangerous situation has indeed occurred. The RAVE System is an automatic enrollment based system in which upon being accepted by the University, students, faculty and staff are imported into the system. In the event they do not want to receive such notifications, they then have the option to opt out of such.

Emergencies on campus are typically confirmed by the Department of Public Safety and University Police, in consultation with other offices, such as the Department of Environmental Health and Safety, the Office of the Dean of Students, Student Health, the National Weather Service and/or responding law enforcement or fire departments. The Department of Public Safety and University Police is also authorized to activate the systems in an emergency situation.

The Department of Public Safety and University police will determine the content of the notification by selecting from the templates existing in the RAVE system based on the emergency type and may alter language based on the facts and circumstances. The Chief of Police or his designee will then notify the Director of Strategic Communication and Marketing who, in turn, will notify local media outlets to provide information to the larger community. The Chief of Police or his designee will be responsible for disseminating the following notifications using some or all of the below listed systems when activation is required and to providing follow-up information regarding the emergency as needed:

   • Activate the RAVE Emergency Notification System (text, email, telephone calls to registered users)
   • Deploy the Emergency Broadcast Alert Desktop Override System. The content of the message and activation of this system is the responsibility of the Chief of Police or his designee.
   • Post closure or other information on the KSU Campus Advisory Webpage (kennesaw.edu/advisories) and Kennesaw State University’s front webpage. The content of the message
SECURITY OF AND ACCESS TO UNIVERSITY FACILITIES

While classes are in session, Kennesaw State University, with the exception of the residence halls, is open to students, parents, employees, contractors, guests and invitees. During normal business hours and into the evening hours for night classes and activities, access to KSU facilities is through unlocked doors or key locks, along with a card access system deployed at KSU, where applicable. After regular hours, which includes when classes and events are completed, KSU police officers and Public Safety Specialist make rounds and secure doors by locking them. Persons wanting to enter a building after-hours must have approved card access and use University-issued swipe cards. In the case of periods involving extended closing times, the University will admit only those with prior written approval or approval from Public Safety to enter the facilities.

Security cameras are placed at strategic locations around the campus, in some of the facilities for safety reasons, and most of the parking decks. Specific building interior corridor facilities have interior cameras focused on areas of higher risk, such as facility entrances, elevators and telecommunication rooms. These cameras are not actively monitored, but all footage is saved on a digital feed. Cameras are checked routinely through visual confirmation to ensure the component is working via the central monitoring station. Employees of the University (faculty and staff) may be present in buildings after-hours provided that they have a background check on file. Student assistants may be present in the building as well, as long as a background check has been performed within the last two years. Exemptions from background checks may be approved in writing by the President or his designee. The Department of Public Safety and University Police is responsible for verifying the eligibility of student assistants to stay in closed buildings after-hours. Academic programs that require after-hours access by graduate students must inform their students that a background check is a requirement for gaining after-hours access. However, it cannot be used as a requirement for admission to any academic program. The University System of Georgia Human Resources Administrative Practice Manual provides additional information about background investigations. Police officers regularly patrol all campus facilities to maintain security and inspect doors and locks to ensure they are properly maintained.

Upon University closure due to inclement weather (e.g., snow or icy conditions) or other instances when “sheltering-in” is required, KSU employees may stay in a building after it has been locked. In certain instances of severe weather that do not require a campus closure (e.g., tornado watch or warning), egress from campus buildings will be discouraged, and all employees will be asked to gather in their designated storm-shelter areas.

Special Considerations for Residence Hall Access

Residence halls are managed through a cooperative relationship between the KSU Department of Residence Life and the KSU Department of Housing. KSU Housing provides operational oversight for maintenance, housekeeping, and key distribution and management. KSU Residence Life provides oversight for emergency and crisis response, as well as safety and security programming. The locking mechanisms in the residential communities vary based on the design of the facility.

Kennesaw Campus:

- KSU Place — Each apartment/unit door is secured through an electronic door access system. Each bedroom door is secured with a deadbolt and key system.
- Austin Residence Complex — Each apartment/unit door is secured through an electronic door access system. Each bedroom door is secured with a deadbolt and key system.
- University Village — Access to the facility and to apartment/unit doors is secured through an electronic door access system. Each bedroom door is secured with a deadbolt and key system.
- University Village Suites — The facility uses a deadbolt and key system to secure individual bedrooms. Interior corridors and unit doors are secured through an electronic door access system.

The main lobby also uses an electronic door system, but those doors are open during specific daytime hours of the week.

Only the University Village Suites maintains a desk operation, although sworn police officers and non-sworn public safety personnel are on site.
specialists patrol the grounds. This desk is staffed 24 hours a day by KSUF Housing Management, LLC or KSU Residence Life personnel.

Marietta Campus:

- Howell Hall – Access to the facility is secured through an electronic door access system. Each bedroom door is secured with a deadbolt and key system.
- Courtyard Apartments – Each apartment/unit door is secured through an electronic door access system. Each bedroom door is secured with a deadbolt and key system.
- Commons Apartments – Each apartment/unit door is secured through an electronic door access system. Each bedroom door is secured with a deadbolt and key system.
- Hornet Village – The facility uses a secured system. Each bedroom door is secured with a deadbolt and key system.
- University Columns – Each house is secured through an electronic door access system. Each bedroom door is secured with a deadbolt and key system.

Other community areas are staffed by a Resident Assistant (RA) in evening hours. Residence Life staff members are on duty 24 hours a day, seven days a week to respond to student needs. An emergency maintenance person is on call 24 hours a day to handle all lock and key problems.

Door-to-door solicitation and distribution of leaflets by individuals or organizations other than KSU Residence Life or KSUF Housing Management, LLC is prohibited. Delivery vendors are not granted facility access, and students are expected to meet those vendors at the exterior entrances to receive order items.

Security Considerations for the Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. KSU Department of Public Safety and University Police regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Other members of the University community are helpful when they report equipment problems to University Police or to Facilities Management. The Office of Residence Life closely monitors residential buildings to ensure that exterior doors are secure and that any maintenance issues are responded to promptly. University Police, when in residential spaces, responds to security issues by unpropping doors and responding to security-related calls.

SECURITY AWARENESS AND CRIME PREVENTION EDUCATION AND PROGRAMMING ON CAMPUS

Security awareness and crime prevention programs on personal safety are sponsored by various departments at KSU throughout the year. Security awareness programs are designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

University Police facilitate programs for students, faculty, staff, orientations, organizations and residential housing. Residence Life and other offices under the Dean of Students offer programs for students specifically. Crime prevention and security awareness programs available include:

Crime Prevention Education

The KSU Police Office of Community Affairs facilitates on average 20 community education presentations that promote personal safety for students, staff and faculty. Any student organization or campus department can request a training presentation from the Office of Community Affairs. These presentations cover topics such as Social Media Safety, Internet Safety, Crime Prevention, Community and Law Enforcement Interaction Safety, Identity Theft Prevention, Active Shooter Response, Date Rape Prevention and General Campus Safety. To schedule a class or to learn more on what classes are available, email: police@kennesaw.edu and make the subject line “Community Affairs”.

SAFE

Self-defense Awareness & Familiarization Exchange (SAFE) is a two hour program offered for female students, faculty and staff at KSU. The program is based upon the following ideas: violent crimes are crimes of opportunity, and when you remove the element of opportunity, you reduce the risk of attack. Ninety percent of self-defense is mental preparedness; the other 10 percent is physical. SAFE provides participants with great crime prevention information and resources as well as a pre-basic familiarization with physical defense training methods.

RAPE AGGRESSION DEFENSE


Advanced R.A.D.

Advanced Rape Aggression Defense is a 25-hour course, which is administered in five different five-hour blocks of instruction. Advanced R.A.D. builds on the basic philosophy and defense techniques taught in R.A.D. Basic Physical Defense for Women. Advanced R.A.D. consists of hand combinations, upper body counter techniques, lower body counter techniques, ground defense positions and counter techniques, tackle avoidance techniques, and counter defense techniques against multiple adversaries. Participants must have already completed the Basic Physical Defense Program.
R.A.D. for Men
Resisting Aggression with Defense for Men addresses the many requests from our male population for basic self-defense options. R.A.D. For Men’s (RFM) goal is to provide responsible information and tactical options of self-defense for men who find themselves in confrontational situations. For a male self-defense program to be an empowering experience, it must contain a few key elements. These are: to educate men about their roles and responsibilities in reducing violence, to instill an understanding of reliance on others, to understand the responsibility and importance of making different decisions, and to obtain self-realization of the power of controlling one’s emotions.

Weapons Defense Systems
R.A.D. Systems Weapons Defense Program teaches participants realistic defensive strategies against edged weapons and firearms. This is an eight-hour course administered in two four-hour blocks. Participants must have already completed the Basic Physical Defense Program.

Keychain Defense Options
The R.A.D. Keychain Defense Options course is one of the only realistic and court-defensible impact weapons programs available for the general public. Combining proven R.A.D. Physical Defense strategies with revolutionary impact weapons defense techniques, makes this program a worthy addition to the R.A.D. System. Realistic employment, combat effectiveness, “light impact,” fluid transitions and even simulation training exercises are all part of this program. This program revolves around use of the Kubaton in conjunction with weapon-enhanced physical skills. Participants must have already completed the Basic Physical Defense Program.

R.A.D. for Seniors
Kennesaw State University Police is offering a non-strenuous physical self-defense class for seniors. RFS (R.A.D. For Seniors) is the latest member of the R.A.D. family and is a program designed for men and women age 60 or older. Seniors are often more concerned about violent crimes; however, they are statistically more likely to be victims of property crimes. This program begins with a philosophical introduction to R.A.D. Systems, course objective, and discussion of topics such as general Risk Reduction, Prescription Medication Issues, Financial Crimes (scams, frauds, identity theft), and sexual assault, to name a few.

The University Police, the Division of Student Success and Department of Residential Life offer an average of two educational programs per semester. Programs are announced through email and listed on the University police website at police.kennesaw.edu/services/self-defense.php and on the University Police Facebook page at facebook.com/KSUPolice.

To schedule an officer to speak to your class or group, email the request to police@kennesaw.edu.

CRIME-PREVENTION TIPS
The following are some safety measures that could keep you from becoming a crime victim:

When you are driving
• When you park, lock car doors and trunk and take your keys.
• Store valuables out of sight in a locked trunk or glove compartment.

If you are walking
• Don’t walk alone.
• Use public, well-lit walkways.
• Avoid dark, isolated areas.
• Look alert and hold your keys in your hand when you are walking to your car.
• Carry only necessary cash and credit cards.

If you are being followed
• Cross the street.
• Change direction.
• Keep looking back, so the person realizes you are aware of his/her presence.
• Go to a well-lit, populated area.
• Notice as many physical details as possible, so you can describe the person to the police.
• Report the incident to the police as soon as possible.

If you are alone in an office or classroom
• Keep the door locked.
• Always ask who is knocking before you open the door.
• Never prop open locked exterior building doors.

In KSU residential areas
• Always keep doors to the apartment and your bedroom door locked.
• Never lend you apartment key to anyone.
• Never hold the exterior doors open for someone.

Preventing theft on campus
• Keep cash, checks, credit cards and books with you at all times. Never leave them unattended.
• Write your name and student ID number, in pen, inside your books.
• Keep your car locked at all times to prevent theft of stereo, CD players, GPS devices and iPods.
• Store computers, lab equipment and audio visual equipment, when not in use, in a locked office or classroom.

Keeping the campus safe
• Report suspicious or criminal activity to the University Police.
• Use locks on lockers and bicycles.
• Attend crime-prevention programs.
• Take responsibility to protect yourself and your fellow students.

Tell KSU
Kennesaw State University is committed to creating and maintaining a campus environment free from all forms of interpersonal violence. Tell KSU serves as a resource for students, faculty, staff and visitors who have either been impacted by or would like to learn more about interpersonal violence. This website includes information on your rights, options for reporting, and support services available. Additionally, the site includes information on how to get involved in violence prevention, including how to become an active bystander. If you
KSU’S RESPONSE TO SEXUAL AND GENDER VIOLENCE

Kennesaw State University does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. Kennesaw State University will not tolerate sexual misconduct, which is prohibited, and which includes, but is not limited to, domestic violence, dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking. Kennesaw State University strongly encourages members of the community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough, and equitable manner.

For a complete copy of Kennesaw State University’s policy governing sexual misconduct, visit policy.kennesaw.edu/content/sexual-misconduct-policy.

A. Definitions

There are numerous terms used by Kennesaw State University in our Sexual Misconduct Policy.

Consent: Kennesaw State University’s Sexual Misconduct Policy defines consent as words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation or coercion, by ignoring or acting in spite of objections of another, or by taking advantage of the incapacitation of another, where the respondent knows or reasonable should have known of such incapacitation. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Minors under the age of 16 cannot legally consent under Georgia law.

The State of Georgia statute 16-1-3 (19) defines “without consent” as a person whose concurrence is required has not, with knowledge of the essential facts, voluntarily yielded to the proposal of the accused or of another.

Sexual Assault: An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

In Georgia, O.C.G.A. 16-6-5.1, sexual assault is defined as “sexual contact” that is perpetrated by “a person who has a supervisory or disciplinary authority over another individual.” More specifically, sex offenses are defined individually in the Georgia State Code. KSU defines Sexual Assault in the Sexual Misconduct Policy as follows:

Sexual assault is an umbrella term referring to a range of nonconsensual sexual contact, which can occur in many forms, including but not limited to rape and sexual battery.

Rape: Defined in the FBI’s Uniform Crime Reporting system 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.

Georgia State code 16-6-1 states:

(a) A person commits the offense of rape when he has carnal knowledge of: (1) A female forcibly and against her will; or (2) A female who is less than ten years of age. Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to a charge of rape. Rape is punishable by death, life imprisonment with or without parole, or a minimum of 25 years imprisonment, followed by probation for life.

Fondling: Defined in the FBI’s Uniform Crime Reporting system as touching of the private parts of another person for the purposes of sexual gratification, without 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.

Georgia State code 16-6-22.1 defines fondling (Sexual Battery) as follows:

(a) For the purposes of this Code section, the term “intimate parts” means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.

(b) A person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.

Incest: Defined in the FBI’s Uniform Crime Reporting system as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Georgia State code 16-6-22 defines incest as follows:

A person commits the offense of incest when such person engages in sexual intercourse or sodomy, as such term is defined in Code Section 16-6-2, with a person whom he or she knows he or she is related to either by blood or by marriage as follows: (1) Father and child or stepchild; (2) Mother and child or stepchild; (3) Siblings of the whole blood or of the half blood; (4) Grandparent and grandchild; (5) Aunt and niece or nephew; or (6) Uncle and niece or nephew.

Statutory Rape: Defined in the FBI’s Uniform Crime Reporting system as a non-forcible sexual intercourse with a person who is under the statutory age of consent.

Georgia State code 16-6-3 defines statutory rape as follows:

A person commits the offense of statutory rape when he or she engages in sexual intercourse with any person under the age of 16 years and not his or her spouse, provided that no conviction shall be had for this offense on the unsupported testimony of the victim.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the alleged victim, by a person with whom the alleged victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the alleged victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

The State of Georgia does not have any specific law regarding Domestic Violence. If a crime of battery occurs and the elements listed in the above definition exist regarding the relationship between the perpetrator and the victim, then it is indicated on the arrest warrant under O.C.G.A. 19-13-1 referred to Family Violence.

Dating Violence: Means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim, and where 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
Georgia State code 16-5-90 defines stalking as follows:

1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
   (i) fear for the person’s safety or the safety of others; or
   (ii) Suffer substantial emotional distress.

2) For the purposes of this definition:
   (i) 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.
   (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
   (iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

3) For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

The KSU Women’s Resource and Interpersonal Violence Prevention Center, Office of Diversity and Inclusion, Residence Life, Department of Public Safety, and the Athletics Department have partnered to develop ONE Choice, a bystander education training for the KSU campus community. Bystander education is an approach that shifts the traditional focus away from the victim and the perpetrator to the surrounding community, which includes students, staff and faculty.

After the training, participants will be able to:
- Identify healthy/unhealthy relationships
- Recognize the role, obstacles and options of an ACTive bystander
- Assist in creating a culture of change

One Choice invites participants to reassess their role in sexual misconduct prevention, encourages participants to believe that their contribution matters, and engages participants in education that will expand their knowledge base and skill set to take action.

AlcoholEdu for College — an interactive online program designed to reduce the negative consequences of alcohol amongst students.

Haven — an online program for students that addresses the critical issues of sexual assault, relationship violence, stalking, and sexual harassment.

Not Anymore — a one hour web-based sexual misconduct prevention program. Topics covered include: consent, sexual assault, alcohol, dating and domestic violence, stalking, healthy relationships and bystander intervention.

Haven for Faculty and Staff — a web-based, interactive training program for faculty and staff that includes scenarios and examples they may face around sexual assault, domestic violence, and sexual harassment.

The primary prevention and awareness course for all incoming students and new employees is Not Anymore and Haven for Faculty and Staff.

Various offices on campus provide training programs that promote the awareness of rape, and other sex offenses. The Department of Public Safety and University Police offer various S.A.F.E., R.A.D. and crime prevention class presentations throughout the year. At least one program per semester is offered and advertised on the University Police website, as well as through blast e-mail. The Office of the Dean of Students, the office of Diversity and Inclusion and Human Resources also offer various safety awareness programs throughout the year, consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation.
C. Procedures for Reporting a Complaint

The University has procedures in place that serve to be sensitive to those 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 available 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 University Police Department at 470-578-6666 or the Kennesaw State University Dean of Students at 470-578-6310. After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible. If victims seek counseling, follow-up medical care or mental health assistance, they may contact the Counseling and Psychological Services at 470-578-6600 and the WellStar Student Health Clinic at 470-578-6644.

The Kennesaw State University Office of Victim Services (OVS) is another on-campus resource for victims of sexual assault. The OVS seeks to ensure that the victims of crime at Kennesaw State University become an integral part of the criminal justice system. Through education of the rights and services available to KSU crime victims, collaboration with KSU Department of Public Safety and University Police, as well as Cobb County court and legislative advocacy, the KSU OVS believes that the voices of crime victims will become a necessary component of the justice system in this state.

The primary goals of the KSU OVS are to aid in reducing trauma to the crime victim; reduce the level of secondary injury associated with the aftermath of crime; and to aid in the prosecution of criminal cases by ensuring that crime victims and witnesses are provided with the entitlements and services mandated by the Crime Victims’ Bill of Rights. To contact the Victim Services Director, Tanya Smith, call 470-578-6725 or email ovs@kennesaw.edu.

The YWCA of Cobb County has a Rape Crisis Center, which provides medical and legal advocacy, support groups and individual counseling. You may reach the 24-hour hotline by calling 770-427-3390. Sexual Assault Nurse Examiners (SANE) are available 24 hours a day to provide medical forensic examinations for sexual assault victims. These registered nurses are trained in advanced assessment and forensic techniques that enhance the quality of the investigation while providing compassionate care. A YWCA sexual assault advocate meets the victim at the hospital along with the SANE nurse.

Procedures Victims Should Follow

If you are a victim of sexual violence, call the University Police, at 470-578-6666 or 911 to activate the SANE program. Victims do not have to press charges. By having a rape kit completed to collect evidence at the time of the assault, victims can press charges at a later date.

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 or offense occurred within the past 120 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, healthcare providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. 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 hearing boards/investigators or police. Although the university strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim’s choice whether or not to make such a report and victims have the right to decline involvement with the police. The University will assist any victim with notifying local police if they so desire. The KSU Department of Public Safety and University Police may also be reached directly by calling 470-578-6666, in person on the Kennesaw campus at 351 Paulding Avenue Kennesaw, GA 30144, Building 351 on the campus map, near the West Parking Deck; in person on the Marietta campus at 1100 South Marietta Parkway Marietta, GA 30060, Norton Hall, Building R2 on the campus map; or by using one of the emergency call boxes located throughout campus in the residential halls, parking lots and in some academic buildings. Additional information about the University Police department may be found online at police.kennesaw.edu.

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Erika Gravett, by emailing her at eeo@kennesaw.edu or by phone at 470-578-2614 and to University Police (if the victim so desires). The University will provide resources on campus, off campus, or both, to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protective 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 changes her/his mind at a later date.

Once an individual makes a complaint, or receives notice that a complaint has been made against him or her, that individual should receive information about support services, such as counseling, advocacy, housing assistance, academic support, disability services, health and mental services, and legal assistance, as is available at the institution.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, the below are the procedures that the University will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

1. The Office of the Title IX Coordinator is primarily responsible for directly overseeing the investigation and resolution of complaints, and coordinating possible remedial actions or other responses reasonably designed to minimize the recurrence of the alleged conduct as well as mitigate the effects of any misconduct. The Title IX Coordinator will ensure prompt, fair, and impartial investigations and resolutions of complaints alleging violations of the sexual misconduct policy. The Title IX Coordinator shall be responsible for ensuring any individual participating in the investigation, resolution, or appeal of any sexual misconduct case has received regular training on issues pertaining to sexual misconduct.

2. The Title IX Coordinator shall designate an investigator to conduct a prompt,
thorough, and impartial investigation into each complaint received. The investigation shall consist of interviews of the complainant, alleged victim, respondent, and witnesses, and the collection and review of documents or other physical or electronic information, as well as other steps, as appropriate.

3. Unrelated charges and cases shall be investigated separately, unless the respondent consents to having them aggregated.

4. The respondent shall be provided with written notice of the complaint, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of the Title IX Coordinator and any investigator(s) involved. Notice shall be provided via institution email. If confirmation of receipt is not received by the Title IX Coordinator or the investigator, the Title IX Coordinator or the investigator shall engage in other measures to ensure notice is received by the respondent. A copy shall also be provided to the alleged victim via the respondent’s email. A copy shall also be provided to the Title IX Coordinator setting forth a written statement of the bias. The Title IX Coordinator will ensure policies have been followed.

5. The investigator will timely begin the investigation and will schedule an initial interview with the complainant, alleged victim, respondent and any known relevant witnesses. The investigator should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any proffered witnesses not interviewed, along with a brief, written explanation.

6. Each party shall have three (3) business days to submit a written statement to supplement the notice of complaint and the verbal interview. In that response, the respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and documents — whether written or electronic — in support. If respondent has not otherwise responded, a non-written response will be considered a general denial of the alleged misconduct.

7. Based on this response and other relevant information, the investigator shall continue to interview witnesses for both sides, to re-interview parties where necessary, and to collect and review documents or other physical or electronic information, as well as other steps, as appropriate.

8. Where the respondent is a student, the respondent has the right to remain silent during the investigation and resolution process, without an automatic adverse inference resulting. If the respondent chooses to remain silent, the investigation may ultimately still proceed and policy violation charges may still result, which may be resolved against the respondent.

9. The respondent and/or alleged victim may challenge the participation of the investigator on the grounds of personal bias by submitting a written statement to the Title IX Coordinator setting forth the basis for the challenge no later than three (3) business days after the party reasonably should have known of the bias. The Title IX Coordinator will determine whether to sustain or deny the challenge, and if sustained, to appoint a replacement.

10. At the conclusion of the investigation, the investigator will issue a written report setting forth the charges and possible sanctions, as well as an explanation of the evidence against the respondent.

11. The parties shall have at least three (3) business days to respond to the report in writing. The respondent’s written response should outline his or her plea in response to the charge(s), and where applicable, his or her defense(s), and the facts, witnesses, and documents — whether written or electronic — in support.

12. The investigator shall, as necessary, conduct further investigation and update the report as warranted by the response(s), and will update the report as necessary.

13. Upon completion of the investigation, the investigator will review the evidence with the Title IX Coordinator. The Title IX Coordinator will ensure policies have been followed.

14. The Title IX Coordinator will contact the alleged victim(s) and the respondent(s) and schedule an opportunity to meet with each party individually. During these meetings, the Title IX Coordinator shall review the report with the parties (individually). Should the report be acceptable to all parties, an informal resolution may be made, which would not require the parties to move to the hearing phase of these procedures. If, however, the parties agree on the conduct, but not on the sanctions, then the sanctions shall be addressed by the hearing panel.

15. Allegations of sexual misconduct involving a student that are brought against an institution’s faculty or staff will be investigated as outlined above, but will be further addressed and/or resolved through the institution’s applicable employment policies, and in accordance with the procedures for dismissal outlined in the Board of Regents Policy, including procedures for appealing such decisions.

16. Where the respondent(s) is a student, a hearing, as well as corresponding procedures/rights to appeal, shall be set and administered as set forth below, and a final report shall be provided to all parties, which will also provide a date, time, and location for a hearing on the matter.

17. The final report should also be provided to the panel for their consideration in adjudicating the charges brought against the respondent. The investigator may testify as a witness before the panel regarding the investigation and findings, but shall otherwise have no part in the
hearing process and shall not attempt to otherwise influence the panel outside of providing testimony during the hearing.

**Hearings**

1. The hearing will be conducted by the Title IX Coordinator and/or his/her designee(s). The Panel must be composed of at least three (3) members.
2. The investigator shall not serve on the Panel.
3. No student shall serve on the Panel.
4. Both the alleged victim and respondent shall have the opportunity to present witnesses and evidence to the Panel. Both parties shall have the right to confront any witnesses, including the other party, by submitting written questions to the Title IX Coordinator and/or his/her designee for consideration. Witness testimony, if provided, shall pertain to knowledge and facts directly associated with the case being heard. Advisors may actively assist in drafting questions. The Panel shall ask the questions as written, and will limit questions only if they are unrelated to determining the veracity of the charge leveled against the respondent(s). In any event, the Panel shall end on the side of asking all submitted questions, and must document the reason for not asking any particular questions.
5. The Title IX Coordinator reserves the right to allow a party to testify in a separate room, when determined to be necessary. Where such a determination is made, special measures must be put in place to ensure no party is unfairly disadvantaged by this procedure. A party must still give testimony in the presence of the Panel, and the opposing party must have the opportunity to view the testimony remotely and to submit follow-up questions.
6. Similarly, where the Title IX Coordinator determines that a witness or party necessary to the proceedings is unavailable and unable to be present due to exigent circumstances (e.g., on a study abroad program, medical restrictions on travel, etc.), he or she may establish special procedures for providing testimony from a separate location. In doing so, the Title IX Coordinator must determine there is a valid basis for the unavailability, ensure proper sequestration in a manner that ensures the testimony has not been tainted, and make a determination that such an arrangement will not unfairly disadvantage any parties. Should it be reasonably believed that a party or witness who is not physically present has presented tainted testimony to the Panel, the Panel will disregard the testimony of that witness.

7. The standard of review shall be a preponderance of the evidence, however, any decision to suspend or to expel a student must also be supported by substantial evidence at the hearing.
8. The civil rules of evidence do not apply to the investigatory or resolution process.
9. Both the respondent and alleged victim shall be provided a written report via institution email of the outcome and any resulting sanctions. The written report must summarize the evidence in support of the sanction. The report should include details on how to appeal, as outlined below.

Reasonable efforts will be made to complete the investigation and resolution within 60 calendar days of the initial complaint, though a longer period of time may be needed in some cases. The Title IX Coordinator will notify the respondent and the alleged victim, in writing, of any extension of this timeframe.

**Possible Sanctions**

The severity of sanctions or corrective actions may depend on the severity, frequency and/or nature of the offense, history of past disciplinary, harassing, or retaliatory conduct, the respondent’s willingness to accept responsibility, previous institutional response to similar conduct, and the institution’s interests. The Panel will determine the sanction after review of the investigatory findings.

The broad range of sanctions includes but is not limited to: expulsion; suspension for an identified time frame or until satisfaction of certain conditions, or both; temporary or permanent separation of the parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography of where parties can go on campus) with additional sanctions for violating orders; required participation in sexual or relationship sensitivity training/awareness education programs; required participation in alcohol and other drug awareness and abuse prevention programs; counseling or mentoring; volunteering/community service; loss of institutional privileges; delays in obtaining administrative services and benefits from the institution (e.g., holding transcripts, delaying registration, graduation, diplomas), additional academic requirements relating to scholarly work or research on sexual misconduct; financial restitution; or any other discretionary sanctions directly related to the violation or conduct.

**Appeals**

Parties shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original hearing, because such information was not known or knowable to the person appealing during the time of the hearing; (2) to allege a procedural error within the hearing process that may have substantially impacted the fairness of the hearing, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by bias; or (3) to allege that the finding was inconsistent with the weight of the information. Appeals may be made by the alleged offender for the above reasons in any case where sanctions are issued even those in which such sanctions are held “in abeyance,” such as probationary suspension or expulsion.

The appeal must be made in writing, and must set forth one or more of the bases outlined above, and must be submitted within five (5) business days of the date of the final report.

Where the respondent or alleged victim appealing the outcome is a student, the appeal should be made to the Vice President for Student Affairs or his/her designee. The appeal shall be a review of the record only, and no new meeting with the respondent or alleged victim will be held. The non-appealing party shall be given the opportunity to respond to the appellant’s submission. The applicable Vice President, or his/her designee, may affirm the original finding and sanction; affirm the original finding but issue a new sanction of greater or lesser severity; remand the case back to the Title IX Coordinator to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The Vice President or his/her designee shall then issue a decision in writing to both the respondent and alleged victim simultaneously within a reasonable time period.

The decision of the Vice President or his/her designee may be appealed in writing within five (5) business days (as determined by the date of the decision letter) to the President of the institution solely on the three grounds set forth above.

The President may affirm the original finding and sanction; affirm the original finding but issue a new sanction of greater or lesser severity; remand the case back to the Title IX Coordinator to correct a procedural or factual defect; or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President’s decision shall be issued in writing to both the respondent and alleged victim and shall be issued within a reasonable amount of time.
The President’s decision shall be the final decision of the institution.

Should the respondent or alleged victim wish to appeal the President’s decision, he or she may appeal to the Board of Regents in accordance with the Board of Regents Policy 86.

D. Assistance for Victims: Rights and 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. The university will also assist the victim in notifying law enforcement, if requested, by providing contact information to the victim, or by contacting law enforcement and reporting the incident.

According to the Georgia Crime Victims’ Bill of Rights statute 17-17-1, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

1. The right to reasonable, accurate, and timely notice of any scheduled court proceedings or any changes to such proceedings;
2. The right to reasonable, accurate, and timely notice of the arrest, release, or escape of the accused;
3. The right not to be excluded from any scheduled court proceedings, except as provided in this chapter or as otherwise required by law;
4. The right to be heard at any scheduled court proceedings involving the release, plea, or sentencing of the accused;
5. The right to file a written objection in any parole proceedings involving the accused;
6. The right to confer with the prosecuting attorney in any criminal prosecution related to the victim;
7. The right to restitution as provided by law;
8. The right to proceedings free from unreasonable delay; and
9. The right to be treated fairly and with dignity by all criminal justice agencies involved in the case.

Further, Kennesaw State University complies with Georgia law in recognizing temporary protective orders (TPO). Any person who obtains a temporary protective order from Georgia or any reciprocal state should provide a copy to University Police and the Office of the 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. The University cannot apply for a temporary protective order for a victim. The victim is required to apply directly for these services. The following is information regarding how to obtain a temporary protective order from the Cobb County Courts:

Who is Eligible to Apply for a TPO?

Before an application for a TPO can be made, an act of family violence or stalking must have occurred. The following parties are eligible to apply:

- Spouses (present or past)
- Parents of the same children
- Parents and children
- Step-parents and step-children
- Foster parents and foster children
- Persons living or formerly living in the same household
- Persons living or formerly living in the home of the victim
- Persons who are related by blood or marriage to the victim
- Persons who are parents of the same children
- Spouses (present or past)
- Persons who are related by blood or marriage to the victim
- Persons who are parents of the same children

How is a TPO Obtained?

The first step in obtaining a TPO is the application process. A representative (advocate) of the YWCA will assist you with the required paperwork. The advocate is located at 32 Waddell Street, Building D, 4th Floor, Suite 402, Marietta, Georgia 30090.

The advocate is available Monday through Friday from 8:30 a.m. to 4:00 p.m. to assist in this process. (NOTE: Persons seeking protective orders should allow at least one hour for the screening process. Late arrival may delay the petition being heard until the following business day.)

The advocate will provide the required paperwork for parties seeking temporary protective orders. Additional duties of the advocate include entering information into the state computer system and screening cases before bringing said matters before the presiding judge.

Petitions are heard twice daily (Monday through Friday, excluding holidays) in the Cobb County Superior Court by an assisting Superior Court Judge. Hearings are held at 11:00 a.m. and 3:00 p.m. (NOTE: All required paperwork must be completed and entered into the state system prior to a case being presented to a judge.) In order to complete the process in one day, you must arrive no later than 1:30 p.m.

If there is a finding by the judge that there is probable cause to believe that an act of family violence has occurred in the past and may occur in the future, the Court may order such relief as is deemed appropriate.

After the responding party has been served with a copy of the order by the Sheriff’s Office, a hearing will be held within 30 days. Both parties will have the opportunity to be present at the hearing. An assisting Superior Court Judge will determine by a preponderance of the evidence if it is warranted to continue the protective order for a period of up to 12 months. These hearings are held on Tuesdays at 9:00 a.m. and 2:00 p.m.

The University may issue a criminal trespass warning, if deemed. To the extent of the victim’s cooperation and consent, university offices will work cooperatively to ensure that the complainant’s health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20)). Further, 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 nor house identifiable information regarding victims in the University Police departments Daily Crime Log or online. The University does not maintain any public directory information on students, but does have public directory information on faculty and staff. Victims may request that directory information on file be removed from public sources by sending an email request to service@kennesaw.edu.
RESOURCES FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

On-Campus Resources

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<thead>
<tr>
<th>Resource</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Dean of Students (Kennesaw Campus)</td>
<td>585 Cobb Ave. NW, Room 4416, Kennesaw Campus</td>
<td>470-578-6310</td>
<td><a href="mailto:deanofstudents@kennesaw.edu">deanofstudents@kennesaw.edu</a></td>
</tr>
<tr>
<td>Human Resources (Kennesaw Campus)</td>
<td>3391 Town Point Drive, Room 2000, Kennesaw Campus</td>
<td>470-578-6030</td>
<td></td>
</tr>
<tr>
<td>University Police (Kennesaw Campus)</td>
<td>351 Paulding Ave. NW, Kennesaw Campus</td>
<td>470-578-6666</td>
<td></td>
</tr>
<tr>
<td>University Police (Marietta Campus)</td>
<td>1100 South Marietta Parkway, Norton Hall Building, Marietta Campus</td>
<td>470-578-6666</td>
<td></td>
</tr>
<tr>
<td>Office of Equal Employment Opportunity (EEO)/Title IX Coordinator (Kennesaw Campus)</td>
<td>440 Bartow Ave. NW, Room 210, Kennesaw Campus</td>
<td>470-578-2614</td>
<td><a href="mailto:eeo@kennesaw.edu">eeo@kennesaw.edu</a></td>
</tr>
<tr>
<td>KSU Office of Victim Services (OVS) (Kennesaw Campus)</td>
<td>1074 Canton Place Room 6145, Kennesaw Campus</td>
<td>470-578-6725</td>
<td><a href="mailto:ovs@kennesaw.edu">ovs@kennesaw.edu</a></td>
</tr>
<tr>
<td>KSU Office of Victim Services (OVS) (Marietta Campus)</td>
<td>1100 South Marietta Parkway Recreation &amp; Wellness Center, Building S1, Marietta Campus</td>
<td>470-578-4257</td>
<td><a href="mailto:ovs@kennesaw.edu">ovs@kennesaw.edu</a></td>
</tr>
<tr>
<td>Student Conduct and Academic Integrity (SCAI) (Kennesaw Campus)</td>
<td>3805 Canton Place, University Village Suites, Bldg. 5000, Suite 5100, Kennesaw Campus</td>
<td>470-578-3403</td>
<td><a href="mailto:scai@kennesaw.edu">scai@kennesaw.edu</a></td>
</tr>
<tr>
<td>Counseling and Psychological Services (Kennesaw Campus)</td>
<td>585 Cobb Ave. NW, Room 2401, Kennesaw Campus</td>
<td>470-578-6600</td>
<td></td>
</tr>
<tr>
<td>Counseling and Psychological Services (Marietta Campus)</td>
<td>1100 South Marietta Parkway, Building A, Room A170, Marietta Campus</td>
<td>678-915-7391</td>
<td></td>
</tr>
<tr>
<td>Women’s Resource Center on Interpersonal Violence Prevention (Kennesaw Campus)</td>
<td>585 Cobb Ave. NW, Room 3429, Kennesaw Campus</td>
<td>470-578-7858</td>
<td></td>
</tr>
<tr>
<td>Department of Residence Life (Kennesaw Campus)</td>
<td>3805 Canton Place, University Village Suites, Bldg. 3000, Suite 3051, Kennesaw Campus</td>
<td>470-578-4388</td>
<td><a href="mailto:reslife@kennesaw.edu">reslife@kennesaw.edu</a></td>
</tr>
<tr>
<td>WellStar Student Health Clinic (Kennesaw Campus)</td>
<td>3215 Campus Loop Road, House 3215, Marietta Campus</td>
<td>470-578-6644</td>
<td></td>
</tr>
<tr>
<td>WellStar Student Health Clinic (Marietta Campus)</td>
<td>1100 South Marietta Parkway Recreation &amp; Wellness Center, Building S1, Marietta Campus</td>
<td>470-578-6644</td>
<td></td>
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Off-Campus Resources

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<tr>
<td>Local Police</td>
<td></td>
<td>911</td>
</tr>
<tr>
<td>YWCA Women’s Crisis Center</td>
<td>48 Henderson St. SW, Marietta, GA 30064</td>
<td>770-427-3390</td>
</tr>
<tr>
<td>Victim Information and Notification Everyday (VINE) Cobb County</td>
<td></td>
<td>1-800-785-8463</td>
</tr>
</tbody>
</table>
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 okay.
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.

Risk Reduction
With no intent to victim blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse & Incest National Network, rainn.org):

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way 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. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
5. Make sure your cell phone is with you and charged and that you have cab money.
6. Don’t allow yourself to be isolated with someone you don’t trust or someone you don’t know.
7. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
8. 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.
9. 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.).
10. 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.
11. Don’t accept drinks from people you don’t know or trust. If you choose to accept a 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.
12. 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.
13. 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).
14. 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.
15. 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?

E. Adjudication of Violations
Whether or not criminal charges are filed, the University or a person may file a complaint under the Kennesaw State University Sexual Misconduct Policy in the Student Code of Conduct, the Sexual Harassment Policy 1.1.3 in the KSU Employee Handbook; or the Policy Statement on Sexual Harassment, Policy 4.3.2 in the Faculty Handbook alleging that a student or employee violated the University’s policy on Sexual Misconduct or Sexual Harassment.

Reports of all domestic violence, dating violence, sexual assault and stalking made to University Police will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The university disciplinary process is consistent with the institution’s policy and will include a prompt, fair, and impartial investigation and resolution process transparent to the accuser and the accused. Usually, resolution of complaints of sexual misconduct are completed within 60 days of the report, however the proceedings time frame allows for extensions for good cause with notice to the accuser and the accused of the delay and the reason for the delay. Investigators and hearing board members are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The Sexual Misconduct Policy provides that:

1. The accuser and the accused student each have the opportunity to attend a hearing before a properly trained hearing board that protects the safety of victims.
and promotes accountability;

2. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;

3. The institution will allow for timely access to the accuser, the accused and appropriate officials to any information that will be used after the fact-finding investigation but during formal and informal disciplinary meeting and hearings;

4. 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;

5. The institution provides the accuser and accused the same opportunities to have others present during an institutional disciplinary proceedings. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or proceeding. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;

6. A student conduct decision is based on the preponderance of evidence standard. In other words, the conduct process asks: “is it more likely than not that a violation of the Sexual Misconduct Policy occurred will lead to the initiation of disciplinary procedures against the accused individual. University sanctions including, expulsion, probation, suspension, probationary suspension, suspension from on-campus housing arrangements, disciplinary probation, restrictions, reprimand, or other educational or developmental sanctions, may be imposed upon those determined to have violated this policy. The University may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking, which may include some or all of the following actions: a no-contact order, alteration of class schedules, or a change in housing arrangements. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Code of Conduct. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

7. The accuser and the accused will be notified simultaneously in writing of the result of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final, and

8. The accuser and the accused each have the right to appeal the outcome of the hearing and will be notified simultaneously in writing of any change to the result prior to the time that it becomes final and of the final result after the appeal is resolved. All appeals must be in writing and must be submitted to the Director of the SCAI Department within five business days of the student or student organization’s receipt of the sanctioning decision in writing. The Director of the SCAI Department shall forward the appeal to the proper appeals officer. The appeals process does not grant a new hearing at a higher level. All appeals described in this section involve written appeals only. Students or organizations do not meet with or make oral presentations to the person deciding the appeal. There may be times when the person deciding the appeal requests a meeting with parties involved in order to clarify matters related to the appeal. But that is solely within the discretion of the person deciding the appeal.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the university’s policy against Sexual Harassment, Policy 1.1.3 in the KSU Employee Handbook, or the Policy Statement on Sexual Harassment, Policy 4.3.2 in the Faculty Handbook in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through the Retaliation and Related Misconduct portion of the Sexual Misconduct Policy in the Student Code of Conduct which states, “No person shall be subject to coercion or reprisal for action taken in good faith to seek advice concerning a sexual misconduct grievance, to file a grievance, or to serve as a witness, panel member, or representative in the investigation and hearing of a grievance. Acts or threats of retaliation are a violation of the KSU Student Code of Conduct and will be adjudicated accordingly.”

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the university’s ability to respond to the complaint may be limited.

Victim Confidentiality

The university will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document.

Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the Sexual Misconduct Policy occurred will lead to the initiation of disciplinary procedures against the accused individual. University sanctions including, expulsion, probation, suspension, probationary suspension, suspension from on-campus housing arrangements, disciplinary probation, restrictions, reprimand, or other educational or developmental sanctions, may be imposed upon those determined to have violated this policy. The University may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking, which may include some or all of the following actions: a no-contact order, alteration of class schedules, or a change in housing arrangements. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Code of Conduct. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator or her 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. 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 Kennesaw State University.

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 Oct. 28, 2000, and also referred to as Megan’s Law, 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 each institution of higher education in that state at which the person is employed, carries a vocation, volunteers services or is a student.

In Georgia, convicted sex offenders must register with the Georgia Bureau of Investigation Sex Offender Registry web site at gbi.georgia.gov/georgia-sex-offender-registry.
MISSING STUDENT NOTIFICATION POLICY

Suspected missing residential students should be promptly reported to the KSU Department of Public Safety and University Police. In addition to University Police, suspected missing residential students may be reported to certain University officials who are deemed Campus Security Authorities (CSA) by Federal Law. These include the Dean of Students, Residence Life staff (such as Resident Assistants, Residence Directors, or Area Coordinators), athletic coaches, and advisors to student organizations, to include some faculty members. The CSA will promptly notify the University Police of the possible missing student. A student is determined to be missing when the University Police have verified that reported information is credible and circumstances warrant declaring the person is missing. Should the University Police investigate and determine that a residential student is a missing person, the director of Residence Life or designee will be immediately notified to verify the appropriate missing person contact information. Contact will then be made to the missing person’s contact within 24 hours of the determination that the student is missing by the Dean of Students or his designee. The University Police will provide the director of Residence Life or designee timely and continuous notification of the status of the investigation until the case is closed. University Police will notify other local law enforcement agencies within 24 hours after determining the student is missing.

Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential missing person contact to be notified by Kennesaw State University no later than 24 hours after the time the student is determined to be missing by the officials authorized to make that determination, specifically the KSU police. The confidential contact may be a person designated by the student in addition to the declared emergency contact. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified. The Department of Residence Life advises students that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation.

Notification of this policy will be made directly to all students residing in campus housing annually and be available in conjunction with the “Annual Security and Fire Safety Report” that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. All students attempting to register for campus housing will also be notified of this policy at the time of completing housing-related documents. During the online registration process, specific campus housing emergency-related contact information will be captured, and the student will have the opportunity to provide a separate missing person contact online. All information submitted online during the housing registration process will remain on file and be considered accurate until the student voluntarily provides different information.

Students have the opportunity to submit revised missing person contact information at any time by notifying the KSU Department of Residence Life. Email sent to reslife@kennesaw.edu is the preferred method of submission and must include the following: student’s full legal name, KSU identification number, where the student resides in campus housing, the student’s cell phone number (or best contact phone number), the name and relationship of the person(s) whom the student desires to be contacted, a home and cell phone number for that person(s), and a home address for that person(s).

For persons under 18 years of age and not emancipated, the institution will still allow a separate person to be designated for missing person notification; however, a legal parent or guardian will also be notified within 24 hours of the determination that the student is missing.

DAILY CRIME LOG

Consistent with the Clery Act requirements, the University Police maintains a Daily Crime Log that records, listed by the date and time the incident occurred and was reported, all crimes and other serious incidents that occur on campus; in a non-campus building or property owned or operated by the University or its students “in a reasonably contiguous geographic area”; on public property within, adjacent to or immediately accessible from the campus; or within the department’s patrol jurisdiction. The Daily Crime Log is available for public inspection at the department or online at police.kennesaw.edu/info/crime-log.php.

The Daily Crime Log includes the nature, date and time the incident occurred and was reported, and general location of each crime to the department, as well as its disposition. The department posts incidents in the Daily Crime Log within two business days of receiving a report of an incident, and, in accordance with the Clery Act requirements, may exclude incidents from the log in certain circumstances, particularly those in which inclusion may compromise the investigation. Limited information may be temporarily withheld if it could jeopardize an ongoing investigation or the safety of an individual; cause a suspect to flee or evade detection; result in the destruction of evidence; if the disclosure is prohibited by law; or if the disclosure would compromise the confidentiality of the victim.

KSU’s Policies Governing Alcohol and Other Drugs

KSU is committed to operating in accordance with the laws of the state of Georgia with regard to the use, sale, possession and consumption of alcoholic beverages. It is the responsibility of all members of the University community to abide by those laws. Kennesaw State University is in compliance with section 1213 of the Higher Education Act of 1965 regarding the possession, use and sale of alcoholic beverages and illegal drugs. Any violation of the act or of federal and state laws pertaining to the possession, use and sale of alcoholic beverages and illegal drugs can be dealt with through the criminal justice system and/or through the university judiciary system.

University police regularly patrol the campus and respond to residential housing for calls for service. Officers routinely enforce Georgia state laws regarding underage drinking and the use, possession and sale of alcoholic beverages at KSU by either referring the student to the appropriate conduct officer, by issuance of a citation, or by arrest. Officers also respond to complaints of drug activity and enforce state and federal drug laws in campus residential facilities.

More information on campus judicial procedures and processes can be found at scai.kennesaw.edu/codes.php.

KSU’s Drug and Alcohol Policy

More information regarding the KSU Alcohol and Other Drug Policy, the ATOD Education and Prevention Coalition, and the Drug-Free Schools and Communities Act (DFSCA) Biennial Review can be found at deanofstudents.kennesaw.edu/resources/information.php.

Kennesaw State University is committed to promoting the health and safety of the campus community through alcohol and drug education programs and the enforcement of policies and state law.
Federal law requires KSU to notify faculty, staff and students of its alcohol and drug policy, which can be accessed at policy.kennesaw.edu/content/alcohol-and-other-drug-policy. Specific policies governing students residing in KSU’s residential facilities can be found at kshousing.kennesaw.edu/resources/resident-handbook.php. Both sites include information on education and programs.

Drug and Alcohol Education Programs and Assistance Available

A combination of several campus offices will provide assistance or act as a referring agency for Kennesaw State University. Included in the campus efforts to assist those with substance abuse problems are:

Counseling and Psychological Services (CPS) has offices located on the Kennesaw and Marietta campuses. On the Kennesaw Campus, CPS is located in Kennesaw Hall, Room 2401, and can be reached by dialing 470-578-6600. On the Marietta Campus, CPS is located in Room 170 of the Joe Mack Wilson Student Center and can be reached at 678-915-7391. On both campuses, counseling center staff provide a full range of academic, personal, and career counseling to currently enrolled students. Psychiatric evaluation and treatment is also available at both locations. Additionally, CPS works very closely with other offices on campuses to support students, including the Center for Young Adult Addiction and Recovery (CYAAR), Women’s Resource and Interpersonal Violence Prevention Center (WRIVPC), and WellStar Student Health Clinic.

Counselors specializing in Substance Misuse and Addiction co-lead an alcohol and other drug class for students found responsible for first time alcohol and/or other drug related Code of Conduct violations as mandated by the Department of Student Conduct and Academic Integrity. CPS and CYAAR also perform in-house evaluations for alcohol and drug misuse and may use screening instruments like the Substance Abuse Subtle Screening Inventory (SASSI-3). CPS and CYAAR maintain a listing of referral agencies for off-campus assistance when such assistance is more appropriate. CPS and CYAAR services are available to all currently enrolled students. Two counselors currently serve as co-facilitators for the campus Alcohol, Tobacco and Other Drug (ATOD) Education and Prevention Coalition. This coalition provides many ATOD services, including writing of ATOD campus policies, conducting research and grant writing, assessing environmental issues and establishing ATOD educational programs.

The Center for Young Adult Addiction and Recovery (CYAAR) is located at 430 Bartow Ave., University College, Building 430, Room 222, Kennesaw, Georgia 30144. The Center provides a safe environment in which students struggling with and recovering from substance misuse and addiction can find professional and peer support. CYAAR is home to the Collegiate Recovery Community (CRC), a peer recovery community which supports multiple on-campus 12 step meetings, SMART recovery and ANAD. In addition, there is an open monthly meeting called Celebration Recovery on the third Monday of the month where students in recovery share their story. CYAAR provides Alcohol and Other Drug education in any university settings and trains peer educators to present AOD prevention and education to the incoming freshman class. To date, CYAAR has presented to the Greek Life, Student-Athletes, and other at-risk populations. Clinical professionals provide education and Screening Brief Intervention and Referral (SBIRT) services. The telephone number is 470-578-2538 or email recovery@kennesaw.edu.

The Department of Human Resources, 470-578-6030, is located in the Town Point Building on the second floor. The Drug-Free Workplace Coordinator is the Assistant Vice President of Human Resources. Contact benefits@kennesaw.edu or call 470-578-6030 for more information regarding KSU’s Employee Assistance Programs (EAP). Additional information can also be found at hr.kennesaw.edu/benefits/employee-assistance-program.php.

The Center for Health Promotion and Wellness, 470-578-6394, is located in the Dr. Betty L. Siegel Student Recreation and Activities Center at 290 Kennesaw State University Road, Kennesaw, Georgia 30144. The mission of the Center for Health Promotion and Wellness is to improve the balance of the intellectual, emotional, physical, social, environmental, and spiritual development of students through awareness and education. The Center for Health Promotion and Wellness participates in National Collegiate Alcohol Awareness week, Safe Spring Break Party, and sponsors many interactive programs designed to educate students on issues issues associated with alcohol use and abuse. The Center also receives Young Adult Drinking and Driving Program grants from the Georgia Governor’s Office of Highway Safety. This center is designed to reduce the incidence of alcohol-impaired driving by persons between the ages of 21 and 34. Programs provide education and awareness to young adults about safety issues such as impaired driving, destructive decisions, and other high risk behaviors in order to decrease crashes, injuries, and fatalities in young adult drivers and passengers.

The WellStar Student Health Clinic, 470-578-6644, has Primary Care Clinics located on both campuses. On the Kennesaw Campus, it is located at 3215 Campus Loop Road, across from University Place Housing on the south part of campus. There is also a satellite office located near the residence halls on the north part of the campus at University Village. On the Marietta Campus, it is located in the Recreation and Wellness Center, Building S1. The clinics provide services to all KSU students. Alcohol and drug use and abuse programming is presented in conjunction with the Wellness Center. A query is made regarding alcohol and drug use as part of the student’s initial health assessment and is reviewed by medical professionals at the time of student’s visit to the clinic. Medical professionals provide education regarding prevention and assist students with referrals for treatment in the community.

The Department of Residence Life, 470-578-4388, is located in the University Village Suites to better serve the residential population, and in particular the first-year residents. The office is on the terrace level of the 3000 Building of the University Village Suites, Room 3051. It provides AOD education to residential students on a continuing basis throughout the year through programs presented in both small and large group settings.

The Department of Public Safety and University Police, 470-578-6206 (non-emergency number), is located at 351 Paulding Ave. NW, Kennesaw, Georgia 30144 near the West Parking Deck on the Kennesaw Campus. On the Marietta Campus, the Department of Public Safety and University Police is located at 1100 South Marietta Parkway Marietta, Georgia 30060, Norton Hall. The KSU police are a co-sponsor of annual National Collegiate Alcohol Awareness week in October and will speak to groups or classes upon request about safety and alcohol and drug awareness issues.

University Police are active members on the Alcohol, Tobacco and Other Drug Education and Prevention Coalition (ATOD): KSU ATOD is a campuswide collaboration across various departments. Its mission is to engage the
University community to make responsible and educated choices about alcohol and other drugs in support of the standards of the KSU community, and its goal is to develop and disseminate educational information regarding alcohol and other drug issues in a collegiate environment.

Medical Amnesty Law

This law is aimed to reduce the number of drug overdose victims by providing protection from arrest for drug violations, parole or probation violations, and alcohol related violations. The law, in effect since April 24, 2014, says that anyone seeking medical assistance for themselves or someone else for a drug overdose can't be charged if the evidence of a drug violation results solely from seeking such medical assistance. Protections offered by the law include: (a) possession for a controlled substance if the aggregate weight including any mixture is less than 4 grams of a solid substance, less than one milliliter of liquid substance, or if the substance is placed onto a secondary medium with a combined weight of less than four grams; (b) possession of marijuana less than 1 ounce; (c) possession of drug related objects; (d) violation of a parole or probation (for possessing such drug or in the company of persons who possess controlled substances); (e) violation of parole or probation (for possessing such drug or in the company of persons who possess controlled substances); (f) or violation of a pretrial release (for possessing such drug or in the company of persons who possess controlled substances).

KSU’s Annual Disclosure of Crime Statistics

The Department of Public Safety and University Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Crime statistics that occurred on the Kennesaw State campus were compiled by the University Police for the years 2013, 2014, and 2015. Also included are statistics reported by other law enforcement agencies for all non-campus buildings and property and public property adjacent to the campus.

The University Police will disclose any crime report made directly to any local law enforcement agency by a member of the campus community. Annual statistics are also collected from the University Police, the Office of Student Conduct and Academic Integrity, and Campus Security Authorities on campus and distributed by October 1 of each year in the publication “Kennesaw State University Annual Security and Fire Safety Report,” which can be found here: police.kennesaw.edu.

The statistics are gathered from January 1 to December 31, each year.

2015 Non-Campus Location List

The following list contains the names and locations of non-campus building and properties where crimes were reported by other law enforcement agencies:

1. Northside Hospital
   201 Hospital Road
   Canton, GA 30114

2. Firestone Restaurant
   120 Chambers Street
   Woodstock, GA 30188

3. The Golf Club at Bradshaw Farms
   3030 Bradshaw Club Drive
   Woodstock, GA 30188

4. Big Woods Goods
   350 Ronell Road
   Canton, GA 30115

5. North Metro Gymnastics Center
   109 Smokehill Lane, #150
   Woodstock, GA 30188

6. Woodstock Aquatic Center
   103B Arnold Mill Road
   Woodstock, GA 30188

7. World of Gymnastics & Cheer
   104 Victoria North Court
   Woodstock, GA 30189

8. Towne Lake Hills Golf
   1003 Towne Lake Hills East
   Woodstock, GA 30189

9. Nitro Paintball
   204 Lower Bethany Road
   Canton, GA 30114

Milton Police List

1. Verizon
   5800 Windward Parkway
   Alpharetta, GA 30004

Cherokee County List (Canton, Cherokee, Holly Springs, Woodstock)

1. Northside Hospital
   201 Hospital Road
   Canton, GA 30114

2. Firestone Restaurant
   120 Chambers Street
   Woodstock, GA 30188

3. The Golf Club at Bradshaw Farms
   3030 Bradshaw Club Drive
   Woodstock, GA 30188

4. Big Woods Goods
   350 Ronell Road
   Canton, GA 30115

5. North Metro Gymnastics Center
   109 Smokehill Lane, #150
   Woodstock, GA 30188

6. Woodstock Aquatic Center
   103B Arnold Mill Road
   Woodstock, GA 30188

7. World of Gymnastics & Cheer
   104 Victoria North Court
   Woodstock, GA 30189

8. Towne Lake Hills Golf
   1003 Towne Lake Hills East
   Woodstock, GA 30189

9. Nitro Paintball
   204 Lower Bethany Road
   Canton, GA 30114

Alpharetta Police List

1. ADP
   5800 Windward Parkway
   Alpharetta, GA 30004
2. Union Hill Park
1590 Little Pine Trail
Alpharetta, GA 30005

PAULDING COUNTY LIST (Dallas PD)
1. Paulding Off-Campus Center
(Georgia Highlands)
Henry Winn Building
125 E. Memorial Drive
Dallas, GA 30132

ATLANTA LIST
1. Turner Broadcasting, Inc.
1050 Techwood Drive
Atlanta, GA 30318

2. Endive Catering
1468 Mecaslin St. NW
Atlanta, GA 30309-2265

3. Park 75 at Four Seasons Hotel
75 Fourteenth Street
Atlanta, GA 30309

STUDY ABROAD
MONTEPULCIANO, ITALY LIST
1. Lauren Bragg, Taylor Butenschon, Caitlin Renn
owner: Idria Zazzeri
Via di Collazzi, 40
53045 Montepulciano (SI) – Italia

2. Lauren Stine, Rachel Clark, Mary Kate Fetch, Aleana dall'Acqua
owner: Elena Trovati Scarpelli
Via Ruga di Fuori, 65
53045 Montepulciano (SI) – Italia

3. Nick Davenport, Austin Edminston
owner: Felicetta Maltese
Via Ruga di Fuori, 16
53045 Montepulciano (SI) – Italia

4. Ross Euteneuer, Ken Trickey, William Pool
owner: Enrico Peruzzi
Via Piana, 30
53045 Montepulciano (SI) – Italia

5. Stephanie Gutierrez, Bridgette Jordan, Alexa Russo, Kaleigh Shamp
owner: Maria Silvia Mangiavacchi
Via di Cagnano, 2
53045 Montepulciano (SI) – Italia

6. Catherine Graham, Erin Hancock, Amanda Perez, Jillian Theroux
owner: Alfia Caltabiano
Via di Voltaia nel Corso, 38
53045 Montepulciano (SI) – Italia

7. Amanda Kidd, Kristina Long, Lili Harmon, Rebecca Pool
owner: Mario Fé
Via del Poliziano, 15
53045 Montepulciano (SI) – Italia

8. Amanda Ray, Sindee Wooley
owner: Patrizia Porreca
Via Ruga di Fuori, 16
53045 Montepulciano (SI) – Italia

9. Megan Zavodny, Molly Hodges, Angela Hendrix, Megan Gilligan
owner: Volga Riccucci
Via dell’Opio nel Corso, 3
53045 Montepulciano (SI) – Italia

10. Sarah Simpson, Mallory Taylor, Ariel Vipond
owner: Rossana Bombagli
Via delle Caldaie, 12
53045 Montepulciano (SI) – Italia

11. Marissa Lee, Kelly Self, Leslie Weaver, Levan Lamont
owner: Dorianna Castellani
Vicolo dei Cacciatori, 8
53045 Montepulciano (SI) – Italia

Session II -
1. Olivia Clements, Hallie Anderson, Anna Lipsey, Raquel Estavan
owner: Elena Trovati Scarpelli
Via Ruga di Fuori, 65
53045 Montepulciano (SI) – Italia

2. Patrick Hughes, Mitchell Miller, Andrew Blank
owner: Enrico Peruzzi
Via Piana, 30
53045 Montepulciano (SI) – Italia

3. Amaim Berhan, Jackson Moore-Ragusin
owner: Felicetta Maltese
Via Ruga di Fuori, 16
53045 Montepulciano (SI) – Italia

4. Jason Williams, Josh Henderson, Stephen Vasil
owner: Valeria Marzuoli
Via Borgo Buio, 1
53045 Montepulciano (SI) – Italia

5. Elizabeth Armour, Lindsey Maxwell, Lyndsee McCauslin, Page Gamel
owner: Maria Silvia Mangiavacchi
Via Borgo Buio, 1
53045 Montepulciano (SI) – Italia

6. Kaitlyn Moyers, Lindsay Williams, Kaitlin Jenkins, Amanda Smith
owner: Mario Fé
Via del Poliziano, 15
53045 Montepulciano (SI) – Italia

7. Emilie Sewak, Emily Smith, Emily Leszczynski, Ramona Davonish, Gabriella Coffman
owner: Alfia Caltabiano
Via di Voltaia nel Corso, 38
53045 Montepulciano (SI) – Italia

8. Jason Cardillo, Trey Klouda
owner: Patrizia Porreca
Via Ruga di Fuori, 16
53045 Montepulciano (SI) – Italia

9. Jamie Cross, Holly Ryan, Lauren Darrow, Nicole McLaughlin, Audrianna Guidry
owner: Volga Riccucci
Via dell’Opio nel Corso, 3
53045 Montepulciano (SI) – Italia

10. Cayla Capozzi, Lauren Goddard, Emily Mixon, Caitlin Le Moine
owner: Dorianna Castellani
Vicolo dei Cacciatori, 8
53045 Montepulciano (SI) – Italia

DEFINITIONS OF CLERY ACT REPORTABLE CRIMES

Criminal Homicide
Murder and non-negligent manslaughter
The willful, non-negligent, killing of one human being by another.

Negligent manslaughter
The killing of another person through gross negligence.

Sex Offenses

Sex Offense
Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

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

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

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

Statutory Rape
Non-forcible sexual intercourse with a person who is under the statutory age of consent.
Robbery
The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault
An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary
The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with the intent to commit a larceny, housebreaking, safecracking and all attempts to commit any of the aforementioned acts.

Motor Vehicle Theft
The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

Arson
Any willful or malicious burning or attempt to burn, with or without intent to defraud, a house, public building, motor vehicle or aircraft, or personal property of another person, etc.

Hate Crimes
Includes all the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes.

Sexual Assault
You are not to blame.
You are not alone.
Help is Available.

The crimes listed below are only required to be reported if they are motivated by bias:

Larceny/Theft
The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black’s Law Dictionary, sixth edition as “where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.”)

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

Intimidation
To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

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

Categories of Prejudice/Bias
Race
A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

Gender
A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Religion
A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation
A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Ethnicity
A preformed negative opinion or attitude toward a group of persons of the same race or who share common or similar traits, languages, customs or traditions.

National Origin
A preformed negative opinion or attitude toward a group of persons based on individuals who were born in the same country or based on where their ancestors come from.

Disability
A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Gender Identity
A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals.
OTHER CLERY ACT REPORTABLE OFFENSES

Liquor Law Violations
The violation of laws or ordinances prohibiting the manufacture, sale, transporting furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intermperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition).

Drug Law Violations
Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapon Law Violations
The violation of laws or ordinances dealing with weapon offenses, regulative in nature, such as the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; illegal aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

VIOLENCE AGAINST WOMEN ACT (VAWA)/CAMPUS SaVe ACT CRIMES

Sexual Assault
Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Dating Violence
Violence committed by a person
(A) who is or has been in a social relationship of a romantic or intimate nature with the victim and
(B) the existence of such a relationship shall be determined based on the reporting party’s statement with consideration of:
  i. The length of the relationship;
  ii. The type of the relationship;
  iii. The frequency of interaction between the persons involved in the relationship.

Domestic Violence
A felony or misdemeanor crime of violence committed:
• By a current or former spouse or intimate partner of the victim;
• By a person with whom the victim shares a child in common;
• By a person who is cohabitating with the victim as a spouse or intimate partner;
• By a person similarly situated to a spouse or intimate partner;
• By a person similarly situated to a spouse or intimate partner of the victim;
• By any other person against an adult or child in the victim's family or household; OR
• By any other person against an adult or child in the victim’s family or household who is cohabitating with the victim as a romantic or intimate partner of the victim;
• By any other person against a person with whom the victim has a child in common;
• By any other person against a person who is cohabitating with a person of which the victim is a parent or by a person who is cohabitating with a person of which the victim is a parent of the person with whom the victim is cohabitating.

Stalking
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
• Fear for the person’s safety or the safety of others; or
• Suffer substantial emotional distress.

CRIME STATISTICS TABLE

The following are crime statistics involving violence, robbery, and drug and alcohol violations that occurred on the Kennesaw State campus and were compiled by the KSU Police for 2016. Also included are statistics reported by other law enforcement agencies for all non-campus buildings and property and public property adjacent to the campus. The statistics are gathered from January 1 to December 31, each year.

KENNESAW CAMPUS

<table>
<thead>
<tr>
<th>OFFENSE TYPE</th>
<th>YEAR</th>
<th>ON CAMPUS</th>
<th>STUDENT HOUSING</th>
<th>NON-CAMPUS BUILDING AND PROPERTY</th>
<th>PUBLIC PROPERTY</th>
<th>TOTAL</th>
<th>UNFOUNDED</th>
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<td>2013</td>
<td>1</td>
<td>8</td>
<td>2</td>
<td>0</td>
<td>11</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>3</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>0</td>
</tr>
<tr>
<td>MOTOR VEHICLE THEFT</td>
<td>2013</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>2014</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ARSON</td>
<td>2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td></td>
<td></td>
<td>44</td>
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</tr>
</tbody>
</table>

The numbers above reflect the number of incidents reported for each offense.

HATE CRIMES

2013 One on-campus residential incident of simple assault characterized by sexual orientation bias and one on-campus residential incident of damage to property characterized by sexual orientation bias.
2014 One on-campus incident of damage to property characterized by sexual orientation bias.
### NUMBER OF ARRESTS FOR SELECTED OFFENSES

These numbers include both citation arrests and physical arrests.

<table>
<thead>
<tr>
<th>OFFENSE TYPE</th>
<th>YEAR</th>
<th>ON CAMPUS</th>
<th>STUDENT HOUSING</th>
<th>NON-CAMPUS BUILDING AND PROPERTY</th>
<th>PUBLIC PROPERTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIQUOR LAW VIOLATIONS</td>
<td>2013</td>
<td>25</td>
<td>43</td>
<td>6</td>
<td>17</td>
<td>91</td>
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<td>2014</td>
<td>3</td>
<td>16</td>
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<td>21</td>
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<tr>
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<td>45</td>
<td>2</td>
<td>15</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>2016</td>
<td>12</td>
<td>32</td>
<td>6</td>
<td>24</td>
<td>69</td>
</tr>
<tr>
<td></td>
<td>2017</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>2018</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
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<td>263</td>
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</table>

| DRUG VIOLATIONS            | 2013 | 18        | 45              | 2                                | 15             | 80    |
|                            | 2014 | 12        | 32              | 0                                | 2              | 21    |

| WEAPONS VIOLATIONS         | 2013 | 0         | 1               | 0                                | 1              | 2     |
|                            | 2014 | 0         | 0               | 0                                | 0              | 0     |

### NUMBER OF JUDICIAL REFERRALS FOR SELECTED OFFENSES

These numbers are provided by the Department of Student Conduct and Academic Integrity.

<table>
<thead>
<tr>
<th>OFFENSE TYPE</th>
<th>YEAR</th>
<th>ON CAMPUS</th>
<th>STUDENT HOUSING</th>
<th>NON-CAMPUS BUILDING AND PROPERTY</th>
<th>PUBLIC PROPERTY</th>
<th>TOTAL</th>
</tr>
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<tr>
<td>LIQUOR LAW VIOLATIONS</td>
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<td>0</td>
<td>0</td>
<td>320</td>
</tr>
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<td></td>
<td>2014</td>
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<td>0</td>
<td>1</td>
<td>299</td>
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<td>2015</td>
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<td>86</td>
<td>1</td>
<td>3</td>
<td>96</td>
</tr>
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<td></td>
<td>2016</td>
<td>9</td>
<td>69</td>
<td>0</td>
<td>0</td>
<td>78</td>
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<td></td>
<td>2018</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>796</td>
</tr>
</tbody>
</table>

| DRUG VIOLATIONS            | 2013 | 0         | 1               | 0                                | 0              | 1     |
|                            | 2014 | 1         | 0               | 0                                | 0              | 1     |

| WEAPONS VIOLATIONS         | 2013 | 0         | 0               | 0                                | 0              | 0     |
|                            | 2014 | 0         | 0               | 0                                | 0              | 0     |

### VIOLENCE AGAINST WOMEN ACT (VAWA)/CAMPUS SaVE ACT CRIMES

<table>
<thead>
<tr>
<th>OFFENSE TYPE</th>
<th>YEAR</th>
<th>ON CAMPUS</th>
<th>STUDENT HOUSING</th>
<th>NON-CAMPUS BUILDING AND PROPERTY</th>
<th>PUBLIC PROPERTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOMESTIC VIOLENCE</td>
<td>2013</td>
<td>2</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>

| DATING VIOLENCE            | 2013 | 2         | 3               | 0                                | 0              | 5     |
|                            | 2014 | 0         | 5               | 0                                | 0              | 5     |

| STALKING                   | 2013 | 0         | 0               | 0                                | 0              | 0     |
|                            | 2014 | 1         | 1               | 0                                | 0              | 2     |
|                            | TOTAL|           |                 |                                  |                | 21    |

### MARIETTA CAMPUS (Formerly Southern Polytechnic State University)

<table>
<thead>
<tr>
<th>OFFENSE TYPE</th>
<th>YEAR</th>
<th>ON CAMPUS</th>
<th>STUDENT HOUSING</th>
<th>NON-CAMPUS BUILDING AND PROPERTY</th>
<th>PUBLIC PROPERTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MURDER AND NON NEGLIGENT HOMICIDE</td>
<td>2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| NEGLIGENT MANSLAUGHTER     | 2013 | 0         | 0               | 0                                | 0              | 0     |
|                            | 2014 | 0         | 0               | 0                                | 0              | 0     |

<table>
<thead>
<tr>
<th>SEX OFFENSES</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Rape</td>
<td>2013</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>3</td>
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<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

| Fondling                  | 2013  | 0         | 0               | 0                                | 0              | 0     |
|                            | 2014  | 0         | 1               | 0                                | 1              | 1     |

| Incest                    | 2013  | 0         | 0               | 0                                | 0              | 0     |
|                            | 2014  | 0         | 0               | 0                                | 0              | 0     |

| Statutory Rape            | 2013  | 0         | 0               | 0                                | 0              | 0     |
|                            | 2014  | 0         | 0               | 0                                | 0              | 0     |

| ROBBERY                   | 2013  | 0         | 0               | 0                                | 0              | 0     |
|                            | 2014  | 1         | 0               | 0                                | 1              | 1     |

| AGGRAVATED ASSAULT        | 2013  | 0         | 1               | 0                                | 0              | 1     |
|                            | 2014  | 0         | 0               | 0                                | 0              | 0     |

| BURGLARY                  | 2013  | 0         | 3               | 0                                | 3              | 3     |
|                            | 2014  | 0         | 3               | 0                                | 3              | 3     |

| MOTOR VEHICLE THEFT       | 2013  | 2         | 0               | 0                                | 2              | 2     |
|                            | 2014  | 1         | 0               | 0                                | 1              | 1     |

| ARSON                     | 2013  | 0         | 0               | 0                                | 0              | 0     |
|                            | 2014  | 0         | 0               | 0                                | 0              | 0     |
|                            | TOTAL |           |                 |                                  |                | 15    |

The numbers above reflect the number of incidents reported for each offense.

### HATE CRIMES

<table>
<thead>
<tr>
<th>YEAR</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>NO HATE CRIMES REPORTED</td>
</tr>
<tr>
<td>2014</td>
<td>NO HATE CRIMES REPORTED</td>
</tr>
</tbody>
</table>
**NUMBER OF ARRESTS FOR SELECTED OFFENSES**

These numbers include both citation arrests and physical arrests.

<table>
<thead>
<tr>
<th>OFFENSE TYPE</th>
<th>YEAR</th>
<th>ON CAMPUS</th>
<th>NON-CAMPUS BUILDING AND PROPERTY</th>
<th>PUBLIC PROPERTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIQUOR LAW VIOLATIONS</td>
<td>2013</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>9</td>
<td>8</td>
<td>0</td>
<td>17</td>
</tr>
<tr>
<td>DRUG VIOLATIONS</td>
<td>2013</td>
<td>27</td>
<td>15</td>
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</tr>
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<td></td>
<td>2014</td>
<td>12</td>
<td>6</td>
<td>0</td>
<td>20</td>
</tr>
<tr>
<td>WEAPONS VIOLATIONS</td>
<td>2013</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>2014</td>
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<td>0</td>
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<td>0</td>
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<td><strong>TOTAL</strong></td>
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</tbody>
</table>

**NUMBER OF JUDICIAL REFERRALS FOR SELECTED OFFENSES**

These numbers are provided by the Department of Student Conduct and Academic Integrity.

<table>
<thead>
<tr>
<th>OFFENSE TYPE</th>
<th>YEAR</th>
<th>ON CAMPUS</th>
<th>NON-CAMPUS BUILDING AND PROPERTY</th>
<th>PUBLIC PROPERTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIQUOR LAW VIOLATIONS</td>
<td>2013</td>
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<td>0</td>
<td>0</td>
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</tr>
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<td></td>
<td>2014</td>
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<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>DRUG VIOLATIONS</td>
<td>2013</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
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<td>0</td>
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<td>0</td>
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<tr>
<td>WEAPONS VIOLATIONS</td>
<td>2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
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<td><strong>1</strong></td>
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</table>

**VIOLENCE AGAINST WOMEN ACT (VAWA)/CAMPUS SaVE ACT CRIMES**

<table>
<thead>
<tr>
<th>OFFENSE TYPE</th>
<th>YEAR</th>
<th>ON CAMPUS</th>
<th>NON-CAMPUS BUILDING AND PROPERTY</th>
<th>PUBLIC PROPERTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOMESTIC VIOLENCE</td>
<td>2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DATING VIOLENCE</td>
<td>2013</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td></td>
<td>2014</td>
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<td>0</td>
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<td>0</td>
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<td><strong>TOTAL</strong></td>
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<td></td>
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<td></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

The following are crime statistics involving violence, robbery, and drug and alcohol violations that occurred on the Kennesaw State campus and were compiled by the KSU Police for 2016. Also included are statistics reported by other law enforcement agencies for all non-campus buildings and property and public property adjacent to the campus. The statistics are gathered from January 1 to December 31, each year.

KSU Police is required to report the number of Clery crimes that were unfounded. Unfounded means that law enforcement authorities investigated the incident and the complaint was found to be false or baseless.

**THE NEW "U": KENNESAW CAMPUS 2015**

<table>
<thead>
<tr>
<th>OFFENSE TYPE</th>
<th>YEAR</th>
<th>ON CAMPUS</th>
<th>NON-CAMPUS BUILDING AND PROPERTY</th>
<th>PUBLIC PROPERTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MURDER AND NON NEGLIGENT HOMICIDE</td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NEGLIGENT MANSLAUGHTER</td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>SEX OFFENSES</td>
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</tr>
<tr>
<td>Rape</td>
<td>2015</td>
<td>1</td>
<td>6</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Fondling</td>
<td>2015</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
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<td>Incest</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Statutory Rape</td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
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<td>ROBBERY</td>
<td>2015</td>
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</tr>
<tr>
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<td>2015</td>
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<td>0</td>
<td>4</td>
</tr>
<tr>
<td>MOTOR VEHICLE THEFT</td>
<td>2015</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>5</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td></td>
<td></td>
<td><strong>24</strong></td>
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</tbody>
</table>

**HATE CRIMES**

2015 NO HATE CRIMES REPORTED

**NUMBER OF ARRESTS FOR SELECTED OFFENSES**

These numbers include both citation arrests and physical arrests.

<table>
<thead>
<tr>
<th>OFFENSE TYPE</th>
<th>YEAR</th>
<th>ON CAMPUS</th>
<th>NON-CAMPUS BUILDING AND PROPERTY</th>
<th>PUBLIC PROPERTY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIQUOR LAW VIOLATIONS</td>
<td>2015</td>
<td>8</td>
<td>9</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>DRUG VIOLATIONS</td>
<td>2015</td>
<td>28</td>
<td>52</td>
<td>0</td>
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</tr>
<tr>
<td>WEAPONS VIOLATIONS</td>
<td>2015</td>
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<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>119</strong></td>
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</tbody>
</table>
### Number of Judicial Referrals for Selected Offenses

These numbers are provided by the Department of Student Conduct and Academic Integrity.

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus Building and Property</th>
<th>Public Property</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>2015</td>
<td>0</td>
<td>350</td>
<td>0</td>
<td>350</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>2015</td>
<td>0</td>
<td>14</td>
<td>0</td>
<td>14</td>
</tr>
<tr>
<td>Weapons Violations</td>
<td>2015</td>
<td>0</td>
<td>11</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

### Violence Against Women Act (VAWA)/Campus SaVE Act Crimes

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus Building and Property</th>
<th>Public Property</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence</td>
<td>2015</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>2015</td>
<td>1</td>
<td>11</td>
<td>0</td>
<td>12</td>
</tr>
<tr>
<td>Stalking</td>
<td>2015</td>
<td>6</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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</tbody>
</table>

### The New “U”: Marietta Campus 2015

<table>
<thead>
<tr>
<th>Offense Type</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus Building and Property</th>
<th>Public Property</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder and Non Negligent Homicide</td>
<td>2015</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>2015</td>
<td>0</td>
<td>0</td>
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These numbers include both citation arrests and physical arrests.

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<th>Non-Campus Building and Property</th>
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### Hate Crimes

2015: No Hate Crimes Reported.
Fire Safety Systems in Residence Halls

The campus housing facilities listed below all have the full sprinkler system, smoke detectors, and audible alarms. Units intended for students with disabilities also include strobes.

Austin Residence Complex – 14 buildings
KSU Place – 11 buildings
University Village – 4 buildings
University Village Suites – 2 buildings
Commons Apartments – 6 buildings
Courtyard Apartments – 3 buildings
Hornet Village Suites – 2 buildings
Howell Hall
University Columns – 11 buildings

All campus housing facilities have fire extinguishers in each unit with the exception of Hornet Village and Howell Hall on the Marietta campus. All units also contain walls and doors with a minimum two hour fire rating. All housing facilities (except University Commons on the Marietta campus) have active fire monitoring. The fire monitoring company provides notification for every fire alarm to the following in this order: Cobb County dispatch, KSU Police, KSU Department of University Housing on-call maintenance.

All common-use kitchens include automatic Guardian III wet chemical extinguisher units for range tops, and a thirty (30) minute timer with automatic cut off on all stoves (both oven and range elements). All common-use kitchens contain card access secured doors with limited hours of operation, and digitally recorded cameras.

All systems are fully checked and maintained at least annually, and all systems are tested regularly, typically on a monthly basis. The fire safety systems at the University Village Suites (which houses all freshmen), are tested weekly.

Fire Drills

Mandatory supervised fire drills are conducted each semester in the fall and spring semesters, within the first three weeks from the start of classes, and during the hours between 6 p.m. and 10 p.m. when the majority of students will be present. Fire drills were conducted on the following dates:

- January 20, 2015 (KSU Place and University Village)
- January 21, 2015 (Austin Residence Complex and University Village Suites)
- August 27, 2015 (University Commons, University Courtyard, Howell Hall)
- August 28, 2015 (Hornet Village, University Columns)

Fire drills are coordinated by University Housing along with the KSU Residence Life Area Coordinator for the designated community, the local fire department, the fire alarm company, and the University Police. Resident Assistants (RAs) assist with orderly and timely evacuation of the building, and directing students to the designated evacuation site. Students failing to vacate are subject to student conduct disciplinary action.

A post drill review is conducted with all staff present to discuss the success of the drill and additional necessary actions that may be required for future drills.

Policies on Portable Electrical Appliances, Smoking, and Open Flames in Campus Housing

All policies must be reviewed and acknowledged by each student upon registering online for campus housing. All university policies related to campus housing are located in the KSU Residence Life Handbook, which is available online at ksuhousing.kennesaw.edu/resources/resident-handbook.php. The handbook is also available in Residence Life community offices. The full policies of University Housing are included in the online housing contract, and excerpts are included in the KSU Residence Life Handbook.

Fire Safety

Tampering with, vandalizing or misusing fire safety equipment is prohibited and constitutes reasons for eviction from the apartments and possible suspension or expulsion from the University. Fire safety equipment includes, but is not limited to, alarms, extinguishers, smoke detectors, door closures, alarmed doors, and sprinklers. Failure to evacuate during a safety drill will result in disciplinary action. Items that are flammable such as fuel, etc., may not be
Fire Equipment: Items that require an open flame to operate or which produce heat (e.g., Bunsen burners, lit candles, alcohol burners, grills) are not allowed in residents’ rooms. Residents must further agree to abide by the safety regulations as stipulated in the Housing Safety Regulations.

University Housing related policies include:

**Extension Cords and Multiple Plugs:** An extension cord must be UL approved, 16 gauge, and not exceed an un-spliced length of six feet with a polarized plug and a single outlet. It may not be placed under floor coverings or furnishings and may not be secured by penetrating the insulation.

**Flammable Items:** Items such as fuel, etc., may not be stored in residents’ rooms or apartments.

**Fire Lanes:** Emergency lanes are strictly reserved for use by emergency vehicles only. Unauthorized vehicles parked in these areas will be towed at the owner’s risk and expense.

**Fire Equipment:** Equipment is provided to monitor fire safety conditions. Misuse of these items or other emergency equipment constitutes a danger to the safety of the community. Tampering with, vandalizing, or misusing fire safety equipment is prohibited and constitutes reason for eviction and up to expulsion from KSU. Familiarize yourself with the location and operation of fire equipment and evacuation routes. Fire equipment is also located throughout the corridors and includes, but is not limited to, alarms, extinguishers, smoke detectors, door closures, alarmed doors, and sprinklers. Safety drills will be conducted in accordance with state law. Failure to evacuate when alarms sound is grounds for disciplinary action and fines.

**Irons:** Ironing is permitted, but irons must always be used with ironing boards that are UL approved. Microwaves are provided in every unit.

**Procedures for Evacuation of Campus Housing In Case of a Fire**

All students receive an evacuation destination notice with safety tips from the Department of University Housing upon checking in to campus housing. Evacuation routes and destination maps are posted on the back of all unit doors in facilities with interior corridors (University Village and University Village Suites). The evacuation routes and destination maps are posted on the wall, in the stairwell, at the stairwell doors, which include the location of the nearest stairwell and exits, and instructions not to use the elevators. They are also posted on the lower wall of the interior of the hallways on the east and west wings of the building.

Common area evacuation diagrams are posted throughout all campus housing facilities, within compliance of all applicable fire safety codes. All designated evaluation locations are at least 300 feet away from the specific campus housing facility. Accessible units are noted with a window placard, and building schematics with the locations of all accessible units were provided by KSU Department of University Housing to the fire department and KSU Police. Persons with disabilities who are unable to evacuate on their own, should remain near the window in their unit and emergency personnel will evacuate them.

Upon hearing the sounding of fire alarm horns: All residents and guests must immediately evacuate the building. At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify KSU Police at ext. 6666 or dial 470-578-6666.

1. Remain calm.
2. Do NOT use elevators. Use the stairs.
3. Assist the physically impaired. If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform KSU Police or the responding Fire Department of the individual’s location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

Procedures to follow if smoke detector activation occurs in your room only: (No other alarms sounding throughout the building.)

1. If an activation occurs and fire, smoke and/or a burning odor:
   - Call 911 to report the fire, or possible fire. Be prepared to give location, name, and phone number if possible.
   - Leave the room and close the door behind you.
   - Call 911 from a safe location to give report, and then meet the responding Fire Department in a safe location outside of your room. Note: the Fire Department responds to all fire alarms, including single smoke detector activation in a room whether or not the building fire alarm system is activated.
   - If you subsequently discover evidence of fire, smoke and/or burning odor, follow steps outlined in step 1.

**Emergency Evacuation**

1. When exiting your room and the building:
   - If you are not in immediate danger from smoke or fire, make sure that you quickly dress appropriately for weather conditions (e.g., coat, shoes, etc.).
   - If you are not in immediate danger from smoke or fire, make sure to close and lock all doors and bring your room key and ID card with you.
   - Evacuate the building. If you are unable to evacuate, call 911 and give your name, location and phone number.
   - Stay clear of all emergency vehicles. Do not stand in roadway/walkway.

2. Once safely outside the building:
   - Move away from building and immediately report to the designated assembly area to check in with residential life staff.
Do not block emergency vehicles from getting through.

- Do not re-enter the building until you are instructed to do so by an emergency responder or residential life staff.

Report any vandalized or disconnected smoke detectors to the Residence Director immediately.

**Procedures Students and Employees should follow in Case of a Fire**

In the event of a fire or other situation requiring evacuation and notification of emergency services personnel, please follow these directions:

- Sound the fire alarm by activating the nearest manual pull station.
- Move swiftly to the nearest emergency exit.
- Call KSU Department of Public Safety and University Police at 470-578-6666 once in a safe place to report the emergency.
- DO NOT re-enter the building for any reason until given clearance by Public Safety or emergency responders on the scene.

Faculty and staff are provided education on fire safety and information on how to report a fire, to whom, and procedures to be followed for non-residential buildings on campus when a fire alarm signals. This information is located in the HRPP Employee Handbook, Policy #5.3.2.

Each Kennesaw State University building has fire evacuation plans posted in common areas. All employees are encouraged to become familiar with the escape routes for all buildings and floors and the locations of fire extinguishers, hoses and alarms. In the event of a fire or evacuation, every employee should follow the fire safety evacuation route and vacate the premises until the officials in charge declare the premises safe to enter. Exits and areas around fire extinguishers must be kept clear at all times. Periodic fire safety inspections and drills are held to test equipment and procedures.

For questions about fire safety, contact the Office of Environmental Health and Safety at 470-578-3321.

**Fire Safety Education and Training Programs**

All Department of University Housing staff members are trained according to the emergency management plans established by that company. All KSU Residence Life staff members are trained based upon standard university protocols for fire safety, with an additional training session on specific protocols for Resident Assistants (RAs), included below.

**RA Protocol for Fire/Sounding Alarm**

1. Every time a fire alarm sounds, exit the building – always assume there is a fire.
2. If a fire is confirmed and alarm is not sounding, activate the closest pull station.
3. Immediately notify KSU Police whenever fire alarm is sounding.
4. If confirmed fire, after calling KSU Police, call RD On-Call, who will contact KSU Department of University Housing.
5. RAs should assist with crowd control and orderly evacuation of building (staff should exit with residents, banning on every apartment door and loudly stating “GET OUT,” or if confirmed fire, shout “FIRE-GET OUT”). RAs should NEVER put themselves in harm’s way.
6. Help keep residents at designated evacuation stations away from buildings. Do not re-enter a building until instructed to do so by KSU Police, Fire Department, RD, or Housing Maintenance, typically after alarm and strobe lights have been reset.
7. Remain alert at all times, paying attention for any information about vandalism/false alarms. Camera footage is helpful, so help notice any suspicious activity around exits.

The RAs sponsor multiple fire safety education programs, particularly focusing on the start of each new term, to help educate the students. Special programs are designed for incoming freshmen each fall semester. Every student is required to attend a mandatory opening meeting held the night of check-in to review all policies and procedures, including fire safety and evacuation procedures. Students who fail to attend the mandatory RA meeting must attend a personal session with an Area Coordinator.

One annual event in particular, the Dorm Burn, is hosted jointly between the Departments of Residence Life and the Department of Public Safety. The event provides a live demonstration on how quickly a residence hall room may be engulfed in flames. Local police and fire departments serve as consultants for the annual event and work on site to ensure the safety of participants and planners. The event is featured each year in local media outlets.

While actual fire has not historically been a problem at KSU, fire alarms frequently sound as a result of burned items in microwaves, specifically popcorn. Special seminars on appropriate microwave usage are offered regularly. A new pilot program called FYRE (First Year Residential Experience) includes a track on campus and personal safety, with required sessions on fire safety and appropriate use of cooking facilities.

**Fire Incident Reporting**

All fire safety concerns should immediately be reported to the KSU Police at 470-578-6666. If a member of the KSU community finds evidence of a fire that has been extinguished, and the person is not sure whether KSU Police have already responded, the community member should immediately notify KSU Police to investigate and document the incident. Information related to fire safety reporting for campus housing should be submitted to the Director of Residence Life at 470-578-4388 or reslife@kennesaw.edu.

**Plans for Future Improvements in Fire Safety**

No facility-related future improvements are currently planned. The FYRE program through KSU Residence Life continues to sponsor an annual residential orientation event for freshman now includes fire and cooking safety courses.
The KSU Department of Residence Life, located at 3805 Canton Place, Suite 3051, maintains the campus housing fire log and all statistics on fires and related injuries, death, and loss in campus housing as defined by the Higher Education Opportunity Act of 2008 in section 668.49. The Fire Log may be inspected during normal business hours, which are 8:30 a.m. – 5 p.m. Monday-Friday.

### Fire Statistics

#### 2013

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<tr>
<th>Residential Facility Name and Address</th>
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<th>Fire #</th>
<th>Cause of Fire</th>
<th># Injuries</th>
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<th>Value of Property Damage</th>
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#### 2014

Kennesaw Campus

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<th># Injuries</th>
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### Kennesaw Campus

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Marietta Campus

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Emergencies - 470-578-6666 | Non-Emergencies - 470-578-6206
police@kennesaw.edu | www.facebook.com/KSU.Police1