



2020 Annual Security Report

Wesley Theological Seminary

4500 Massachusetts Ave NW

Washington, D.C. 20016

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Introduction

The safety and well-being of all members of our community is of great concern to Wesley Theological Seminary. While we are happy to report that Wesley is an infrequent location for many crimes, a safe environment depends on the cooperation and involvement of individuals in safeguarding themselves and others. We encourage all members of the Wesley seminary community to use this report as a guide for safe practices on and off campus.

The Office of Community Life prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Office of Community life relies on members of the community to report any criminal activity that they witness or of which they are victims to the Community Life Office or to any Wesley campus official (including but not limited to directors, deans, department heads, resident managers, advisors to students and student organizations, and administrators). These reports are combined with information from the Metropolitan Police Department (MPD).

This publication contains information to aid in the cooperative effort of creating a safer campus. It contains specific information on safety and security including fire safety, policies relating to reporting crime, and crime statistics for the three previous calendar years. These statistics reflect reported crimes that occurred on campus, in any off-campus buildings or property owned or controlled by Wesley Seminary, and on public property that is immediately adjacent to and accessible from the campus.

This publication is annually posted on Wesley's website by October 1st. We notify all students, staff, and faculty when it is posted via e-mail, as well as through informational postings within the campus. You can obtain this report easily by scrolling below, or by requesting a printed report.

All current or prospective faculty, staff, and students can obtain a paper copy by calling 202-885-8694, visiting the Office of Community Life on campus, or by writing to:

*Annual Security Report Request
Office of Community Life
Wesley Theological Seminary
4500 Massachusetts Avenue, NW
Washington, DC 20016*

Reporting Crimes and Other Emergencies

Timely Warnings Procedures

A timely warning will be issued through the Mass Notification System, which includes WesleyAlerts, campus email, and /or phone system as well as the WTS website. The Office of Community Life will issue crime alerts and/or timely warnings when violations have been reported from Campus Security Authorities (CSAs) using the following components:

1. Circumstances that triggers a warning
 - a. Report of and/or discovery of a Clery Act crime on campus and/or in the vicinity of the campus
 - b. Notification from local law enforcement about a crime on campus and/or in the vicinity of the campus
2. Who issues the alert
 - a. Office of Community
3. Dissemination process/channel
 - a. Must be quick (as soon as pertinent information is available)
 - b. Community wide
 - c. Aid in prevention of similar crimes
 - d. Specify methods
 - i. SMS text messaging
 - ii. Email
 - iii. Voice message

Reporting Criminal Offenses

Vice President of Administration

Director of Facilities

Vice President of Finances Associate

Associate Dean for Community Life

Office of Community Life

Facilities Coordinator/

Receptionist

Director of Residence Life

Director of Human Resources

Voluntary Confidential Reporting

In order to better promote safety and security at Wesley Theological Seminary, Campus Security Authorities (CSAs) serve as primary points of contact for issues related to crime and crime reporting. Anyone may report a Clery Act crime that has occurred on or around the campus of Wesley Theological Seminary to a CSA. CSA's will use the timely warning procedures to evaluate crime information related to campus and its surrounding vicinities that constitute a threat to security. CSAs are to report all related information to the Office of Community Life, who will issue a timely warning to the appropriate segments of the Seminary community.

Emergency Notifications and Evacuation

In the case of an actual disaster or a declaration of Code Red by the Department of Homeland Security, the community will follow the below listed procedures:

- The community will be notified of the emergency by one or more of these methods, (alarms, whistles or air horns sounding in the buildings, switchboard, voice mail system, e-mail, signs, and individual contact) regarding the type of emergency.
- If you are required to evacuate the buildings, (*emergency notification will be by fire alarm*), please exit at least 500 feet from any building:
 1. Trott evacuates down the entry drive to Massachusetts Avenue and proceeds towards University Avenue.
 2. Kresge evacuates down the exit drive towards University Avenue.
 3. Library evacuates down the exit drive towards University Avenue.
 4. Wesley Downtown evacuates to either side of Massachusetts Avenue or K Street to the front of Mount Vernon Place United Methodist Church.
 5. Straughn evacuates down the exit drive towards University Avenue.
 6. Carroll and the New Residence Hall (NRH) evacuate down the exit drive towards University Avenue.
 7. Birch evacuates down the atrium stairwell out to Massachusetts Avenue.
- If the building is locked down (*emergency notification will be via WesleyAlerts, including email, voice message, and SMS text message*), you will need to relocate to an area in the building that is marked as a safe area.
 1. Trott relocates to safe areas on the ground floor (basement/annex) of the Library.
 2. Kresge relocates to safe areas in the tunnel leading to Trott and in the ground floor (basement) hallways of Trott.
 3. Library relocates to safe areas in the basement lounge, hallway area and the tunnel leading to Kresge.

4. Straughn relocates to safe areas on the ground floor north side of building by the mail boxes, Welliver Lounge, in the hallway and the open area by the prayer room.
5. Carroll West relocates to the safe areas on the ground floor by the storage room, laundry room and the hallway area.
6. Carroll East relocates to the safe areas on the ground floor by the storage room, laundry room and the hallway area.
7. NRH relocates to the safe areas on the lower level corridor by the central plant. Residents whose rooms on the lower level apartments can shelter in place.
8. Wesley Downtown and the Birch Intentional Community relocates to the safe areas in the basement of Mount Vernon Place UMC.

Emergency Kits

In the event of an emergency or disaster, you may break open any emergency kit for supplies such as food, water, flashlights, etc. A list of supplies will be listed on each kit and will be in the following locations:

1. Laundry room on east and west sides of **Carroll**
2. Food pantry in **Straughn**
3. Community kitchen in the **Birch Intentional Community**
4. Millian Kitchen in the **New Residence Hall**
5. Facilities closet across from the Business Office in **Trott**
6. Library Staff Lounge downstairs
7. Commuter lounge in **Kresge**
8. Office Cabinet in B 110-3 next to the bathrooms on the basement level of **Wesley Downtown**

Emergency Notifications

Wesley's emergency-notification system, WesleyAlert, includes text messages, emails, and voice messages sent directly and immediately to anyone who registers for this service. We strongly encourage all students, faculty and staff to register for this service, which notifies you if there is a campus emergency. Examples include closures for inclement weather or other unplanned reason, safety, or security situations.

Emergency Drills, Testing and Evacuation Procedures

Fire Drills

Each year the campus and residence halls will have four scheduled fire drills.

The following items are prohibited from our campus residence halls in the name of fire safety.

1. Firearms, ammunition, and air rifles are strictly prohibited.
2. Stoves and refrigerators are provided by the Seminary in the unit. Washers and dryers are provided by the Seminary in each building. Major appliances are not permitted.
3. Do not leave small cooking appliances, such as rice cookers and hot plates, plugged in if you are leaving your apartment or a community kitchen.
4. Personal property, including bicycles, strollers, and other children's toys may not be left in hallways, stairways, or lobbies at any time.
5. Locks may not be changed or installed without prior permission of the Seminary.
6. Alcohol use is restricted to individual rooms and apartments. No public consumption of alcohol is permitted.
7. Space heaters & halogen lamps are not permitted on campus!
8. Candles and other open flames are not permitted due to the fire hazard they pose.
9. Smoking is not permitted in any campus buildings.

Please see the Emergency & Disaster Response Manual for student housing evacuation procedures in the event of a fire. Each semester, the Director of Facilities will educate campus residents regarding fire evacuation procedures. If a fire should occur, it should be reported immediately to the Resident Manager on duty after it is extinguished. The fire should then be reported to the Director of Residence Life and the Director of Facilities.

Missing Student Notification

A student will be considered missing if a classmate, faculty member, or other Wesley employee has not seen the student in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing immediately if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Upon enrollment at Wesley each student is required to fill out a Student Information Form and identify an individual to be contacted by the Seminary in the event of an emergency. The Registrar's Office will maintain a confidential record of the students' submission of contact information. This information will be accessible only to authorized campus officials and will not be used or disclosed except in further investigation of an emergency, including a missing person.

Missing Student Notification Procedures

If a member of the Seminary community has reason to believe that a student is missing, they should immediately notify the Associate Dean for Community Life whether or not the student resides on campus.

1. All possible efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration of the offices of the Dean, Community Life, Registrar, and Residence Life. If none of the listed parties is available to receive the missing student report, the report must be given to the local law enforcement agency.
2. If located, verification of the student's state of health and intention of returning to the campus will try to be determined. When and where appropriate, a referral will be made to the proper mental and/or physical health authorities.
3. If not located, the Associate Dean for Community Life will notify the person identified as the student's contact person and local law enforcement no later than 24 hours after the student is determined missing. In the event the student does not reside at the Seminary, the contact person and/or family of the student will be encouraged to notify the appropriate local police authorities.
4. The Seminary will initiate an investigation when notified that a student who resides at the seminary is missing, with no reasonable explanation for his or her absence. The investigation will include gathering of all information including: discussions with friends, mentors, advisors, and if possible, contacting them by phone or text.

Security and Access to Campus Facilities

Wesley has two locations. The downtown location includes a residence hall that occupies one floor of a secured building and a suite of offices on another floor of the same secured building. Access to the building is gained by use of keycards. There are no guarded entrances to the facility. Wesley's main campus is situated in northwest Washington, D.C., adjacent to the main campus of The American University. The main campus is an open campus. Two sides of the 9-acre site are bordered by city streets and are not fenced or gated. Two of the three residence halls on main campus are keycard access only. The third residence is accessed by keys that are distributed only to the residents and maintenance staff. The academic building and the library are unlocked during regular class hours. The administration building borders the access drive from the street. Doors on the access drive side of the building are locked at all times and may be accessed by staff and faculty with keys. The exterior doors that open onto the interior courtyard are unlocked during regular business hours.

Campus Law Enforcement Policy Statements

Authority to Arrest and Relationships

Wesley Seminary does not employ campus police or security guards. We rely on the Washington, D.C. Metropolitan Police Department when assistance is required on campus. We are in regular contact with the community affairs division annually invite officers to campus to conduct safety and campus-watch activities with faculty and staff. No Wesley employees are deputized or otherwise authorized to detain or arrest individuals on campus.

Accurate and Prompt Reporting Procedures

Crime alerts will be issued through the Mass Notification System, which includes WesleyAlerts, campus email, and /or phone system as well as the WTS website.

Crime alerts are issued at the direction of the Administration to inform the campus community of crimes considered by the institution to represent a serious or continuing threat to students and employees. These alerts are generated by crimes reported to Wesley officials, or local law enforcement agencies. Crime alerts are provided in a timely manner to aid in the prevention of similar occurrences.

Confidential Reporting Procedures

Campus Security Authorities (CSAs) serve as primary points of contact for issues related to crime and crime reporting. Anyone may report a Clery Act crime that has occurred on or around the campus of Wesley Seminary to a CSA.

If a licensed mental health counselor or pastoral counselor (recognized by a religious organization to provide confidential counseling) is working within the scope of their license or religious assignment, they do not have to report. Even though they are not obligated to report a crime, they should still inform the person of how s/he can report the crime anonymously to the police.

If a CSA is not a counselor and receives information about a crime and/or incident that may be a crime, they must record the information and report it to the Office of Community Life. CSAs will inform the person that they must report the incident as an anonymous statistic, but will not identify anyone involved unless the victim consents to being identified.

Monitoring and Reporting of Criminal Activity Off-Campus

Various members of the Administration and the Office for Community Life monitor AlertDC, the public notification system for police and other emergency events in the District of Columbia, as well as the American University alert systems, AU Alerts, and AU Police. All three of these are mass notification text/email systems and Twitter feeds. If a reported incident appears to

impact Wesley's interests, we forward these through our own communications networks including email, phone, Facebook, Twitter, and WesleyAlerts.

Security Awareness Programs Statement

On a periodic basis, we remind members of the community of the vulnerabilities of living, working, and studying on an open campus. We encourage everyone to be aware of their surroundings, take notice of strangers in our midst, and to report suspicious activities to resident managers, staff, or administrators. We acquaint new students and staff with the appropriate response actions to incidents that might challenge campus security. We familiarize all community members with Wesley's *Emergency & Disaster Response Manual* annually. We periodically send alerts, phone messages, and email messages to community members to remind them to be conscious of their surroundings and take preventative measures to maintain their personal security.

Crime Prevention Programs Statement

On a periodic basis, we remind members of the community of the vulnerabilities of living, working, and studying on an open campus. We encourage everyone to be aware of their surroundings, take notice of strangers in our midst, and to report suspicious activities to resident managers, staff, or administrators. We provide reminders of the need to secure valuables in rooms and offices through system-wide phone messages, emails, and WesleyAlerts notifications. Especially for residents of dormitories and apartments, we emphasize the need to be aware of everyone entering residential facilities and prevent "tail-gaters" when they are unknown to you. We periodically send alerts, phone messages, and email messages to community members to remind them to be conscious of their surroundings and take preventative measures to maintain their personal security.

Drug, Alcohol, and Substance Abuse Policy Statement

PURPOSE

In order to maintain a drug-free study and work environment where the use, manufacture, possession, transfer, dispensing, distribution, and/or sale of illicit drugs and alcohol on campus (all buildings and grounds) is prohibited, Wesley Theological Seminary is promulgating the following policy:

STANDARDS OF CONDUCT AND SANCTIONS

Out of respect for our bodies as temples of the Holy Spirit, as good stewards of our relationships with one another, and in compliance with the United States law, the unlawful possession, use, or distribution of all illegal drugs, as well as prescription drugs or controlled substances taken for

non-medical reasons, is prohibited. Additionally, Wesley prohibits the unlawful and/or abusive use, possession, and distribution of alcohol on campus.

Violators of this policy are subject to disciplinary action and are required to participate in a rehabilitation program. Failure to participate in a rehabilitation program may lead to dismissal, termination, and/or referral for prosecution by law enforcement agencies. An employee or student who begins work or attends class in an impaired state or who becomes impaired during the course of work or class is also subject to disciplinary action.

HEALTH RISKS

All drugs are toxic or poisonous if abused. Health risks of drug abuse include, but are not limited to, sleep disorders, confusion, hallucinations, paranoia, deep depression, impotence, liver damage, cardiac irregularities, hepatitis, and neurological damage. Abuse of either alcohol or drugs during pregnancy increases the risks of birth defects, spontaneous abortion, and still births.

Alcohol is a depressant. It depresses the central nervous system and can cause serious, irreversible physical damage. Excessive drinking damages the liver, resulting in cirrhosis. Chronic alcohol abuse also causes hypertension, cardiac irregularities, ulcers, pancreatic and kidney disease, and cancer of the esophagus, liver, bladder, or lungs.

The seminary recognizes that substance abuse is a complex health problem. Substance abuse may lead to accidents, illness, absenteeism, poor performance, and other conditions harmful to the health and morale of the individual, his or her family, and the community at large. Any person who admits possible substance abuse may ask his or her advisor or supervisor for referral to a counselor and/or rehabilitation program. Requests for referral will be kept confidential.

This policy will be reviewed and disseminated annually to all students and employees. In addition, as a condition of admission and employment, each student and employee is expected to abide by this policy and to notify the Associate Dean for Campus Life of any of the above noted violations.

Sex Offense Policy Statements

Prohibition of Sexual Harassment

Wesley Theological Seminary, a graduate theological school of the United Methodist Church, has adopted a statement of mission, which gives expression to the Seminary's understanding of its purpose, its commitments, and its approach to embodying those commitments. The current Mission Statement reads "the mission of Wesley Theological Seminary is to equip persons for

Christian ministry and leadership in the church and the world, to advance theological scholarship, and to model a prophetic voice in the public square.”

In support of this mission, Wesley Theological Seminary is committed to creating and maintaining a community in which administrators, faculty, staff, and students can work, study and live together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation. Specifically, all persons associated with the Seminary should be aware that the Seminary condemns harassment of any kind including sexual harassment or harassment predicated on race, ethnicity, disability, age, gender identity, or sexual orientation. Such behavior is an affront to God and to human dignity, is prohibited both by law and by existing Seminary policies, and cannot be permitted within the community. It is the intention and responsibility of the Seminary to take whatever action may be needed to prevent and correct behavior which is contrary to this policy and to work positively to ensure an environment and a process which upholds the requirements of basic human justice.

As set forth in this policy, sexual harassment is prohibited by the Seminary. Grievance procedures are available for any individual who believes that he or she has been subject to sexual harassment as listed pages 64-68 of the Student Handbook. The Seminary will investigate fully any such grievance, and will take prompt corrective action if a determination is made that sexual harassment has occurred.

Sexual Harassment Is Illegal

Title VII of the Civil Rights Act of 1964, as amended, and the federal regulations adopted under that Act, prohibit sexual harassment in the employment setting. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex, including sexual harassment, in any educational programs and activities of educational institutions that receive federal funding. Students and employees are covered by Title IX. Sexual harassment is also prohibited by the District of Columbia Human Rights Act.

What Constitutes Sexual Harassment?

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic standing; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions or for academic evaluation, grades, or advancement, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or academic environment. Conduct that occurs in the process of selection for employment or for admission to an academic program is covered by this policy, as well as conduct directed toward Seminary students, faculty or staff members.

Sexual harassment includes any unwanted sexual attention:

- Visual conduct such as staring, leering, or making sexual gestures;
- Verbal conduct such as sex-oriented teasing or joking, making sexually demeaning comments, using sexual epithets, slurs, or nicknames, whistling or catcalls, and repeated and unwelcome comments about another's appearance or clothing;
- Discussion of one's own sexual problems or experiences, or questions about another's sexual experiences;
- Repeated unwanted asking for dates;
- Inappropriate touching, such as caresses, attempts to kiss or fondle, and any other physical conduct offensive to another;
- Pressure for sex; and
- Display or transmission (electronic or otherwise) of obscene or sexually-oriented objects, photographs, or messages.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships without employment or academic effect. It refers to behavior which is not welcome and which is personally intimidating, hostile or offensive.

Policy Regarding Consensual “Romantic” Relationships

Wesley Theological Seminary does not prohibit consensual romantic relationships, except in the circumstances outlined below. However, such relationships can present a number of difficulties which should be carefully considered. For example, it is not always possible to tell when a relationship is truly welcome, and all members of the Wesley community must be aware of the possibility that a relationship they thought was consensual was not. Further, it may prove uncomfortable if a relationship ends and both parties are still members of the community.

While the development of romantic relationships between genuinely consenting adults can obviously be a positive event in appropriate circumstances, faculty and administrators, as individuals in authority, must recognize that the imbalance of power between themselves and students renders mutuality of consent in relationships with students problematic and raises potential conflicts of interest. Further, when the authority and power inherent in administrative and faculty relationships to students is abused, whether overtly, implicitly, or through misinterpretation, there is potentially great damage to individual students, to the persons complained of, and to the educational climate of the institution. For these reasons, Wesley

Theological Seminary prohibits romantic or amorous relationships between faculty and students, and between administrators and students. For the same reasons, Wesley Theological Seminary also prohibits romantic or amorous relationships between students and learning partners, and between students and parishioners in the Practice in Ministry and Mission sites. Likewise, the Seminary prohibits romantic or amorous relationships between supervisors and those whom they supervise.

Procedures for Submitting and Investigating Grievances Brought Under This Policy

The Seminary has established procedures for submitting and investigating grievances by any member of the Wesley community who believes himself or herself to have been injured by a violation of the Seminary's Commitment to Diversity, including its policy against workplace or learning environment harassment. The procedures for submitting and investigating grievances are set forth in the Faculty, Staff, and Student Manuals. In the Student Manual, please refer to Procedures for Submitting and Investigating Grievances on pages 64-68 of the Student Handbook.

If you believe that you are the subject of sexual harassment, please do not assume that the Seminary faculty or administration is aware of what is happening. If harassment continues after you have asked someone to stop or if you feel uncomfortable talking to that person directly, you should follow the grievance procedures established by the Seminary. Complaints of harassment will be investigated promptly. Investigations will be conducted with discretion, and confidentiality will be maintained to the extent possible, consistent with the needs of the investigation. If prohibited or unlawful harassment is found to have occurred, prompt corrective action will be taken.

No one will be retaliated against for making a sexual harassment complaint in good faith even if no determination is made that harassment has occurred. However, anyone who knowingly makes a false claim or knowingly provides false information in the course of an investigation will be subject to disciplinary action. Anyone who retaliates against someone for making a harassment complaint or providing information during a harassment investigation will also be subject to disciplinary action.

Policy Dissemination/Education

Educational programs need to be developed and carried out to prevent or reduce the incidents of sexual harassment. Appropriate support for the victims and offenders should be provided by the Seminary. This policy shall be printed in all Seminary policy manuals (Faculty, Staff, and Student); publicized initially in the community with articles and policy announcements; reviewed annually with all supervisory personnel and all persons in leadership positions; reviewed specifically with all persons entering the Seminary as new employees, both faculty and staff; specifically referenced in new student and Practice of Ministry and Mission orientations;

and explained thoroughly in all counseling situations in which the provisions of the policy have been invoked. The Office of the President shall be responsible for the implementation and dissemination of this policy.

Registered Sex Offender Statement

In conjunction with the Crime Prevention Programs Statement, the District of Columbia enacted the Sex Offender Registration Act of 1999, which authorized the Metropolitan Police Department to release sex offender information to the public. A list of Class A registered sex offenders is provided on the Metropolitan Police Department's website as a service to the community, [http:// mpdc.dc.gov/mpdc/site/default.asp](http://mpdc.dc.gov/mpdc/site/default.asp) (Sex Offender Registry).

Disclosure of Results of Disciplinary Proceedings Statement

Non-Sexual Misconduct Cases

The Seminary will disclose the final results of a disciplinary hearing (the name of the student, the violation committed, and any sanction imposed by the Seminary against the student) only to the Respondent and, subject to the conditions discussed below, to a Complainant or Victim of the alleged violation in cases where the facts alleged constitute a crime of violence or non-forcible sex offense as those terms are defined under the Family Educational Rights and Privacy Act (FERPA).

If the alleged Victim of such a crime or offense, as defined above, is deceased as a result of the alleged violation, disclosure of the final results will be made to the Victim's next of kin. For Complainants or Victims of an alleged violation in cases where the facts constitute a crime of violence or non-forcible sex offense, such disclosure to a Complainant or Victim will be made only on the condition that he or she agrees to and signs the confidentiality agreement set forth in the Disclosure of Adjudication Outcome Form prior to the release of the information. The Complainant or Victim will not be prohibited from sharing the final results with his or her parents/guardians and the individual who served as his or her Advisor during the disciplinary process, as long as those individuals are advised of and abide by the same confidentiality obligations. If a student fails to maintain the confidentiality of the information, he or she may be held accountable under the Code for violation of confidentiality and may be subject to appropriate disciplinary action.

When disclosure is provided, such disclosure will be made to a Complainant or Victim irrespective of a finding of responsibility. The disclosure will be made after the appropriate administrator or Hearing Board decides whether a violation of the Code has occurred, regardless of whether an appeal is taken. Furthermore, when disclosure is provided and an appeal is filed, the Complainant or Victim will be notified and informed of the final outcome of the appeal(s) consistent with the above stated confidentiality agreement.

Sexual Misconduct Cases

In cases of Sexual Misconduct/Sexual Assault, disclosure to a Complainant or Victim will be made without the condition that he/she signs a confidentiality agreement as set forth in the Disclosure of Adjudication Outcome Form prior to the release of the information. The Complainant or Victim is permitted to share with any person(s) he/she deems appropriate, information regarding the incident that is alleged to have occurred, the determination of responsibility and any sanctions imposed. In order to facilitate open and honest testimony, all testimony presented during the hearing proceeding is confidential and shall not be disclosed to the public. Specifically, testimony, whether written or oral, presented by the Respondent, Complainant or witnesses during the conduct hearing and all documents provided in preparation for or during the conduct hearing may not be disclosed to any other party. The Hearing Board Decision Letter detailing the Board's rationale, may only be shared by a party with his or her parents/guardian and the individual who served as his or her Advisor during the disciplinary process, as long as those individuals are advised of and abide by the same confidentiality obligations.

Such disclosure will be made to a Complainant or Victim irrespective of a finding of responsibility. The disclosure will be made after the appropriate administrator or Hearing Board decides whether a violation of the Code has occurred, regardless of whether an appeal is taken. Furthermore, if an appeal is filed by either party, the other party will be notified and informed of the final outcome of the appeal(s) consistent with the terms of confidentiality as outlined for the original decision.

Disciplinary Record

A disciplinary record is created and maintained by the Office of Community Life when a student is found responsible for a violation of the Code of Student Conduct. Students are advised that potential employers may request information about a student's disciplinary record at the Seminary. The Office of Community Life will only share information from a student's Disciplinary Record with individuals from outside the Seminary when it has received written consent from the student.

This record may contain any materials related to incident(s) where the student was found in violation of the Code of Student Conduct. These materials may include, but are not limited to:

- Incident reports;
- Decision letters;
- Written statements;
- Witness statements;
- Sanctions; and
- Appeal documents.

A student's disciplinary record will be maintained by the Office of Community Life until the graduation of the student from the Seminary. Upon graduation, the disciplinary record may be maintained by the Registrar's Office.

1. Does your institution provide On-Campus Student Housing Facilities?

- ☐ No.
- ☒ Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

4

Last Year

4

2. Does your institution have any noncampus buildings or properties?

- ☐ Yes
- ☒ No

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- ☐ Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- ☐ No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- ☐ Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- ☒ Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

Criminal Offenses - On-campus Student Housing Facilities

[screen instructions](#)

Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.

Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2017	2018	2019
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Criminal Offenses - On campus

[screen instructions](#)

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2017	2018	2019
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Criminal Offenses - Public Property

[screen instructions](#)

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2017	2018	2019
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0