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**IMPORTANT TELEPHONE NUMBERS**

**ON CAMPUS**

Wellesley College Police  x2121
Emergency  x5555
TDD/TTY  x2303
Health Services  x2810
Counseling Services  x2839
Residential Life  x2679
Dean of Students  x2322
Religious and Spiritual Life  x2685
Disability Services  x2434

To reach an on-campus number from an off-campus phone, you must dial 781-283-xxxx (where “xxxx” is the extension).

**OFF-CAMPUS**

**TOWN OF WELLESLEY**

Police Department  781-235-1212
Emergency  911
(Police, Fire, Ambulance)

**TOWN OF WELLESLEY**

Fire Department  781-235-1300
Boston Area Rape Crisis Center
24-Hour Hotline  1-800-841-8371
Domestic Violence Hotline  1-800-799-7233
Local Motion Bus Line  781-535-6372
Veterans Taxi  617-527-0300
The Airporter  781-899-6161
MBTA Commuter Rail  617-222-3200
TTY  617-222-5146
The Campus Security Act—Legal Requirements

Publish an annual report every year by October 1st that contains 3 years worth of campus crime and fire statistics and certain security policy statements. Disclose crime statistics for the campus, unobstructed public areas immediately adjacent to or running through the campus, and certain non-campus facilities including Greek housing and remote classrooms. The statistics must be gathered from campus police, local law enforcement, and other College officials who have “significant responsibility for student and campus activities.” Provide “timely warnings” notices of those crimes that have occurred and pose an ongoing “threat to students and employees.” Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the campus police. Maintain in a public fire log a record of any fire that occurred in an on-campus housing facility.”

Why a Campus Security Report?

The Wellesley College Police Department is responsible for preparing and distributing this report. The Police Department works with many other departments within the College and other agencies to compile the information required for this report. The Dean of the College and the Dean of Students are key contributors to this report. Other campus offices such as the Office of Residential Life, the Counseling Services, and the Office of Environmental Health and Safety, among others, provide critical information concerning campus security policies and campus crime statistics for inclusion in this report. The Town of Wellesley Police Department also provides information concerning crime statistics for disclosure in the report. We make this report available to current students, faculty and staff (whether employees or faculty), as members of our community, by publishing it on the Internet. Each member of the community receives a postcard that describes the report and its exact web address. Anyone, including prospective students and employees, may also request a paper copy of this report by contacting the Wellesley College Police Department at 781-283-2121. Paper copies are also available for review at the Wellesley College Police Department.

COLLEGE POLICIES AND PROCEDURES

Many of the policies and procedures applicable to students can be found in the Student Handbook located on the Student Life/Dean of Students web page.

Some of the policies that can be found on this site are:

- Wellesley College Alcohol and Other Drug Policy
- Disability Accommodation Policies and Procedures
- Policy Against Sexual Harassment and Other Unlawful Discrimination, Harassment, and Retaliation
- Hazing Policy
- Student Sexual Misconduct Policy
Wellesley College’s New Interim Sexual Misconduct Policy and Procedures

On August 14, 2020, Wellesley College issued its new Interim Sexual Misconduct Policy and Procedures. This policy replaces the previous Student Sexual Misconduct Policy and is in addition to the College’s Policy Against Unlawful Discrimination, Harassment, and Retaliation.

While the new Interim Sexual Misconduct Policy and Procedures are not applicable to year 2019, they are provided to you in this report beginning on page 80.

The Wellesley College Police Department—Purpose, Values & Priorities

The Wellesley College Police Department, also referred to as the Campus Police, is located in the Davis Parking Facility is open 24 hours per day, 365 days each year. The telephone number for Emergency calls is x5555 (off-campus - 781-283-5555); the telephone number for routine business is x2121 (off-campus – 781-283-2121).

The Wellesley College Police Department is comprised of professional police practitioners and other department members dedicated to providing quality public safety services to the Wellesley College community.

Officers patrol the campus in a proactive manner on foot, on bicycles, and in police cruisers. Generally, there are two officers and one patrol sergeant on duty 24 hours per day. The Dispatch Center is staffed by trained and certified dispatchers who answer calls for service, dispatch officers and other emergency services to incidents, and monitor intrusion detection and fire alarms.

OUR PURPOSE

We are committed to responding to crime, disorder, and the fear of crime in the Wellesley College community. We provide leadership by serving as role models, educators, and problem solvers. We believe in the value of open communication with all members of our community and welcome and encourage continuous feedback.

We constantly strive to improve our services and commit to working with our community members to create innovative approaches to addressing
community concerns and meeting community expectations. We care about one another and recognize and respect the importance of individual growth.

OUR VALUES
To accomplish our purpose, we are guided by the values of Integrity, Respect, and Service. In addition to our core values, members of the department have identified these values as critical to our functioning as a professional campus policing organization: responsibility, community, sincerity, fairness, humility, diversity, and family.

OUR PRIORITIES
The Wellesley College Police Department has established these priorities to ensure we fulfill our purpose and support the College’s mission of providing an excellent liberal arts education for women who will make a difference in the world:

- Use community and problem-oriented policing to address safety and security concerns of community members.
- Manage the campus-wide electronic security system.
- Manage traffic and parking on campus to promote a pedestrian-friendly environment.
- We strive to serve our community in a holistic fashion that welcomes their voices and encourages their participation and partnership.

Campus Security and Policing Policies

LAW ENFORCEMENT AUTHORITY & INTERAGENCY COOPERATION
Police officers in the Wellesley College Police Department receive their law enforcement authority from the Commonwealth of Massachusetts. Our law enforcement authority is enumerated in the Massachusetts General Laws, Chapter 22c, Section 63. All officers have full law enforcement authority, including the powers of arrest, as Special State Police Officers, on all property owned or controlled by Wellesley College. The officers are armed and receive extensive and on-going training in various topics throughout the year. In order to become a member of the department, an applicant must first undergo a full background investigation, a psychological evaluation, and successfully complete a state-certified police academy.

The Wellesley College Police Department maintains a close working relationship with the Town of Wellesley Police Department, the Town of Natick Police Department, and the Massachusetts State Police. We rely on these relationships to pass critical crime information between one another.
REPORTING CRIMINAL INCIDENTS & OTHER EMERGENCIES
The Wellesley College Police Department is designated as the College department responsible for policing, security, and emergency response at the College.

We encourage all students, employees, and guests to promptly report criminal incidents and other emergencies to the Wellesley College Police Department at x5555. Individuals may also report incidents in person at the Police Headquarters, located on the second level of the Davis Parking Facility.

The College has also installed emergency two-way call boxes throughout the campus for use during emergencies. By depressing the red button on the call box, users can communicate directly with the Wellesley College Police Department during an emergency.

The Office of the Dean of Students, located in Green Hall, can assist students in reporting serious incidents. The Office of Residential Life, located in Billings, can also assist students with reporting serious incidents. The Office of Human Resources, located in Green Hall, can assist employees.

Alternatively, community members may report crimes or other serious incidents to the Town of Wellesley Police Department or their local law enforcement agency.

CAMPUS SEX CRIMES PREVENTION ACT
The Campus Sex Crimes Prevention Act of 2000, requires institutions of higher education to inform the campus community how to obtain information concerning registered sex offenders in the state. In Massachusetts, this information is maintained by the Sex Offender Registry Board, a state agency which is part of the Executive Office of Public Safety. The individuals who appear in the database have been designated as Level 3 Sex Offenders by the Sex Offender Registry Board. The Board has determined that individuals have a high risk to reoffend and that the degree of dangerousness posed to the public is such that a substantial public safety interest is served by active community notification. The database can be found though the official website of the Commonwealth of Massachusetts: [www.mass.gov/eopss/agencies/sorb/]

This Registry information shall not be used to commit a crime or engage in illegal discrimination or harassment of an offender. Any person who uses information disclosed pursuant to Massachusetts General Laws, Chapter 6, Sections 178C-178P, for such purposes shall be punished by not more than two and one-half years in a house of correction or by a fine of not more than $1,000.00 or both. In addition, any person who uses Registry information
to threaten to commit a crime may be punished by a fine of not more than $100.00 or by imprisonment for not more than six months.

**NOTIFICATION OF MISSING STUDENTS POLICY**

If a member of the Wellesley College community has reason to believe a student who resides in on-campus housing is missing, he or she should immediately notify the Wellesley College Police Department at 781-283-5555 (x5555 from on-campus phone). The Wellesley College Police Department will generate a missing person report and initiate an investigation. However, you may notify the Office of the Dean of Students, your class dean, the Office of Residence Life, or your Area Coordinator. The important thing to remember is, if you believe a student might be missing, to report it.

The Wellesley College Police Department will check various methods in determining if a student is missing. After investigating the missing person report, should the Wellesley College Police Department determine that the student is missing and has been missing for more than 24 hours. The Wellesley College Police Department will notify the Town of Wellesley Police Department (as well as any other police department of relevant jurisdiction) and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the student is under the age of 18 and is not an emancipated individual, Wellesley College will notify the student’s parent or legal guardian immediately after the Wellesley College Police Department has determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by Wellesley College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Wellesley College will notify that individual no later than 24 hours after the student is determined to be missing. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

**Reporting Crimes and Other Serious Incidents to the Wellesley College Police Department**

The Wellesley College Police Department is the official reporting authority at Wellesley College.
All members of the Wellesley College community, including all students, faculty and staff and their guests, are encouraged to report crimes and other public safety concerns to the Wellesley College Police Department. Accurate and prompt reporting will facilitate timely initiation of warnings and other emergency response procedures. It will also help ensure the accuracy of crime statistics compiled in compliance with the Jeanne Clery Disclosure and Security Policy and Crime Statistics Act (the “Clery Act”).

NOTE: This policy does not limit the obligation of any persons designated as responsible employees to notify the Title IX Coordinator of any incident of sexual violence involving a student or employee.

**VOLUNTARY, CONFIDENTIAL REPORTING**

Wellesley College encourages those who have experienced any form of sexual misconduct to immediately seek available assistance and report the incident promptly to the Title IX Coordinator. The Title IX Coordinator can be reached at 781.283.2451 or by emailing ku100@wellesley.edu or in Schneider Center Room 214.

It is important to know that different people on campus have different reporting responsibilities and different abilities to maintain confidentiality, depending on their roles.

**Reporting to Responsible Employees** – The College has adopted the policy that defines all employees as mandatory reporters. This means that once any employee receives a report of sexual misconduct, it is considered official notice to the College, which must be reported to the Title IX Coordinator.

When reporting to employees, it can be expected that reports will be taken seriously and that they will be investigated and properly resolved. Unreasonable delay in reporting may impede the College’s ability to conduct an investigation and/or effect appropriate remedial action. Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individuals.

While the Wellesley College Campus Police Department is required to forward reports of harassment including sexual assault to the Title IX Coordinator, the College and Campus Police operate independently from one another in regard to investigations. The complainant may pursue any appropriate internal complaints (within the College) and/or external charges (Town of Wellesley Police Department) against the offender.

**Confidential Reporting** – Some resources can offer you confidentiality, sharing options and advice without any obligation to identify you unless you want them to.
**Counselors and Doctors** – Massachusetts law provides that communication between a patient and their mental health or medical provider or counselor is confidential. This includes confidential communication with either an on or off campus mental health counselor or health service providers or off-campus rape crisis center.

**Clergy** – Massachusetts law provides that communications between the clergy and any individual consulting with him or her for the purpose of seeking spiritual advice in the clergy’s professional capacity is considered privileged, and the person making the communication has a privilege to refuse to disclose and prevent the clergy member from disclosing the confidential communication.

Under the law, a “clergyman” is a minister, priest, rabbi, accredited Christian Science practitioner, or other similar functionary of a religious organization or an individual reasonably believed so to be by the person consulting them. Any employee at Wellesley College who may become engaged in a personal or spiritual discussion with a student should not assume that the conversation or information falls within this legal protection.

If a reporting party does not desire action by the College and would like the details of the incident to be kept confidential, the reporting party may seek support from certain resources who are not required to tell anyone else private, personally identifiable information unless there is cause for fear of victim safety, or the safety of other members of the community. In order to provide the safest environment possible, Wellesley College provides and encourages Counseling Services and Health Services staff the ability to report crimes on a voluntary confidential basis without using personally identifiable information.

This policy is present and encouraged so that similar crimes or trends that may pose a threat to the community can be properly assessed and timely warning notifications can be made to potentially limit additional occurrences of those crimes. Although this process is encouraged, the institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

**ANONYMOUS REPORTING**

Anonymous Reporting allows victims or witnesses to anonymously report an incident of sexual misconduct, including sexual assault. It assists the College in evaluating whether a Campus Crime Alert should be issued and in collecting valuable information about sexual assaults that are not ultimately reported to the police. It is a valuable tool that is available to any member of the community. You can obtain the form by contacting the Wellesley College Police Department, any SAAFE Advocate, Area Coordinator, or the Stone Center Counseling Service.
CAMPUS SECURITY AUTHORITIES

Campus Security Authorities (CSAs) include any member of the Wellesley College Police Department (WCPD), any individual who has responsibility for security, but who is not a member of WCPD, any individual identified by the College as someone to who a crime should be reported; and any College official who has significant responsibility for student and campus activities. Individuals who fall under this definition may vary among department and area and are included in the following but not limited to:

- All members of the Wellesley College Police Department.
- All Academic Deans, Associate Deans, and Assistant Deans.
- All advisors to student clubs and organizations.
- All Deans and Directors, Associate Deans and Directors, and Assistant Deans and Directors in the following units of the organizational area of Student Affairs: the Office of the Dean of Students and the Office of Residential Life.
- All Directors and Associate Directors, as well as all coaches in Athletics.
- All Directors, Associate Directors, and Assistant Directors in the organizational area of Human Resources with significant responsibility for Employment and Employee Relations.
- All Directors, Associate Directors, and Assistant Directors in the organizational area of Facilities Management with significant responsibility for employment-related matters.
- Any other official not listed above who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

All CSAs should encourage any party that reports a safety or security concern to report it directly to campus police as soon as possible. All CSAs must immediately notify the WCPD or a crime or incident surrounding security.

LIAISON WITH THE STONE CENTER COUNSELING SERVICE

The Police Department has developed a strong working relationship with the staff and counselors who work in the Stone Center. This relationship has allowed the two departments to develop a protocol that encourages all counselors to avail their clients to the opportunity to voluntarily report crimes or other serious incidents to the Police Department.
Monitoring & Recording Criminal Activity at Off-Campus Student Organizations

Although there are no off-campus officially recognized student organizations at Wellesley College, the College still relies on its close working relationship with local law enforcement agencies to receive information about criminal incidents that Wellesley College community members may be involved in. The Wellesley College Police Department will investigate crime-related information it receives involving a member of the Wellesley College community. If the College is notified of a situation in which a Wellesley College community member is a victim of a crime, the Wellesley College Police Department may issue a Campus Crime Alert, detailing the incident, and providing tips so other community members may avoid similar incidents.

Access to Campus Facilities & Residence Halls

Access to campus buildings and grounds is a privilege extended to students, faculty and staff, and guests. The College encourages an open environment with limited constraints to ensure the adequate protection of all members of the College community. Except for residence halls, most campus facilities are open during College business hours.

SPECIAL PROCEDURES FOR RESIDENCE HALLS

All residence halls are equipped with an automated card access system. Access is available to students via the card access system. Guests and other visitors may visit residence halls as long as an authorized member of the community, including residents of the particular hall, escorts them in the building. The exterior doors to student residence halls remain locked 24 hours a day.

It is the duty of the campus police to respond to door alarms that indicate a forced open door or held open door. The Wellesley College Technology Shop (x3999) maintains the electronic portion of the alarm system.
Security Considerations in the Maintenance of Campus Facilities

Wellesley College maintains a strong commitment to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. Representatives from various campus departments conduct regular and periodic security surveys to identify areas throughout the campus where lighting appears inadequate or that may require additional landscape control. Police officers conduct routine checks of lighting on campus during their regular-assigned patrol duties. If they locate lights that are out, or appear dim, they will initiate an immediate work order, which is submitted to Facilities Management. We encourage community members to report any lighting or other mechanical deficiency to the Facilities Management (x2753).

We encourage community members to promptly report any locking mechanism deficiency to the Police Department by calling x2121.

Maintenance staff can be contacted 24 hours per day throughout the year to respond to all calls for service concerning unsafe facility conditions or those raising concerns for personal safety and property protection.

Timely Warning Notices (Campus Crime Alerts)

Based upon the nature of the emergency, the responsibility for assessing the severity of a threat begins with the senior administration of the College, the Wellesley College Police Department, Facilities, and Health/Counseling services. Upon determination by any of these entities that a significant or continued threat exists, the President, Vice President for Finance and Treasurer, and the Chief Communications Officer will be notified. The President or her designee will promptly make a decision regarding the need to disseminate a timely warning notification. The Vice President for Finance and Treasurer and/or staff from the Office of Communications & Public Affairs will generally have the responsibility for preparing and disseminating emergency messages and updates.

Wellesley College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Such reports shall be provided to students and employees in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.
The timely warning will be disseminated by:
A campus-wide Safety Alert will be sent via e-mail to all current students and employees through the College’s existing e-mail distribution lists.

A timely warning will be posted on the Wellesley College Police Department web page. Fliers will also be placed around campus and in campus buildings as a means of alerting visitors to any warnings issued.

A notice may be posted on the Wellesley College website, with regular updates provided as needed and/or available during critical incidents.

Examples of circumstances where a timely warning may be issued include:
- A known repeated occurrence of burglaries in a specified area;
- A pattern of motor vehicle thefts;
- Ongoing concerns for the health, safety, and security of the community that do not meet the level of imminent concern; or
- Other issues as determined by the President

Anyone with information warranting a timely warning should report the circumstances to the Wellesley College Police Department office on either campus, by phone at 781-283-3883, or in person at the dispatch center located within 3rd Floor in the Davis Parking Facility, 106 Central Street, Wellesley, MA 02481

**NOTIFICATION TO THE WELLESLEY COLLEGE COMMUNITY ABOUT AN IMMEDIATE THREAT**

Wellesley College community members are encouraged to notify campus police of any situation or incident that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus.

Wellesley College has an emergency notification system (BlackBoard Connect) to communicate to community members in the event of a crisis. This system is tested campus-wide twice a year (Fall & Spring). Wellesley College will take into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond or otherwise mitigate the emergency.

While a threat is most commonly reported to the Wellesley College Police Department, information regarding a threat can also come from various other departments including, but not limited to, Environmental Health and Safety, the Dean of Students, and the Wellesley College community itself. In a majority of the cases, the Wellesley College Police Department will respond to reports of threats. Once the responding officer(s) confirm there is an emergency or dangerous situation that poses an immediate threat to the
health and safety of some or all of the Wellesley College community, various offices, depending upon the threat and those responding, will collaborate to determine the content of the message and will issue a mass notification. The departments that could issue a mass notification include, but are not limited to, the Wellesley College Police Department, Public Information, and the Dean of Students.

Wellesley College further participates in “Table top exercises”, which involve key stakeholders from within the communities as a controlled environmental test of resources, communication, and processes. These tests are intended to determine best practices and the utmost of safety in our community. The College identifies key stakeholders as members of each department comprising the College as well as municipal and state Police, Fire, EMS, Public Works, as well as other agencies as determined by the planned exercise.

EMERGENCY EVACUATION PROCEDURES
An evacuation drill is coordinated by the Wellesley College Police Department each semester for all residential facilities on campus. Thus the emergency response and evacuation procedures are tested at least twice a year. Students learn the locations of the emergency exits in the building and are provided guidance about the direction they should travel when exiting each facility for a short-term evacuation. The Wellesley College Police Department does not tell residents in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the Wellesley College Police Department and the Office of Residence Life will communicate information to the students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire or other emergency. At Wellesley College, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to the building.

Evacuation drills are monitored by the Wellesley College Police Department to evaluate egress and behavioral patterns. Recommendations for improvements are then forwarded to the appropriate department for consideration.

The Wellesley College Police Department conducts announced and unannounced evacuation drills each semester, as described above, to test emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. Wellesley College will publish a summary of its emergency response and evacuation in conjunction with at least one drill each year.
Daily Crime Logs

The Wellesley College Police Department maintains a daily crime log that records, by the date the incident was reported, all crimes and other serious incidents that occur on campus, on or in a non-campus building or property, on public property, or within the patrol jurisdiction of the Wellesley College Police Department.

The Daily Crime Log is open for public inspection and available at the Wellesley College Police Station, located in the Davis Parking Facility (Monday through Friday from 8:30 am to 4:30 pm).

THE DAILY CRIME LOG INCLUDES:

The nature, date, time, and general location of each crime reported, and the disposition of the complaint, if the disposition is known at the time the log is created.

The Wellesley College Police Department posts specific incidents in the Daily Crime Log within two business days of receiving a report of an incident. We reserve the right to exclude crime report information from the log when circumstances dictate or when the identity of an individual may be apparent given the unique circumstances of the event.

Crime Prevention Education & Awareness

PREVENTING CRIME THROUGH COLLABORATION AND COOPERATION

Crime Prevention is a top priority of the Wellesley College Police Department. Together, with the valued members of our community, we strive to develop quality programming that welcomes the input of our diverse community and its perspectives.

The College’s crime prevention strategy rests on a multi-layered foundation of proactive area patrol of the campus, crime prevention education and training, building and area security surveys, and property registration. This approach relies on minimizing criminal opportunities, whenever possible, and encouraging community members to take responsibility of their own and other’s safety.

Members of the Wellesley College Police Department are available to assist any individual or group in planning, presenting, and coordinating programs of interest or concern. Listed below are some of the umbrella programs offered by the Department:
Community Policing Officer Program
The Wellesley College Police Department understands and respects the sense of community and safety that students enjoy in their residence halls, dining halls and common spaces. We welcome an invitation to collaborate with our community members to prove programming that addresses relevant concerns and add to a sense of safety.

Operation Identification
This nationally organized program encourages the engraving of a personal identification number on valuable property. It has been shown that thieves tend to shy away from property with engraved numbers due to the difficulty of selling them on the open market. If an item is stolen and later recovered, the identification number will assist law enforcement agents return the item to the rightful owner.

Crime Prevention promotions, flyers, and other advertisements
The Department publishes a general crime prevention brochure that outlines the many crime prevention programs and strategies available in the community. In addition, the department will periodically choose a special topic to highlight in flyers and on the Wellesley College Police Department web site.

Campus Crime Alerts
Released by the Wellesley College Police Department any time a crime or other serious incident affects the safety of the Wellesley College community. The alert may outline a specific incident or may offer advice about a series of situations that could affect members of the community. The alert will also offer safety tips.

Emergency Blue Light Phones
These two-way call boxes are located strategically around campus. They allow an individual in need of assistance to speak directly with a member of the Police Department. The officer or communications coordinator will dispatch the appropriate emergency response team to the caller.

Campus Escort Program
The campus escort program is a safe, reliable way to travel throughout the campus during hours of darkness if you must travel alone. The program consists of a Shuttle Van, augmented by Wellesley College police officers when the van is not running. The Shuttle Van makes pre-designated stops along a route. Both services are designed with safety in mind.

Security Surveys
These surveys are conducted on a regular basis. The primary goal of these surveys is to identify areas of the campus that may present vulnerabilities to one’s safety. The Wellesley College Police Department works with the applicable Physical Plant office to address any concerns noted during the surveys.
New Student Orientation
This program gives students a basic orientation to the Police Department and educates about preventing crime at Wellesley College and the greater community.

Rape Aggression Defense (RAD) Training
This self-defense class, designed specifically for women, is a nationally recognized course that gives women the skills they need if they are ever the target of a violent attack. The Police Department generally offers two RAD programs each semester.

Fatal Vision Program
The purpose of the program is to demonstrate to students the results of alcohol impairment in a hands-on environment. Participants will wear goggles that simulate the effects of alcohol and drug impairment. It is our hope that this program will decrease the number of impaired driving incidents.

Alcohol and Other Drug Policies
Wellesley College policy prohibits the unlawful possession, use, or distribution of alcohol and controlled/illegal drugs by any member of the Wellesley College community. All community members are expected to fulfill their obligations and responsibilities pursuant to the College’s policy, federal, state, and local laws. Any disciplinary action imposed by the College may be in addition to any penalty imposed by an off-campus authority. Both students and employees are subject to prosecution under applicable state or federal laws. Wellesley College reserves the right to require the withdrawal of any student or termination of any employee whose continued presence in the community constitutes a risk to the health, safety, or general well being of the college community or themselves.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT
(PUBLIC LAW 101-226)
Students at Wellesley College must be aware of their behavior with respect to alcohol and other drugs is constrained by two sets of rules: Massachusetts state law and the College’s policies, which reflect the concern for the health and well-being of its students. The policies adopted by the College comply with the Drug-Free Schools and Communities Act.

We encourage all students and employees to read the entire Wellesley College Alcohol and Other Drug Policy.
MASSACHUSETTS STATE LAW

Alcohol
Massachusetts state law subjects an individual to fines ranging from $300 to $1,000, loss of driver’s license, and/or imprisonment for the following acts:

• Sale or delivery of alcohol to anyone under 21 years of age
• Possession, purchase, delivery, or transportation of alcohol by anyone under 21 years of age
• Misrepresentation or falsification of identification in order to purchase alcohol

No person shall possess or consume an alcoholic beverage as defined by M.G.L. Chapter 138, Section 1, as amended, within the limits of any park, playground, public land or public building owned or under the control of the Town of Wellesley and Needham.

The law further states anyone who wishes to purchase alcohol must show, upon request, a valid Massachusetts driver’s license indicating that he or she is 21 years of age or older.

Drug Laws
The possession, use, or distribution of illegal drugs is prohibited by federal law. There are strict penalties for drug convictions, including mandatory prison terms for many offenses.

Massachusetts has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, use of narcotic and addictive drugs, and drugs with high potential for abuse, have heavier penalties. Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture, and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served.

Marijuana
Massachusetts Marijuana Law
On January 2, 2009, the Commonwealth of Massachusetts enacted a change in the law regarding the possession of marijuana. The new law amends the possession of one (1) ounce or less of marijuana or THC from a criminal offense to a civil infraction, punishable by a $100 civil penalty and forfeiture of the contraband. The law does not change the criminal status for those offenders who are in possession of marijuana or THC that exceeds one (1) ounce.

Offenders who are found to be in possession of one ounce or less of marijuana or THC may receive a civil citation to appear in court. The marijuana or THC will also be seized.
INDIVIDUAL RESPONSIBILITY

Wellesley College emphasizes the responsibility of each community member to be law abiding, knowledgeable, and thoughtful about any decisions regarding alcohol or other drug use. The College provides information about alcohol and other drug use and abuse and urges all community members to take advantage of this opportunity to become informed.

Wellesley College encourages those with concerns about their own or others possible difficulties with alcohol and/or other drugs to seek confidential and private assistance on or off campus. The College offers several resources to assist members of the community:

**Stone Center Counseling Services.** Available to provide short-term counseling and referral for long-term care, x2839.

**Health Services.** Available when classes are in session, x2810.

**Office of Religious and Spiritual Life.** Members of the religious life staff, serving several different denominations and faiths, are available to provide confidential counseling and guidance, x2685.

**Office of Residence Life.** Area Coordinators are available to provide guidance regarding services that available both on- and off-campus.

In addition to the many resources outlined above and in the Wellesley College Alcohol Policy, individuals who may have a problem with alcohol or other drugs can take advantage of these resources:

**Wellness Corporation**
1-800-828-6025

**Boston Alcoholics Anonymous**
617-426-9444
12 Channel Street #604
Boston, MA 02210

**Al-Anon/Adult Children of Alcoholics**
508-366-0556
Al-Anon Family Groups of Mass., Inc.
57 East Main Street, Suite 109
Westborough, MA 01581

**Newton/Wellesley Hospital/Chemical Dependency Program**
617-243-6006
2014 Washington Street
Newton, MA 02462

**Metro West Medical Center/Leonard Morse Campus**
508-650-7380
67 Union Street
Natick, MA 01760
Responding to Sexual Assaults

Wellesley College’s policies for responding to sexual assaults are designed to provide the appropriate support for survivors of sexual assault while simultaneously observing the appropriate laws and policies on both the state and federal levels. The policy also supports the privacy of the individuals involved in any report of a sexual assault.

SEXUAL ASSAULT AWARENESS AND EDUCATION

The College has established a number of programs designed to teach members of the community about sexual assault and other forms of sexual misconduct.

Sexual Assault Awareness for Everyone (SAAFE)

Sexual Assault Awareness for Everyone is a student organization that provides peer education and support to the Wellesley community through crisis intervention and the prevention of violence and sexual assault.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

Wellesley College does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and include dating violence, domestic violence, and stalking. Wellesley College has also developed comprehensive policies and procedures to address sexual misconduct, including sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official.

For a complete copy of Wellesley College’s policies and procedures governing sexual misconduct, please review the College’s Policy Against Sexual Harassment and Unlawful Discrimination, as well as the College’s Sexual Misconduct Policy.

A. Massachusetts Definitions

Consent is defined as an agreement reached by both partners to engage in a specific activity. Engaging in sexual activity with a person who has not given or cannot give her/his consent is an act of sexual violence.

In Massachusetts, it is illegal to have sex with someone who is incapable of giving consent because:

- The person is intoxicated.
- The person is unconscious.
- The person is mentally incompetent.
- The person is under age.

Someone who is intoxicated (drugs and/or alcohol), unconscious, or mentally incompetent may not be able to give consent to a sexual act.
Submission is not necessarily consent. Having sex with someone who reasonably believes there is threat of force meets the legal definition of rape in Massachusetts.

**Sexual Assault** is defined as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. In Massachusetts, there are two categories of sexual assault—indecent assault and battery, and rape. Both are crimes. Both forms of sexual assault involve sexual contact that is manipulated, forced, or coerced, whether the assault is initiated by a friend, acquaintance, or stranger.

- Rape is defined as occurring when a person has “sexual intercourse or unnatural sexual intercourse with a person, and compels such person to submit by force and against his will, or compels such person to submit by threat of bodily injury and if either such sexual intercourse or unnatural sexual intercourse results in or is committed with acts resulting in serious bodily injury, or is committed by a joint enterprise…”

- Indecent assault and battery occurs when one person touches another person in an “indecent” way. Examples of indecent assault and battery include touching a person’s buttocks, breasts, or genitals without consent. The Commonwealth must prove that the defendant touched the alleged victim without justification or excuse; and that the touching was “indecent;” and that the alleged victim did not consent.

- An indecent act is one that is fundamentally offensive to contemporary standards of decency.

**Fondling** is 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 their age or because of their temporary or permanent mental incapacity.

**Domestic Violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, 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.

Domestic violence is defined as a pattern of coercive and controlling behaviors and tactics used by one person over another to gain power and control. This may include verbal abuse, financial abuse, emotional, sexual, and physical abuse. Domestic violence occurs in heterosexual, as well as same-sex partnerships, and crosses all ethnic, racial and socio-economic lines.

**Dating Violence** The Commonwealth of Massachusetts does not have crimes defined as “dating violence” or “domestic violence”, but Massachusetts General Laws, Chapter 209A Section 1 prohibits the crime of abuse.
Abuse is defined as the “occurrence of one or more of the following acts between family or household members:

a. attempting or cause or causing physical harm;

b. placing another in fear of imminent serious physical harm;

c. causing another to engage involuntarily in sexual relations by force, threat or duress.”

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress

Massachusetts law defines a stalker as one who:

1. willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and

2. makes a threat with the intent to place the person in imminent fear of death or bodily injury.

While these definitions convey the legal standard under Massachusetts law, the College has also developed its own community standards and through that effort has thoroughly defined consent, sexual harassment, sexual assault, inappropriate sexual contact, sexual exploitation, the act of inducing incapacitation, media based sexual misconduct, relationship violence (including domestic violence and dating violence), and stalking in its Sexual Misconduct Policy.

B: Jeanne Cleary Act Definitions/Terms

Dating Violence
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. (i) The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (ii) For the purposes of this definition Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Dating violence does not include acts covered under the definition of domestic violence.

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

**Stalking**

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

**Sexual Assault**

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program.

**C. Education and Prevention Programs**

Wellesley College engages in comprehensive educational programming to prevent all forms of sexual misconduct, including domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students, faculty, and staff that:

a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;

b. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;

c. Defines what behavior and actions constitute consent to sexual activity;

d. Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;

e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.


Wellesley College will continue to develop annual educational campaigns consisting of presentations that include distribution of educational
Wellesley College offered the following primary prevention and awareness programs for all incoming students in 2019:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location</th>
<th>Prohibited Behavior Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incoming Student Athlete Training</td>
<td>Ongoing</td>
<td>Wellesley College</td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
<tr>
<td>Training on Sexual Misconduct for First Year Orientation</td>
<td>August 2019</td>
<td>Jewett Auditorium</td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
<tr>
<td>RAD</td>
<td>Spring 2019</td>
<td>Wellesley College</td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
<tr>
<td>RAD</td>
<td>Fall 2019</td>
<td>Wellesley College</td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
</tbody>
</table>

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

Wellesley College offered the following primary prevention and awareness programs for all new employees for 2019:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location</th>
<th>Prohibited Behavior Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Employee Orientation</td>
<td>Ongoing</td>
<td>Human Resources</td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
</tbody>
</table>

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

Wellesley College offered the following ongoing primary prevention and awareness programs for students in 2019:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location</th>
<th>Prohibited Behavior Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAAFE Training</td>
<td>Ongoing</td>
<td>Wellesley College</td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
<tr>
<td>SHE Training</td>
<td>January 2019</td>
<td>Wang Campus Center</td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
<tr>
<td>Student Leaders sexual misconduct training</td>
<td>September 2019</td>
<td></td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
<tr>
<td>RA Sexual misconduct training</td>
<td>August 2017</td>
<td>Wellesley College</td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
<tr>
<td>LA Sexual misconduct training</td>
<td>August 2017</td>
<td>Wellesley College</td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
<tr>
<td>Preparing Internship Training Material on Sexual Harassment with Travel Abroad</td>
<td>April 2019</td>
<td>Wellesley College</td>
<td>SA, SH, S</td>
</tr>
<tr>
<td>RAD</td>
<td>Spring 2019</td>
<td>Wellesley College</td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
<tr>
<td>RAD</td>
<td>Fall 2019</td>
<td>Wellesley College</td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
</tbody>
</table>

- DoV means Domestic Violence, DaV means Dating Violence, SA mean Sexual Assault and S means Stalking
Wellesley College offered the following ongoing primary prevention and awareness programs for employees in 2019:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location</th>
<th>Prohibited Behavior Covered</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEET Training for All Managers</td>
<td>Ongoing (quarterly)</td>
<td>Wellesley College</td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
<tr>
<td>Partner with PERA to provide programs compliant with NCAA Sexual Misconduct education requirements</td>
<td>Year long</td>
<td>Wellesley College</td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
<tr>
<td>Sexual misconduct training dining staff</td>
<td>December 2019</td>
<td>Wellesley College</td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
<tr>
<td>Sexual misconduct training with athletics staff</td>
<td>November 2019</td>
<td>Wellesley College</td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
<tr>
<td>Sexual misconduct training for Health Services</td>
<td>November 2019</td>
<td>Wellesley College</td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
<tr>
<td>Provence Leadership sexual misconduct training</td>
<td>October 2019</td>
<td>Wellesley College</td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
<tr>
<td>Nondiscrimination and Title IX Information and Resource Notification</td>
<td>September 2019</td>
<td>Wellesley College</td>
<td>SA, DaV, DoV, SH, S</td>
</tr>
</tbody>
</table>

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

Materials to new students; participating in and presenting information and materials during new employee orientation; participating in the Fall Faculty orientation program; presenting programs throughout the year on at least a quarterly basis, including sessions such as: skits, clothes line projects, a residence hall speaker series, an annual poster series and web-based training programs regarding the Role of Faculty in Assisting Students Who Disclose Abuse or an Assault.

**D. Workplace Threats & Violence**

Wellesley College is committed to providing a safe, healthful workplace that is free from violence or threats of violence. This applies to all persons – employees, students, visitors, business associates, and vendors. Wellesley College strictly prohibits behavior, whether direct or through the use of College resources, property, or facilities that:

- Is violent;
- Threatens violence;
- Harasses or intimidates others;
- Interferes with an individual's legal rights of movement or expression;
- or,
- Disrupts the workplace, the academic environment or the College’s ability to provide services.

Violent or threatening behavior can include, but is not limited to, physical acts, oral or written statements, harassing messages, harassing telephone...
calls or texts, obscene or abusive gestures and expressions, or behaviors such as stalking. Violence in the workplace includes relationship violence or domestic violence that may follow an employee into the workplace, endangering the employee and others in that workplace.

Reporting workplace threats and violence is the responsibility of all Wellesley College personnel to notify the Wellesley College Police Department of any threats they have witnessed, received, or have been told that another person has witnessed or received. All complaints will be fully and promptly investigated.

E. Procedures for Reporting a Complaint
Wellesley College has procedures in place that are sensitive to those who report sexual misconduct, including sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Students and employees should contact the Wellesley College Police Department located at the Davis Parking Facility, Floor 2; Business Phone: 781-283-2121 (on-campus x2121); Emergency 781-283-5555 (on-campus x5555) or you can contact the Office of the T-IX Coordinator, Schneider Center - Room 214; Phone: 781-283-2451 (on-campus x2451). In addition, reports can be made to the Provost and Dean of the College, at x3583, Room, 349 Green Hall; the Office of Human Resources, x2216, Room 141B Green Hall; and the Dean of Students Office, at x2370, Room 342 Green Hall.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at any one of the following hospitals:

- Newton-Wellesley Hospital
  2014 Washington Street
  Newton, MA 02462
  Tel: 617-243-6000

- Beth Israel Deaconess Hospital
  330 Brookline Avenue
  Boston, MA 02215
  Tel: 617-667-7000

- Brigham and Women's Hospital
  75 Francis Street
  Boston, MA 02115
  Tel: 617-732-5500
In Massachusetts, evidence may be collected even if you chose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual misconduct including 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 Wellesley College hearing boards/investigators or police.

Although Wellesley College 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 Wellesley College Police Department or the Wellesley College Title IX Coordinator will assist any victim with notifying the police department with appropriate jurisdiction if they so desire. The Town of Wellesley Police Department may also be reached directly by calling 781-235-1212 or in an EMERGENCY dial 911. The Town of Wellesley Police Department is located at 485 Washington Street, Wellesley, Massachusetts 02482.

If you have been the victim of sexual misconduct, including domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to Wellesley College’s Title IX Coordinator, (Schneider Center - Room 214, Office Phone: 781-283-2451), as well as the Wellesley College Police Department (if the victim so desires). Wellesley College will provide resources to persons who have been victims of sexual misconduct, including sexual assault, domestic violence, dating violence, or stalking.
and will apply appropriate disciplinary procedures to those who violate this policy.

The College prohibits all forms of sexual misconduct, specifically including sexual assault, dating violence, domestic violence, and stalking. Each of these behaviors is defined as “prohibited conduct” by the College.

If the College receives a report of any prohibited conduct as stated in the previous paragraph, the College generally implements the following process, as dictated by the circumstances:

Upon receipt of a report of prohibited conduct, the College initially assesses the report to determine if any immediate action is necessary to address the safety and health needs of the accuser or the accused (referred to as the “Party” or “Parties” for purposes of this section) or the broader College community, as well as to assess the need for any interim measures. This may include the College facilitating immediate interaction with outside healthcare providers, law enforcement, or other counselors. Either party may also request from the College a range of interim measures at any time during this process. The purpose of such interim measures is to ensure the safety of all individuals and to serve as preventative measures against further misconduct or retaliation. Interim measures may include, but are not limited to:

- Temporary changes to housing arrangements
- Interim suspension
- Alteration or removal of contact information listed on the College Directory
- No contact orders or no trespass orders
- Assistance in working with local law enforcement
- Support from Class Deans, including assistance communicating with faculty about
- academic accommodations and obtaining academic supports
- Referrals to on-campus or off-campus health or counseling services

The College notifies the accuser about (a) the availability of the Sexual Misconduct Policy; (b) the right to report (or decline to report) the matter to the Wellesley College Police Department and/or to local law enforcement; and (c) that a report to law enforcement will not change the College’s obligation to potentially investigate the matter but it may briefly delay the timing of the investigation if a law enforcement agency requests that the College delay its process for a reasonable amount of time to allow it to gather evidence of criminal conduct. If a disciplinary investigation is warranted, both Parties will receive written notice of the investigation and charge. If the College initially determines that the Sexual Misconduct Policy is not implicated but, later learns about new information related
to the matter, the decision whether or not to investigate under the Sexual Misconduct Policy may be reevaluated.

The Parties may have an advisor during this process. The Parties may access a support person trained in sexual misconduct by the College or bring an outside advisor of their choice to any meeting or interview. Other reporting persons who are not either the accuser or the accused may have an advisor if they so choose. All advisors are subject to the same confidentiality expectations applicable to others in attendance at the meeting or interview in question.

Following a determination that prohibited conduct is alleged, the College selects one or more investigators – internal or external – trained to conduct sexual misconduct investigations and trained with regard to the College's policies. The College directs the investigator(s) to conduct a prompt, fair, and impartial investigation of the reported conduct and prepare a report of investigative findings.

Following the investigation, the investigator's write an investigative report of the investigation that includes a recommendation as to whether prohibited conduct occurred. The College then makes the ultimate determination of whether prohibited conduct occurred. All determinations and recommendations are made applying the preponderance of the evidence standard.

If a Party is found responsible for the prohibited conduct, the College determines the appropriate sanction(s) and remedies. Factors that are considered in determining sanctions and remedies may include the need to eliminate a hostile environment, prevent further misconduct, promote safety, and deter students from similar future behavior. Sanctions may include, but are not limited to, expulsion/separation, suspension, probation, reprimand, warning, restitution, educational/counseling requirement, no contact orders, restriction from extracurricular programs or activities, loss of leadership opportunity or positions in activities, housing restriction/relocation, and/or restriction from College employment. The College also seeks to identify additional remedies to address the effects of the conduct on other impacted persons, including the extension of any interim or safety measures.

The Parties are notified simultaneously and in writing of this result and provided periodic updates, as appropriate, throughout the process. Both Parties also have the ability to appeal the College's determination of responsibility and/or the sanction in certain defined circumstances.

The College respects the privacy of the individuals involved in this process, but it does not assure absolute confidentiality because it may have an independent obligation to act on any reported matter if, for example,

- There is a likely risk that an individual may commit acts of violence in the future;
• A weapon or threat of physical violence is used during the sexual misconduct in question;
• An accusing Party is a minor (under the age of 18)
• The reported misconduct reveals a potential pattern of sexual misconduct committed by a group or at a particular location.

In the event there is any risk or threat to the larger campus community, the Wellesley College Police Department will be notified and will act, as set forth above with regard to responding to dangerous situations.

F. Assistance for Victims: Rights & Options
Regardless of whether a victim elects to pursue a criminal complaint, the college will assist victims of sexual misconduct, including sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In Massachusetts, a victim of domestic violence, dating violence, sexual assault or stalking has the following rights:

MASSACHUSETTS VICTIM BILL OF RIGHTS
(M.G.L. C. 258B)

The Massachusetts Victim Bill of Rights provides the following rights and services to crime victims and survivors in order to ensure a meaningful role for them in the criminal justice system. While the Bill of Rights applies to all crimes, victims and survivors of violent crimes are given priority status for services.

The following is a list of some of the Victim’s Rights:

The Right to be Informed about Victim Rights and Services in the Criminal Justice System:
You have the right to be informed of how a criminal case progresses through the system, what your role is in the process, what will be expected of you, and why.
You have the right to be informed of rights and services available to victims in the criminal justice system.
You have the right to assistance in applying for social services, financial assistance and certification to receive information about an offender.

The Right to Receive Specific Information about the Criminal Case Involving You:
You have the right to be updated on significant developments in the case.
You have the right to be notified in a timely manner of any changes in
schedule for court appearances for which you have been ordered to appear.
You have the right to be notified of the final disposition of the case,
including an explanation of the type of sentence imposed and a copy of the
conditions of probation, if any.
You have the right to be notified by the offender’s supervising probation
officer whenever that offender seeks to change a restitution order.

The Right to be Notified of an Offender’s Release or Status While in
Custody:
Upon request, you have the right to advance notification whenever the
offender is moved to a less secure correction facility.
Upon request, you have the right to advance notification whenever the
offender receives a temporary, provisional or final release from custody.
Upon request, you have the right to immediate notification whenever the
offender escapes from custody.
You have the right to be informed by the Parole Board of the offender’s
parole eligibility.
If eligible, you have the right to obtain additional information about the
offender, such as a criminal record or the offender’s compliance with the
terms of a sentence.

The Right to Other Protections in the Criminal Justice System:
You have the right to request confidentiality during the court proceedings
for yourself and family members on personal information such as home
address, telephone number, school and place of employment.
You have the right to certain protections by law enforcement from harm or
threats of harm caused by your cooperation with the court process.
You have the right to be provided with a safe and secure waiting area, which
is separate from the defendant and the defendant’s family during court
proceedings.
You have the right to a prompt disposition of the criminal case involving you.
You have the right to refuse or agree to participate in interviews with the
defense team before trial, or to set reasonable conditions on the conduct of
any such interview if you choose to be interviewed.
You have the right to request intercession by the prosecutor’s office with
your employers or creditors if the crime or your involvement in the court
process causes problems in meeting work or payment obligations.
If you are a survivor of a homicide victim, you have the right to bring a
small picture of your loved one into the courtroom.
You have the right to receive referrals for assistance to statewide resources
and local social service agencies.
You have the right to have property seized as evidence returned to you as soon as possible once it is no longer needed for law enforcement purposes.

**RESOURCES**

Wellesley College Police Department: 781-283-5555  
Certified sexual assault investigators available

Wellesley College Title IX Office: 781-283-2451

Norfolk County Sexual Assault Unit: 781-326-1111  
Female investigators and counselors are available.

Norfolk County Victim Witness Advocate: 781-830-4800

Town of Wellesley Police Department: 781-235-1212 / Emergency Dial 911

**CONFIDENTIAL OFF-CAMPUS RESOURCES**

**Boston Area Rape Crisis Center**
BARCC offers a 24-hour hotline at 800-841-8371. BARCC also provides information and referrals for rape, sexual assault, dating and domestic violence as well as individual and group counseling, support groups, and accompaniment to local hospitals (such as to Beth Israel Deaconess in Boston, where you may meet with a SANE-certified nurse) and police stations.

**Jane Doe Inc.**
Jane Doe Inc. is the Massachusetts Coalition Against Sexual Assault and Domestic Violence. It offers a 24-hour hotline (1-877-785-2020) as well as a website to connect victims of sexual assault to local resources.

**Fenway Health**
Focused on the LGBTQI community, Fenway Health Violence Recovery Program offers a 24-hour hotline: 1-888-242-0900 (Extension 311). In addition, Fenway Health also has confidential individual and group counseling, advocacy, information and referrals for lesbian, gay, bisexual, and transgender men and women.

**ADDITIONAL OFF-CAMPUS RESOURCES**

Beth Israel Deaconess Medical Center for Violence Prevention & Recovery: 617-667-8141

Newton Wellesley Hospital: Domestic & Sexual Violence Services – 617-243-6521

Casa Myrna Vazquez: 1-800-992-2600

SafeLink (Statewide Domestic Violence Hotline Program of Casa Myrna Vazquez Inc.): 1-877-785-2020
NOTICE OF VICTIM’S RIGHTS

Complainants Rights
Wellesley College does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited by Wellesley College as well as federal law whether sexually based or not. These acts include sexual violence, dating violence, domestic violence, harassment, and stalking. Because you are reporting a possible form of sex-based discrimination, Wellesley College wants to inform you of our policy and procedures that address sexual assault, domestic violence, dating violence, harassment, and stalking, whether the incident occurs on or off campus as well as your rights and Wellesley College’s responsibilities.

As a complainant of sexual violence, dating violence, domestic violence, harassment, or stalking, you will receive a full copy of Wellesley College’s Notice of Victim’s Rights. The Notice of Victim’s Rights has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, harassment, and stalking.

• These procedures include our right to inform you of your right to file criminal charges as well as the availability of medical, counseling, and support services.
• We also offer additional remedies to prevent contact between a complainant and an accused party, such as a temporary or permanent changes in housing, academic, transportation and working conditions, if reasonably available.
• The policy also addresses possible sanctions and interim and/or long-
term protective measures that Wellesley College may impose following a report through the final determination of our discipline process.

If you would like more information, make a report, ask questions about the Notice of Victim’s Rights, or need to request an accommodation to your living or working arrangements regardless of whether or not you chose to report the crime to law enforcement or the Wellesley College Police Department, contact Wellesley College’s Title IX Coordinator (Schneider Center - Room 214, Office Phone: 781-283-2451).

Further, Wellesley College complies with Massachusetts law in recognizing Abuse Prevention Orders (209A) and Harassment Prevention Orders (258E). Any person who obtains an Abuse Prevention Orders (209A) or a Harassment Prevention Orders (258E) from Massachusetts or any reciprocal state should provide a copy to the Wellesley College Police Department and the Office of the Title IX Coordinator. In the event a person is seeking to obtain either an Abuse Prevention Order (209A) or a Harassment Prevention Order (258E), the Wellesley College Police Department will make all reasonable attempts to help facilitate the required process. The complainant may also meet with the Wellesley College Police Department to develop a Campus Safety Plan, which is a plan for Campus Police and the victim to reduce risk of harm while on campus or coming and going from campus.

PROCEDURES FOR REPORTING A COMPLAINT

The Process
Initial Assessment
After receiving a report of conduct that could fall under the Student Sexual Misconduct Policy, the Associate Dean of Students, and/or the Honor Code Administrative Coordinator, in consultation with the Title IX Coordinator will take a number of steps, as appropriate. These initial steps are not an investigation. Rather, these initial steps will enable the College to assess the need to take any immediate action to address the safety and health needs of the Reporting Party(ies) and the College community, and to determine the next steps for investigating the reported conduct and the need for any interim measures.

The Title IX Coordinator, the Associate Dean of Students, and/or the Honor Code Administrative Coordinator will notify the Reporting Party(ies) about: (a) the availability of the Student Sexual Misconduct Policy; (b) the right to report (or decline to report) the matter to Campus Police and/or to local law enforcement if the conduct is potentially criminal in nature; and (c) that a report to law enforcement will not change the College’s obligation to potentially investigate the matter but it may briefly delay the timing of the investigation if a law enforcement agency requests
that the College delay its process for a reasonable amount of time to allow it to gather evidence of criminal conduct.

If a disciplinary investigation is warranted, both Parties will receive written notice of the investigation and charge. All materials from the initial assessment will be shared with those conducting the disciplinary investigation.

If the Title IX Coordinator, the Associate Dean of Students, and/or the Honor Code Administrative Coordinator determines that the reported conduct would not, in any way, implicate the Student Sexual Misconduct Policy, he or she will advise the Reporting Party of such and refer the reported conduct to the appropriate administrator for handling consistent with appropriate College policy. (If new information is subsequently provided, the decision whether or not to investigate under the Student Sexual Misconduct Policy may be reevaluated.)

**Interim Measures**

The Associate Dean of Students, in consultation with the Title IX Coordinator, will determine the necessity for and scope of any interim measures. A Party may request, and the College may independently implement, interim measures at any time during the initial assessment and/or disciplinary process. The purpose of such interim measures is to ensure the safety of all individuals and to serve as preventative measures against further misconduct or retaliation. A Party’s request for confidentiality may limit the College’s ability to grant a request for interim measures in certain circumstances. Interim measures may include, but are not limited to:

**NOTE:** Please bullet where hyphens are placed.

- Temporary changes to housing arrangements
- Interim suspension
- Alteration or removal of contact information listed on the College Directory
- No contact orders or no trespass orders
- Assistance in working with local law enforcement
- Support from Class Deans, including assistance communicating with faculty about academic accommodations and obtaining academic supports
- Referrals to on-campus or off-campus health or counseling services
- For recent sexual violence, coordination of an evidence collection exam at a hospital equipped with appropriate staff

**Advisors**

The Parties may access a support person trained in sexual misconduct by the College or bring an outside advisor of their choice to any meeting or interview. If it is determined that the Student Sexual Misconduct Policy is
implicated, each Party, including any Reporting Party, may have a single advisor of his/her choice present during any College disciplinary proceeding, including any related meeting or proceeding, held pursuant to the Student Sexual Misconduct Policy. An advisor may not participate actively while present at any disciplinary proceeding. An advisor may advise a Party privately but may not confer with a Party while any meeting related to the disciplinary proceeding is in progress. An advisor is subject to the same confidentiality expectations applicable to others in attendance.

**Disciplinary Investigation**

If the initial assessment determines that the conduct in question falls under the Student Sexual Misconduct Policy, the College will initiate a disciplinary investigation. The purpose of the disciplinary investigation is to determine whether the alleged conduct violated this Policy and to address any violations through sanctions and additional measures, as appropriate.

**Investigators**

All investigators – internal or external – will be selected from a group of qualified and trained individuals employed by the College or engaged by the College for the purpose of conducting investigations under the Student Sexual Misconduct Policy. The Title IX Coordinator will designate at least one internal or external investigator to conduct a prompt, fair, and impartial investigation of the reported conduct and prepare a report of investigative findings (the “Investigative Report”). At the College’s discretion, more than one investigator may be assigned. The Title IX Coordinator will provide the Parties with the name of the person(s) assigned to investigate the reported conduct (the “Investigator(s)”). As soon as possible, but no later than three (3) calendar days after receiving notice of the identity of the Investigator(s), the Parties should inform the Title IX Coordinator (in writing) of any conflicts or potential conflicts of interest with regard to the selected Investigator(s). The Title IX Coordinator will consider the nature of the conflict and determine if different individuals should be assigned as Investigator(s). The Title IX Coordinator’s decision regarding any conflicts is final.

**Nature of Investigation**

The disciplinary investigation will include one or more interviews with the Reporting Party(ies), the Responding Party, and witnesses as determined by the investigator; the gathering of any physical, documentary, or other relevant and available evidence; and an opportunity for the Parties to present written statements, identify witnesses and submit other evidence.

**Conducting the Investigation**

The investigation will include separate interviews with the Reporting Party(ies), the Responding Party, and any witnesses whom the Investigator(s) believe will provide necessary and relevant information. The investigation may include the review of documentation or other items
relevant to the reported conduct. The Investigator(s) will provide the Parties with written notice of meetings at which their presence is required.

**The Parties’ Identification of Potential Witness and Documentation**

The Parties have the opportunity (and are expected) to provide the Investigator(s) with the identification of potential witnesses who have specific information about the reported conduct and with whom they would like the Investigator(s) to speak. The Parties also have the opportunity (and are expected) to provide the Investigator(s) any documentation or other items they would like to be considered. All information described in this section must be presented to the Investigator(s) in writing and include a brief description as to how the persons, documents, and/or items are relevant to the reported conduct. This information must be provided to the Investigator(s) during the investigation phase and without delay upon becoming aware of it. The Investigator(s) will exercise discretion in their determination of what information to consider and which potential witnesses identified by the Parties can provide relevant information to the investigation.

**Investigation Prohibitions**

Neither Party will be permitted to question or cross-examine the other Party during the investigation or disciplinary proceedings. Moreover, the Investigator(s) generally will not consider information related to either Party’s sexual history outside of the conduct in question.

**Standard of Proof**

The investigators will apply the preponderance of the evidence standard in determining whether the Responding Party has violated this Policy. Under this standard, determinations of responsibility are based upon what is more likely than not to have occurred. Please note that the preponderance of the evidence standard is not the standard used for criminal culpability in most jurisdictions and a determination of responsibility under the Student Sexual Misconduct Policy does not equate with a finding of a violation of criminal laws.

**Report and Recommendation**

At the conclusion of the Investigation Phase, the Investigator(s) will prepare an Investigative Report, which should include a summary of the factual information presented during the Investigation Phase, a separate section where the Investigator(s) point out relevant consistencies or inconsistencies (if any) between different sources of information, and a separate section describing the Investigator(s)’ perception of the demeanor of the individuals interviewed. The Investigative Report will include a recommendation by the Investigator(s) as to whether a Party has violated the Student Sexual Misconduct Policy and a summary of the Investigator(s)’ rationale.
Review by the Parties
The Parties will have an opportunity to review the Investigative Report and may submit written comments about the content of the Investigative Report to the Investigator(s) within five (5) calendar days of the date they are notified that the Investigative Report is available for review. This review will take place at a secure location and in a secure manner determined by the College. The time to submit written comments can be extended for a brief period if the Title IX Coordinator concludes, in his/her sole discretion, that the additional time is warranted, and upon written request of the Party seeking the extension that explains the reason the additional time is necessary. Likewise, the secure location and manner of reviewing the Investigative Report can be modified if the Title IX Coordinator deems it necessary and appropriate. The Parties may have the advisors review the Investigative Report with them. Photographs or any other copies of the Investigative Report are not allowed by either Party or the advisors. The comments submitted by the Parties may not exceed ten (10) double spaced pages. After reviewing the submissions, if any, from the Parties, the Investigator(s) may determine that either additional investigation is required or no further investigation is needed. If further investigation is conducted, the Investigator(s) will include any additional relevant information in the Investigative Report. The Investigative Report will then be submitted to the Title IX Coordinator and Dean of Students. Any submissions made by either Party pursuant to this section, as well as any other documentation deemed relevant by the Investigator(s), will be attached to the Investigative Report.

The Investigator(s) will meet with the Dean of Students and one Dean’s Administrative Designee from Honor Code Council to present the written report and recommendation with respect to responsibility for conduct violations including a summary of the investigators’ rationale. Upon approval of the final report and findings, the Dean of Students and Dean’s Administrative Designee from Honor Code Council will determine whether the Responding Party is responsible for violating this policy.

Sanctions, Remedies, and Rationale
If the Responding Party is found to be responsible for violating this Policy, the Dean of Students and one Dean’s Administrative Designee from Honor Code Council will determine the appropriate sanction(s) and remedies. Factors that are considered in determining sanctions and remedies may include the need to eliminate a hostile environment, prevent further misconduct, promote safety, and deter students from similar future behavior.

Scope of Sanctions
Sanctions may include, but are not limited to, one or more of the following: expulsion, suspension, probation, reprimand, warning, restitution, educational/counseling requirement, no-contact order, restriction from
extracurricular programs or activities, loss of leadership opportunity or positions in activities, housing restriction/relocation, and/or restriction from College employment.

**Considerations**
In determining an appropriate sanction, the Panel may take into account the following:

- The nature and circumstances of the misconduct.
- The impact of the misconduct on the College community.
- The disciplinary history of the Party deemed responsible.
- Any other mitigating or aggravating circumstances in order to reach a fair and appropriate resolution in each case.

**Additional Remedies**
The Panel may also identify additional remedies to address the effects of the conduct on the impacted Party. Remedies may include extending or making permanent any interim or safety measures.

**Notification and Finding**
Both parties will be notified of the resolution in person and in writing by the Dean of Students and a Dean’s Administrative Designee from Honor Code Council. The notification will include (1) the outcome of the disciplinary proceeding set forth above; and (2) the procedures for either Party to appeal the result of the disciplinary proceeding.

**Appeals**
Within 10 business days of the College sending the student notice of the outcome of the disciplinary proceeding, either Party may appeal the decision by submitting to the Title IX Coordinator or Dean of Students a letter stating why the Party requesting the appeal believes the determination of responsibility and/or the sanctions were inappropriate. A Party may only appeal on the following grounds:

- Significant procedural error that materially prejudiced the Party requesting review; and/or
- Newly discovered material information that was not known or available to the Party requesting review and which likely would have changed the finding of responsibility or the sanction imposed had it been available.

The Party submitting the appeal must set forth in detail the grounds for review and must attach all materials that he or she wishes to have considered in the appeal process. The Title IX Coordinator or Dean of Students will provide a copy of the appeal submitted by one Party to the other Party.

A Review Team consisting of the Provost and a trained member of the Office of Human Resources will consider the appeal. The Review Team will also consider the investigator’s report, and the notification of finding letter. Upon consideration of an appeal, the Review Team may (1) deny its
validity; or (2) remand to the Investigators for a supplementary investigation and report or, in rare circumstances, new investigation of the case.

**Transcript Notation**

As with any Honor Code case, sanctions of suspension, dismissal, and expulsion will be noted on a student’s transcript.

**Administrative Notification**

Findings of responsibility for violating this Policy will be shared by the College on a need-to-know basis. Below are some examples of when this information may be shared and with whom:

1. The class dean(s) of the individual deemed responsible will be informed of the nature of all charges and findings so that s/he can be available to advise the student on academic matters.

2. A College department, individual, or committee, including but not limited to a Student Life department director (if the sanction pertains to that particular Student Life area), and the Registrar (when a grade change or transcript notation is sanctioned) will be informed of a sanction that they must assist in implementing.

3. The Advisor to International Students and Scholars will be notified if a responding party is found responsible for violating this Policy and receives a finding or sanction that may affect the responding party’s immigration status.

4. The Fellowship, Internship, or Health Professions Advisory Committees, or the pre-law advisor will be notified of any applicants for a Wellesley program, Wellesley funding, or support from Wellesley who were found responsible for violating this Policy.

5. A designated officer of Phi Beta Kappa will be notified of any candidates for election who were found responsible for violating this Policy and who received a sanction that would make them ineligible to meet the Chapter’s national standards.

6. The home institution of a visiting student found responsible for violating this Policy will be notified.

The listing is not exhaustive, and the College may need to exercise its discretion to make other disclosures, depending on specific circumstances.

**Timing**

The College cannot promise the definitive timeframe of this process, but ordinarily will complete its investigation and disciplinary process, if any, within sixty (60) days of the delivery of the written notice of the investigation to the Parties to be consistent with the U.S. Department of Education guidance. This time period does not include the time for any appeal. The U.S. Department of Education has made clear that the length
of investigations may vary with the complexity and unique factors in each case. Examples of such factors include, without limitation, circumstances in which critical witnesses are unavailable or if law enforcement requests the College temporarily halt its investigation for a brief period of time. Accordingly, all timeframes set forth in this Policy may be altered by the Title IX Coordinator for good cause. The College’s overarching goal is that all sexual misconduct complaints be investigated in a prompt, fair, and impartial manner.

Additional Matters
Confidentiality and Requests for No Action
If a person reports an incident of sexual misconduct to any non-confidential resource at the College and requests that the College take no action in response or hold the individual’s name in confidence, the Associate Dean of Students, in consultation with the Title IX Coordinator, will weigh the request against the College’s obligation to address imminent risk of harm to the safety of the campus community or the individual. Factors that would be considered include, but are not limited to, whether:

- The Responding Party is likely to commit acts of violence in the future
- A weapon or threat of physical violence was used during the sexual misconduct
- The Complaining or Reporting Party is a minor (under the age of 18)
- The reported misconduct reveals a potential pattern of sexual misconduct committed by a group or at a particular location

The presence of one or more of the above factors may obligate the College to investigate the incident and, if appropriate, pursue conduct action against the Responding Party. If the College is unable to grant a request for confidentiality, the Associate Dean of Students will inform the individual requesting confidentiality of her decision prior to investigating the incident, and will, to the extent possible, only share information with those who need to know to address any imminent risk of harm to the campus community and/or the individuals involved.

If an individual’s request for confidentiality or for the College to limit its investigation is granted, this could impact the College’s ability to investigate the incident and address the behavior in question. As a result, the College will weigh these requests very carefully and will inform the Complaining or Reporting Parties of her or his ability to reinitiate an investigation into the conduct at a future time.

Special Situations
The College retains the right to determine, in its sole discretion, if it will address a report of conduct that falls under the Student Sexual Misconduct Policy administratively and outside of the process described herein when the safety of the College community is at risk, if the material facts are undisputed, if there are extenuating circumstances involving either of the
Parties, or if the Title IX Coordinator, in consultation with appropriate administrators, determines it is in the best interest of the College and/or the community to do so.

**Alcohol and Other Drugs**
The use of alcohol or other drugs by a responding party shall not be considered as a mitigating factor in determining whether a responding party has violated this Policy, and may be considered an aggravating factor in setting sanctions.

**Reporting to Off-Campus Law Enforcement or Other Educational Institutions**
A Wellesley College student who has experienced sexual misconduct may choose to report or not report the misconduct to off-campus law enforcement.

**Off-Campus Law Enforcement**
Either independently or with the help of Campus Police, Reporting Party(ies) may contact local or state police or law enforcement at other educational institutions for information about off-campus procedures and options. For more detailed information about reporting to outside law enforcement, please see the Title IX site.

**Other Educational Institutions**
A Wellesley College student who has experienced sexual misconduct by a student from another educational institution may choose to report or not report the misconduct to the other educational institution. All of the support and resource persons listed above, including confidential resources, are available to assist a student who wishes to explore options or report sexual misconduct to another educational institution.

**Student Education, Awareness, and Training**
To support students in educating, empowering, and engaging themselves in preventing sexual misconduct and responding to its effects, Wellesley College offers education and training to incoming students before their arrival on campus, as well as continuing opportunities for skill building to student leaders and all enrolled students. The College also supports and collaborates with Sexual Assault Awareness for Everyone (SAAFE), a student organization dedicated to educating the Wellesley College community about sexual assault and how to best support student survivors, and fighting to end rape culture on campus and beyond. SAAFE members are able to connect students to confidential professional resources. For more about the College’s efforts or to request an educational workshop see the Health Education website.

**Important Information**
*People are considered Wellesley College students for the purpose of this Student Sexual Misconduct Policy if they are: (1) Wellesley College degree
seeking or enrolled students, (2) visiting students who are taking a class(es) or conducting research at Wellesley College, or (3) Wellesley College non-degree seeking students, who are enrolled in a class or conducting research on-campus (and who are non-employees of the College).

**The Parties are not permitted to make video, audio, or other electronic, photographic, or digital recordings of any meetings or proceedings held under the Student Sexual Misconduct Policy. The Title IX Coordinator may make exceptions to this prohibition in limited circumstances if he or she concludes, in his/her sole discretion, that a recording is warranted, and upon written request of the Party seeking the recording that explains the need for the recording.

***Where the Title IX Coordinator is listed as the designated point of contact for any role in the Student Sexual Misconduct Policy, he or she may designate a Deputy Title IX Coordinator or another qualified member of the College community to assume the role at issue, as necessary and appropriate. The Dean of Students, Associate Dean of Students, or Honor Code Administrative Coordinator, may also designate a qualified member of the College community to assume the role at issue, as necessary and appropriate.

## ABUSE & HARASSMENT PREVENTION ORDERS

There is no charge to get an abuse prevention order.

If you need help with getting an order, the Massachusetts Office for Victim Assistance ([http://www.mass.gov/mova/](http://www.mass.gov/mova/)) offers a program called SAFEPLAN that provides specially trained and certified advocates to help you in many courts across the state.

There are other programs in some courts that provide people who can help you fill out the forms and go with you to the courtroom. In some cases the advocate is from the local domestic violence service provider. In other cases, District Attorney Office victim-witness advocates assist people in filing for a 209A order.

A list of domestic violence service providers can be found at [Jane Doe, Inc.](http://www.janedoe.org). People at these organizations can tell you if they have court advocates or, if not, how to reach a court advocate.

If you need help immediately such as safety planning or shelter, call the SAFEPLAN hotline at 1-877-785-2020, which can find you a domestic violence program or shelter near you.
How to Obtain an ABUSE PREVENTION ORDER (209A)

During regular business hours on weekdays, you can go to the Dedham District Court located on 631 High Street, Dedham, MA 02026 (Main Phone: 781-329-4777).

Proceed to the Civil Clerk’s office and tell them you want to ask for a 209A order. They will give you the forms you need.

If you are in crisis and courts are closed, you can call or go to the Wellesley College Police Department or the Town of Wellesley Police Department. The police will give you the forms to fill out and then call a judge. If the judge grants the order, it is only temporary until the next court business day. The order given to you by the police will tell you which court to go to and when you need to be at the court.

How to Obtain a HARASSMENT PREVENTION ORDER (258E)

There is no charge to get a harassment prevention order.

You can go to the Dedham District Court located on 631 High Street, Dedham, MA 02026 during regular business hours on weekdays (Main Phone: 781-329-4777).

If you are in crisis and courts are closed, you can call or go to the Wellesley College Police Department or the Town of Wellesley Police Department. Either Department will explain the process and provide the necessary forms to help you get an immediate Harassment Prevention Order. The Department can also provide you with information on how to proceed to receive a longer term Harassment Prevention Order.

To the extent of the victim’s cooperation and consent, Wellesley College offices, including the Wellesley College Police Department, the Dean of Students, Residence Life, Office of the Title IX Coordinator, Health Services, Counseling Services, and the Office of Human Resources will work cooperatively to ensure that the complainant’s health, physical safety, work and academic status are protected, pending the outcome of a formal college 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 and assistance in notifying appropriate local law enforcement. Below is a list of offices that may assist with an on-campus safety plan:

- The Wellesley College Police Department – notifying other law enforcement agencies, collecting evidence, facilitating transportation to the hospital, facilitating restraining orders and/or harassment prevention orders, placing a student on a rides list, facilitating transport to other institutions, will provide you with a full copy of the
Wellesley College Notice of Victim’s Rights, and other security and/or case-related services.

- Dean of Students – will assist with change in classroom and curriculum circumstances.
- Residential Life – will work to make changes to student living conditions.
- Office of the Title IX Coordinator – will manage the Wellesley College response and supervise the College’s investigation. May meet with the parties involved and provide guidance or answer any questions asked by the parties involved.
- Office of the Registrar – will work with the party involved to change OR remove any contact information such as: email address, web page directory information, telephone contact numbers, and picture from the web.

Additionally, Personally Identifiable Information (PII) 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. Wellesley College does not publish the name of crime victims nor retain PII regarding victims in the Wellesley College Police Department’s Daily Crime Log or online.

Victims may request that directory information on file be removed from public sources by request. Contact Wellesley College’s Title IX Coordinator (Schneider Center - Room 214, Office Phone: 781-283-2451).

**ON-CAMPUS RESOURCES FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING**

<table>
<thead>
<tr>
<th>Areas of the College</th>
<th>Location</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wellesley College</td>
<td>Davis Parking</td>
<td>781-283-2121</td>
</tr>
<tr>
<td>Police Department</td>
<td>Facility Emergency</td>
<td>781-283-5555</td>
</tr>
<tr>
<td>Office of the Title IX</td>
<td>Schneider Center–Room 214</td>
<td>781-283-2451</td>
</tr>
<tr>
<td>Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Services</td>
<td>Simpson Infirmary</td>
<td>781-283-2810</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>Stone Counseling Center</td>
<td>781-283-2839</td>
</tr>
<tr>
<td>Office of Residential Life</td>
<td>Billings Hall</td>
<td>781-283-2679</td>
</tr>
<tr>
<td>Health, Wellness &amp; Education</td>
<td>Simpson Infirmary</td>
<td>781-283-2821</td>
</tr>
<tr>
<td>Religious Life</td>
<td>Billings Hall</td>
<td>781-283-3974</td>
</tr>
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RESOURCES IN THE METRO-BOSTON AREA

<table>
<thead>
<tr>
<th>Organization</th>
<th>Address</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Town of Wellesley Police</td>
<td>485 Washington Street</td>
<td>781-235-1212</td>
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<tr>
<td></td>
<td>Wellesley, MA 02482</td>
<td></td>
</tr>
<tr>
<td>MetroWest Hospital, Natick</td>
<td>67 Union Street</td>
<td>508-650-7000</td>
</tr>
<tr>
<td></td>
<td>Natick, MA 01760</td>
<td></td>
</tr>
<tr>
<td>Shelter</td>
<td>40 Berkeley Street</td>
<td>617-482-1126</td>
</tr>
<tr>
<td>Betty’s Place - YWCA</td>
<td>Boston, MA 02116</td>
<td></td>
</tr>
<tr>
<td>Boston Area Rape Crisis Center</td>
<td>99 Bishop Allen Drive</td>
<td>617-492-8306</td>
</tr>
<tr>
<td>(BARCC)</td>
<td>Cambridge, MA 02139</td>
<td></td>
</tr>
<tr>
<td>Massachusetts Office of</td>
<td>197 Friend Street</td>
<td>617-371-1234</td>
</tr>
<tr>
<td>Victim Assistance</td>
<td>Boston, MA 02114</td>
<td></td>
</tr>
<tr>
<td>Dedham District Court</td>
<td>631 High Street</td>
<td>781-329-4777</td>
</tr>
<tr>
<td></td>
<td>Dedham, MA 02026</td>
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</table>

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the Wellesley College Policy Against Sexual Harassment and Unlawful Discrimination, Harassment, and Retaliation. This policy reads:

It is the policy of the College to maintain a work and academic environment that is free of sexual harassment and discriminatory actions based on race, color, age, sex, gender identity or expression, sexual orientation, religion, ethnic or national origin, physical or mental disability, genetic information, pregnancy, veterans’ status, membership in uniformed services, or any other protected status. Unlawful employment discrimination and sexual harassment by officers, managers, faculty, supervisors, employees, students, advisors, vendors, clientele, and contractors will not be tolerated.

Further, any retaliation against an individual who has complained about sexual harassment or unlawful discrimination, or retaliation against individuals for cooperating with an investigation of a complaint of sexual harassment or unlawful discrimination, is similarly unlawful and will not be tolerated.

Sex Offender Registration
The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of
higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Massachusetts, convicted sex offenders must register with the Commonwealth of Massachusetts Sex Offender Registry Board (SORB). You can link to the SORB website by accessing http://www.mass.gov/sorb.

What to do if You or a Friend are the Victim of a Sexual Assault, Domestic Violence, Dating Violence, or Stalking

Community members should contact one of the following offices if they or a friend are a victim of a sexual offense:

**WELLESLEY COLLEGE POLICE DEPARTMENT**

Any member of the college community who wishes to file a formal criminal complaint may do so by contacting the Wellesley College Police Department at x5555 (x2121). The police officers primary concern will be the safety of the survivor. The department has a number of officers, including women police officers, who have specialized training in investigating sexual assaults. Reporting the incident to the police does not mean that an individual must file criminal charges though they are entitled to do so. Massachusetts law protects the confidentiality of survivors of sex offenses.

Regardless of the decision regarding the reporting of the incident, it is important for individuals to follow these steps immediately to ensure their personal safety:

**GO SOMEPLACE SAFE**

Go to a friend's residence hall room, house or somewhere that you can get emotional support.

**PRESERVE EVIDENCE**

If you are the victim of a sexual assault, do not douche, bathe, shower, or change clothes before seeking medical treatment. You should try to avoid washing sheets or other bed coverings where critical DNA evidence could be found. Wellesley College Health Services and/or the Wellesley College Police Department will also assist you with getting medical treatment.

It is also important to preserve evidence in cases of sexual assault, dating violence, domestic violence, or stalking, if possible. Victims should take certain actions promptly to preserve evidence for possible criminal prosecution and/or to obtain a protective order. Recommended examples...
of evidence preservation include preparing a written account or chronology of the incident(s), identifying potential witnesses, taking photographs or any injuries or property damage, preserving copies of communications, including texts, emails, and voicemail recordings.

Because a survivor has 15 years to decide whether or not to go forward with a case, it is beneficial for the survivor to at least preserve the evidence as soon as possible.

**HOSPITALS WITH SANE NURSES IN THE GREATER BOSTON AREA**
SANEs are specially trained to care for survivors of sexual violence and to perform sexual assault evidence kits. The SANE program serves seven hospitals in the greater Boston area:

- Beth Israel Deaconess Medical Center 617.667.7000
- Brigham and Women’s Hospital 617.732.5500
- Boston Medical Center 617.638.8000
- Cambridge Hospital 617.665.1000
- Children’s Hospital 617.355.6000
- Massachusetts General Hospital 617.726.2000
- Newton-Wellesley Hospital 617.243.6000

**REPORT THE SEXUAL ASSAULT TO THE AUTHORITIES**
The more sexual assault is reported, the easier it may be to prevent. Reporting the incident does not mean that the individual must proceed with a prosecution. Immediately following an assault, the individual should try to write down everything she or he remembers about the incident, including:

- Physical description of the individuals involved and any witnesses;
- Any additional information about the identity or location of the individuals involved or the even in question.

**STONE CENTER COUNSELING SERVICES**
The Stone Center has counselors on-call 24 hours per day to provide assistance and support to individuals of sexual assault. In addition to providing counseling, the professionals at the Center inform individuals of medical, legal, judicial, and long-term counseling options.

**OTHER LAW ENFORCEMENT AGENCIES**
Individuals may also contact local law enforcement agencies if they so choose. The Wellesley College Police Department and other officials of the College will assist individuals in notifying the appropriate agency in the applicable jurisdiction.

**SEEK COUNSELING**
Even if you do not report the rape or press charges, you should contact the Sexual Assault Hotline for information about counseling.
YOUR EMOTIONAL HEALTH
There are several reasons why an individual should seek medical attention following sexual misconduct. One of the main reasons is the individual’s emotional and physical health. The survivor should seek professional counseling as soon as possible after the incident.

CONTACT THE STONE CENTER COUNSELING SERVICES
Counseling Services can be contacted by calling x2839. Professional counselors are available for short-term counseling and support, and will refer the survivor for long-term care, if needed. Licensed counselors are confidential resources in the College community, which means the information shared during counseling sessions may be kept confidential.

Boston Area Rape Crises Center (BARCC). Trained Rape crisis counselors and advocates are available 24 hours per day. Call 1-800-841-8371.

Beth Israel Center for Violence Prevention and Recovery. 617-667-8141
www.bidmc.org/violenceprevention

RAINN. A 24-hour confidential Rape Hotline. 1-800-656-HOPE
https://www.rainn.org

Sexual Harassment

Wellesley College is committed to ensuring a safe and productive learning and working environment for all its members, free from sexual harassment or intimidation. Sexual harassment is against the law and is explicitly prohibited by Title VII of the 1964 Civil Rights Act, as well as by Massachusetts’s law. The College defines sexual harassment as follows:

Sexual harassment consists of two basic types

- Quid Pro Quo Harassment: Any action in which submission to or rejection of unwelcome conduct of a sexual nature is made either explicitly or implicitly a term or condition of an individual’s education, grades, recommendations, extracurricular programs or activities, or employment opportunities.

- Intimidating or Hostile Environment: Any unwelcome conduct of a sexual nature that is severe or pervasive, and creates an intimidating, hostile or offensive working or educational environment, or has the purpose or effect of unreasonably interfering with an individual’s employment, academic performance, education, or participation in extracurricular programs or activities.

In either type of sexual harassment noted above, the effect will be evaluated from the perspective of a reasonable person in the position of the person experiencing.
Workplace Violence

Wellesley College is committed to maintaining a safe, healthy and secure work environment. It is the College’s goal to create a workplace free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Employees play a major role in the College’s efforts by complying with this policy, contributing to a respectful atmosphere, treating all threats seriously, and reporting incidents immediately.

Wellesley College will treat all reports of threatening behavior or violence seriously and will fully investigate them.

PROHIBITED BEHAVIOR AND CONDUCT

Wellesley College will not tolerate any workplace violence, whether carried out by coworkers, students, visitors, former employees, or other individuals. The College expressly prohibits violence, threats, harassment, intimidation, and other disruptive behavior on its property. Violence or threatening behavior can include physical acts of violence, gestures, intimidating presence, oral or written statements, sexual assaults and weapons possession.

Crime Statistics

HOW DO WE COMPILE THESE STATISTICS?

Convinced that an informed public is a safety-conscious public, Wellesley College gladly provides all information related to the safety and security of the campus community. The College willingly complies with all laws pertaining to the reporting of crime and the public’s right to information. Wellesley College also maintains strict compliance with the privacy act, Buckley Amendment, and all other laws governing the release of personal information. Personally identifying information of victims is not included in public logs. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the following definitions and statistics are provided for your information. These statistics are collected and reported in accordance with the Clery Reporting Procedure. All crimes are listed in the Clery Crime Log, however, only the following crimes are reported annually in this report.

Wellesley College Police officers enter all reports of all crime incidents reported directly to the department in an automated case management software program called ARMS (Automated Records Management System). Once an officer enters the report in the ARMS program, a department administrator reviews the report to ensure it is appropriately classified in the correct crime category. The department periodically examines the data to ensure that all crimes that have been reported are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting
The department sends an email containing CSA training to all “campus security authorities,” as defined in the Clery Act, requesting them to disclose any reports of crimes that may have been reported directly to them and not to the police department. The department examines these reports to ensure that none of the incidents reported by the campus security authority was also reported to the police department to avoid possible double counting. Any reports of incidents from campus security authorities are filed and maintained with the crime statistics for the applicable reporting period.

The Wellesley College Police maintains a close relationship with the Wellesley Police Department. The Wellesley College Police will disclose any crime report made directly to the Town of Wellesley by a member of the Wellesley College community.

Wellesley College also makes a good faith attempt to obtain crime statistics from the law enforcement entity of appropriate jurisdiction associated with study-abroad programs. In each case, correspondence is on file for each attempt to obtain statistics whether or not law enforcement abroad replied and chose to provide statistics.

**DEFINITIONS USED FOR REPORTABLE CRIMES**

**Murder and Nonnegligent Manslaughter.** The willful (Nonnegligent) killing of one human being by another.

**Negligent Manslaughter.** The killing of another person through gross negligence.

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

**Fondling.** The touching of the private 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.

Massachusetts defines Indecent Assault and Battery on a person age 14 or over as indecent assault and battery against a person’s will. An indecent act is one that is fundamentally offensive to contemporary standards of
decency. An assault and battery may be “indecent” if it involves touching portions of the anatomy commonly thought private, such as a person’s genital area or buttocks, or the breasts of a female.

**Incest.** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Massachusetts defines Incest as persons within degrees of consanguinity within which marriages are prohibited or declared by law to be incestuous and void, who intermarry or have sexual intercourse with each other, or who engage in sexual activities with each other, including but not limited to, oral or anal intercourse, fellatio, cunnilingus, or other penetration of a part of a person’s body or insertion of an object into the genital or anal opening of another person’s body, or the manual manipulation of the genitalia of another person’s body.

**Statutory Rape.** Nonforcible sexual intercourse with a person who is under the statutory age of consent. Massachusetts defines statutory rape as unlawful natural or unnatural sexual intercourse with a person under 16 years of age.

**Robbery.** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault.** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which 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 intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft.** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

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

**Liquor Law Violations.** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating
liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate 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. (Drunkenness and driving under the influence are not included in this definition.)

**Drug Abuse 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 nonnarcotic drugs (barbituates, benzedrine).

**Weapons: Carrying, Possessing, etc.** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Domestic Violence** includes felony or misdemeanor crimes 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 cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family laws of the Commonwealth of Massachusetts, or by any other person against an adult or youth victim who is protected from the person’s acts under the domestic or family violence laws of the jurisdiction. Massachusetts law defines domestic violence as an assault or assault and battery on a household or family member. Household or family member is defined as persons who (i) are or were married to one another, (ii) have a child in common regardless of whether they have ever married or lived together or (iii) are or have been in a substantive dating or engagement relationship; provided, that the trier of fact shall determine whether a relationship is substantive by considering the following factors: the length of time of the relationship; the type of relationship; the frequency of interaction between the parties; whether the relationship was terminated by either person; and the length of time elapsed since the termination of the relationship.

**Dating Violence.** The VAWA definition of dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Per Massachusetts statute above, dating violence is included in the definition of domestic violence.
Stalking. The VAWA definition of stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person’s safety or the safety of others; or (b) suffer substantial emotional distress.

For purposes of this definition—(a) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by an action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with the person’s property. (b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. (c) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Massachusetts defines stalking as willfully and maliciously engaging in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and making a threat with the intent to place the person in imminent fear of death or bodily injury.

Hate Crimes

The statistics in the Hate Crime charts are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exception to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A hate or bias-related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias.

Personal Safety Tips

Although the Wellesley campus is reasonably safe, crime can happen anywhere and safety can be compromised at any time. No one set of guidelines can completely protect you, but following the tips below can minimize your chances of being victimized. You should always trust your own instincts and follow the rules of common sense.
Do not prop open residence hall or apartment complex doors.

Be mindful of tailgating. Tailgating is following or walking closely behind a resident/person into a secured or locked facility without permission and without being identified. Attempts to do this should be reported to Campus Police.

Do not allow door-to-door salespeople to enter your room. Wellesley College prohibits soliciting.

Lock your door when sleeping or showering.

Lock your door when you leave, regardless of the length of time you plan to be gone. Keep small items of value, such as wallets, money and jewelry, out of plain view or in a security box. Keep a record and photograph of all valuables noting descriptions and serial numbers. You can also engrave all personal belongings, contact Campus Police for additional information.

Report all thefts immediately to Campus Police at 781-283-2121.

Do not leave notes where anyone can read them stating where, when or how long you will be gone on any electronic media messages, and do not leave notes containing room combination numbers, ATM pin codes, or computer passwords where others can see them.

Do not take in overnight guests whom you do not know.

Close your drapes and blinds at night. Report all doors, locks and windows that are in need of repair to your Resident Assistant as soon as possible.

Always ask who is at the door before you open it.

Notify professional staff if there are maintenance or lighting deficiencies that may compromise building security or make you feel less safe.

If you receive harassing or annoying phone calls, hang up right away with no conversation, reaction or emotion. Then call Campus Police at 781-283-2121 to report it.

Do not invite people you “meet” on the Internet to your room or to stay overnight in your room.

Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or needs help, ask if they are ok and contact Campus Police if necessary.

Speak up when someone discusses plans to take sexual advantage of another person. If you have concern for another member of the Wellesley College community, you can contact Campus Police anonymous at 781-283-2121.
Believe someone who discloses sexual assault, abusive behavior, or experience with stalking and encourage them to consult resources on campus, which can be found at http://www.wellesley.edu/administration/offices/titleix.

Refer people to on- or off-campus resources listed in this document, along with http://www.wellesley.edu/administration/offices/titleix for support in health, counseling, or with legal assistance.

Cross streets using crosswalks and electronic walk signals. Stay in well-lit, busy areas.

When using public transportation, follow these rules: use a busy, well-lit bus stop, sit near the driver, and don’t sleep. Trust your instincts — if something or someone makes you uneasy, get out or away.

Walk or jog with a companion.

Keep your car locked at all times.

Avoid flashing cash or valuables.

Have your key in hand as you approach your car or residence hall.

Call Campus Police for a personal safety escort if you feel concerned for your safety while on campus.

Commending Police Department Members or Filing Misconduct Complaints

For many decades, the men and women of the Wellesley College Police Department have rendered loyal and dedicated service to the Wellesley College community.

We strive to continually improve the service we provide the community and would like to hear from you. If you would like to make a suggestion for improving any police department process or procedure, please contact a member of the department, either in person, by telephone or by email.

COMMENDATIONS
If you would like to commend a member of the department for outstanding performance of duty, you can contact the on-duty sergeant at x2121. Give
the sergeant the name of the department member, the action you would like to commend, and the approximate time the action occurred. The sergeant will give this information to a member of the administrative staff who will forward the commendation to the appropriate member.

**COMPLAINTS**

If we have somehow failed to meet your expectations, or you feel that a department member has performed poorly, or broken a department or College policy, we want to hear from you.

You can contact the Chief of Police directly, or file a complaint with the on-duty sergeant. The on-duty sergeant will ask you to complete a statement outlining the allegation. The formal complaint will then be forwarded to the Office of the Chief. The Chief of Police or Lieutenant will contact you regarding the allegation.

Following an informal or formal investigation into the allegation, the Chief or Lieutenant will contact you to discuss the final disposition of your complaint.

If for some reason, you feel uncomfortable filing a complaint directly with the Police Department, you may contact the Dean of Student (students) or the Office of Human Resources (employees). Whatever avenue you elect to take, your complaint will be thoroughly investigated and someone will notify you concerning the final disposition of the complaint.

**Residential Hall Fire Prevention Information**

Throughout the years Wellesley College has taken the initiative to update many facility systems in order to provide a safe environment for students and staff.

All of the residence halls have sprinkler systems (with the exception of 5 of the smaller houses) and smoke detectors. There are electrical smoke detectors in each student room, which alarm locally. The smoke detectors in the common areas are connected to the central alarm system which, in turn, is directly connected to the Town of Wellesley Fire Department and to the Wellesley College Police Department. The Wellesley Fire Department requires four fire drills (evacuations) throughout the academic year.

Every dorm has a student acting as a “Fire Chief.” These individuals receive training during the year and are required to conduct biweekly inspections of the residence halls, communicate safety concerns to hall residents during
regularly scheduled meetings and participate in scheduled fire drills. In addition, the Area Coordinators and Resident Assistants receive training every year.

The Town of Wellesley Fire Department supports various campus activities and works closely with the College for continued improvements in the area of fire prevention. The College does require complete evacuation of buildings during any alarm event and will discipline/fine students for noncompliance. Since false alarms may lead to lower evacuation response from students, the College will continue to analyze the causes of the false alarms and work to reduce their occurrence. With the ongoing reduction of false alarms, we hope to maintain student’s diligence when it comes to their response to all alarms.

Fire Alarm Procedures

IF YOU DISCOVER A FIRE:

- Pull the nearest alarm. (The alarms or ‘pull stations’ are linked to Wellesley College Police Department and, in most buildings, to the Wellesley Fire Department. By pulling the alarm you are initiating immediate action/response). Know the location of at least 2 pull stations.
- Yell out “FIRE” as you are going to the pull station to alert others in the area.
- Call the Wellesley College Police Department, x5555, from a safe location.
- Follow the evacuation procedures below.

IF YOU HEAR THE ALARM SOUNDING IN YOUR BUILDING:

- Start evacuation procedures at once.
- If you can do so without putting yourself at risk, rescue any injured individuals who may need assistance. (Certain individuals in your building will need assistance with evacuation or getting to a safe location).
- Close all doors behind you. (This action helps to contain the fire to as small of an area as possible). Never prop open fire doors. This action will prevent safe evacuation of all building occupants.
- Use exit stairwells for evacuation. Never use the elevators (the elevators in most buildings will be automatically called to the primary floor and will not respond to other floors).
• Assemble outside of the building in the pre-determined locations for your floor/building. Never go to another location during an evacuation.

• NEVER block roadways or entrances into buildings. The Wellesley Fire Department must have free and clear access to the building and all entrances.

• Move away and remain a safe distance from the building. Do not re-enter the building until permitted by Fire Department officials.

WHAT TO KNOW AHEAD OF TIME:

• Several exit routes from your floor/area.

• The locations of at least 2 pull stations.

• Individuals in your area that may need assistance in getting to a safe area during an emergency.

Wellesley College Annual Fire Safety Report

Wellesley College, in accordance with the Higher Education Opportunity Act of 2008, prepares an annual fire safety report that contains, at a minimum, the following information:

• Fire statistics for each on-campus student housing facility for the three most recent years for which data are available;

• A description of each on-campus student housing facility fire safety system;

• The number of fire drills held during the previous calendar year;

• Wellesley College's policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility;

• Wellesley College's procedures for student housing evacuation in the case of fire;

• The policies regarding fire safety education and training programs provided to students and employees (these policies must describe the procedures that students and employees should follow in the case of fire);

• A list of the titles of each person or organization to which students and employees should report that a fire occurred;

• Plans for future improvements in fire safety, if determined to be necessary by Wellesley College.
Wellesley College must also report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available concerning:

- The number of fires and the causes of each fire;
- The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center;
- The number of death related to a fire; and
- The value of property damage caused by a fire.

These statistics must be submitted to the Secretary of the Department of Education on an annual basis.

Definitions

**FIRE:**
Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**FIRE DRILL:**
A supervised practice of a mandatory evacuation of a building for a fire.

**CAUSE OF FIRE:**
The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.

**FIRE-RELATED INJURY:**
Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, employees, visitors, firefighters, or any other individuals.

**FIRE-RELATED DEATH:**
Any instance in which a person is killed as a result of fire, including death resulting from natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire.

**FIRE-SAFETY SYSTEM:**
Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing system, fire detection devices, stand-alone
smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of fire.

VALUE OF PROPERTY DAMAGED:
The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate includes contents damaged by fire, and damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

What is the Fire Log?

Since Wellesley College is an institution that maintains on-campus student housing, it must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. The fire log must include the nature, date, time, and general location of each fire.

Any entry or addition to an entry to the fire log must be made within two (2) business days of receipt of the information.

Wellesley College is expected to collect information about, and report on, all fires regardless of whether they were reported to a campus fire authority.

The following chart is an example of what information the fire log will make available

Is the Log Available?

Wellesley College must make the fire log for the most recent 60-day period open to public inspection during normal business hours. Any portions of the log older than 60 days must be made available within two (2) business days of a request for public inspection.

While the Wellesley College Police Department is open 24 hours a day every day of the year, the Department’s normal business operating hours are as follows:

- MONDAY 8:30 a.m. - 4:30 p.m.
- TUESDAY 8:30 a.m. - 4:30 p.m.
- WEDNESDAY 8:30 a.m. - 4:30 p.m.
- THURSDAY 8:30 a.m. - 4:30 p.m.
- FRIDAY 8:30 a.m. - 4:30 p.m.
To whom do I report?

You should always report any fire-related concerns or information to the Wellesley College Police Department and/or the Wellesley College Department of Environmental Health and Safety. The Wellesley College Police Department is located in the Davis Parking Facility and is staffed 24 hours a day every day of the year. You can contact the Wellesley College Police Department on campus by dialing x2121 or, in case of an Emergency, x5555.

The Department of Environmental Health and Safety is located in the Physical Plant building and can be contacted on campus by dialing x3882.

On-Campus Student Housing Fire Safety Systems

A fire safety system is defined as any mechanism or system related to the detection of a fire, the warning resulting from a fire, listing elements including, among others, sprinkler systems, fire detection devices, stand-alone smoke alarms, and fire doors and walls. This section will describe the fire safety system in each residence hall, as well as information about how often these systems are inspected and maintained.

Wellesley College has taken the initiative to update many facility systems in order to provide a safe environment for students and staff. We appreciate your concern when it comes to fire safety and hopefully this posting can answer your questions.

All of the residence halls have sprinkler systems (with the exception of 2 of the smaller houses) and smoke detectors. There are smoke detectors in each student room which alarm locally. The smoke detectors in the common areas are connected to the central alarm system which, in turn, is directly connected to the Town of Wellesley Fire Department and to the Wellesley College Police Department. Four fire drills (evacuations) are required by the Wellesley Fire Department throughout the academic year.

Every dorm has a student acting as a “Fire Chief.” These individuals receive training during the year and are required to conduct biweekly inspections of the residence halls, communicate safety concerns to hall residents during regularly scheduled meetings and participate in scheduled fire drills. In addition, the Area Coordinators and Resident Assistants receive training every year.

The Town of Wellesley Fire Department supports various campus activities and works closely with the College for continued improvements in the area of fire prevention. The Wellesley Fire Department, being stationed on the edge of the campus, responds within minutes of all alarms.
The College requires complete evacuation of buildings during any alarm event and will discipline/fine students for noncompliance. Since false alarms may lead to lower evacuation response from students, the College will continue to analyze the causes of the false alarms and work to reduce their occurrence. With the ongoing reduction of false alarms, we hope to maintain students’ diligence when it comes to their response to all alarms.

Training

During orientation, students receive presentations on fire safety and prevention. These presentations cover a variety of topics, including:

- Personal safety;
- Residence hall fire prevention and quick reporting; and,
- Emergency response

New employees receive training and information similar to that provided at student orientation. Additional training for employees is provided as requested or needed. Throughout the year, the Wellesley College Police Department in conjunction with the Department of Environmental Health and Safety sponsor additional fire safety training sessions. Often these training sessions are hosted along with various student organizations or College departments. Individual departments, and/or student organizations may request special training sessions by contacting the Department of Environmental Health and Safety or the Wellesley College Police Department.

Both departments welcome your input and suggestions to make training educational, interactive, and fun.

Fire Safety Policies

The safety of College employees, faculty, students and visitors is paramount. It is crucial that the college facilities are maintained in a condition that will allow for quick and safe evacuation in the event of an emergency. This policy will outline the state and local regulatory requirements designed to provide good fire prevention practices as well as maintaining safe exit routes.

DEFINITIONS

Decorations

As defined by state code, include all materials such as curtains, draperies, scenery, plastic shields, upholstery materials, streamers, surface coverings applied over the building interior finish for decorative effect, and also
cloth, cotton batting, straw vines, leaves, trees and moss used for decorative effect, bamboo and other wood fibers. (Excluded from this definition are ordinary window shades).

**Combustibles**
Include any material that will readily ignite when heat sources are present. Some examples are cardboard, paper products, some plastics, wood products, etc.

### General Guidelines for Decorations in Residence Halls and at Functions/Events

The quickest and easiest way to ensure that appropriate guidelines and approvals are obtained for decorations or events is to plan ahead. Please contact the Department of Environmental Health & Safety, x3882, for further information.

**Candles and other Open Flames**
- Candles and other open flames are prohibited.
- Candles may be used for normally recognized religious services only if pre-approved by the Department of Environmental Health and Safety and Housing (for Residence Halls) and a fire extinguisher is close by.
- The use of flash pots, smudge pots, incense, pyrophoric materials, or fire works of any kind for recreations, art, or entertainment is strictly prohibited.
- Fog type devices are prohibited by the Wellesley Fire Department. Any items using or creating mist or smoke for theatrical effects must be approved by the Wellesley Fire Department through the Department of Environmental Health and Safety.
- By state law no gasoline, propane, or other internal combustion engines are permitted inside the buildings.
- Fireplaces should only be used according to the College guidelines available from the Department of Environmental Health and Safety or the Housing Office.

**Exits and Corridors**
- Never block, hide, or disguise an exit.
- Keep exits free and clear from combustibles and obstructions.
- Decorations or furnishings must not constrict or obstruct corridors.
• Never place combustibles in corridors, lobbies, stairwells or on corridor walls.

**Materials used for Decorating**

• Plastics, Styrofoam, and polyurethane foams can not be used for decorations or furnishings.

• Fabrics and other combustibles should not be hung from the ceiling.

• Massachusetts Fire Prevention Regulations prohibit flammable decorations such as natural greens, straw, crepe paper, streamers, and surface coverings on building interior finish in school buildings and places of public assembly.

• Fabrics such as curtains, drapes, furniture coverings, floor coverings, and other fabric hangings must be fire retardant. A certificate of flame proofing is required.

• Exotic lighting or unusual visual effects utilizing lasers or others unusual optical devices must be approved by the Department of Environmental Health and Safety.

• Avoid the use of decorations with sharp edges or corners.

• The use of existing conduit, cables, or piping to hang items or equipment is prohibited unless permission is granted. Contact the Department of Environmental Health and Safety for further information.

• Wood frame or other combustible construction on Campus is not permitted without Department of Environmental Health and Safety and Physical Plant approval.

• Combustible materials should be kept at a safe distance or be shielded from sources of heat such as radiators and light bulbs.

**Electrical-related concerns**

• Temporary wiring such as extension cords and multiple outlet strips must be approved by the Department of Environmental Health and Safety for use with lighting or sound equipment and lighted decorations.

• Extension cords are for temporary use only. During the holiday season they should not be used in a way that will create a fire, tripping, or electrical hazard.

• The cords must be UL listed, be a minimum of l6 gauge wire (this excludes #18 lamp wire also known as “zip” cord), and be properly plugged into a wall outlet. Extension cords can not be connected to each other.

• ALL activities requiring pre-approval must be made at least 2 weeks in advance. Inquiries made after that time are not guaranteed of review for approval.
WINTER HOLIDAY SEASON
In addition to the College’s Decoration Policy, the following guidelines are issued by the Department of Environmental Health and Safety for seasonal decorations.

Trees and Decorations
- Artificial flame-proofed trees and related decorations are permitted in offices, enclosed lounges (but not those connected to lobbies, corridors, or open public areas), and other non-public areas.
- Trees are not permitted in corridors, aisles, passageways, or stairways. They must not obstruct an exit or narrow a pathway to the exit. Trees and related decorations are not allowed to obstruct the usual view of exit signs or emergency lighting.
- Only labeled flame retardant, UL listed, or classified artificial trees, wreaths, boughs, greenery, and other decorations are permitted. All trees and decorative boughs must be artificial with an approved flame retardant label. Noncombustible decorations are permitted.
- Natural trees (cut or alive), natural wreaths, boughs, or greenery are not permitted.
- The use of Holiday cards, wrapping paper, and streamers to decorate exit corridor walls is prohibited.
- Flammable decorations are prohibited.

Tree Lights
Only UL approved lights rated for use on artificial trees are to be used. They are often called “mini-lights” or “twinkle lights”. Larger tree lights normally used on natural trees generate enough heat to melt plastic and ignite decorations. Remote spotlights are recommended for use with metal trees to avoid an electrical shock hazard from electrical lighting. The use of tree lights, electric ornaments, and extension cords in corridors and over exit doors are prohibited. Lights cannot remain in place for more than 60 days while school is in session.

General Requirements
- All exit doors shall not be blocked/obstructed and be readily opened.
- Obstructions of any kind, including tables and chairs, shall not be permitted in aisles, corridors or passageways.
- Candles and other open flames are prohibited. Open flame devices, such as lanterns, etc., intended to be used for decorative purposes, are prohibited.
- Dispose of wrappings immediately.
- In case of fire, immediately pull the alarm and call the Wellesley College Police Department, x5555 or dial 911 to contact the Wellesley Fire Department.
Office Evacuation in the Event of a Fire

At Wellesley College we all have responsibility for fire and life safety. In the event you see or suspect a fire, contact the Wellesley College Police Department immediately at x5555 or dial 911 to contact the Town of Wellesley Fire Department. An important part of each person’s responsibility is being familiar with your surroundings and following these guidelines to ensure the safe and timely evacuation of all building occupants during a man-made or natural emergency:

- Locate the two exits from your office. Count the number of doors between your office and the exits. This can assist you during an emergency evacuation.
- Know where the fire alarm pull stations on your floor are so they may be activated in the event of a potential life-threatening emergency.
- Do not block fire extinguishers and other fire safety equipment — maintain these areas for quick and easy access at all times.
- Keep egress paths clear — this includes hallways and stairwells. Do not store furniture, file cabinets, etc in these areas.
- Ensure that fire doors are kept closed at all times. If you find them open remove wedges or other items keeping them open.

Residence Hall Evacuation Procedures

FIRE/EVACUATION PROCEDURES

Emergency response procedures have been established to insure the safety of all concerned in the event of an emergency evacuation. Experience has proven that strict and consistent observance of fire prevention rules saves lives and property. It is incumbent upon all individuals at Wellesley College to comply with the following procedures for a safe evacuation. Evacuation of all occupants of the building is expected during fire alarms.

If you discover a fire:

- Pull the nearest alarm. The alarms or ‘pull stations’ are linked to the Wellesley College Police Department and, in most buildings, to the Wellesley Fire Department. By pulling the alarm you are initiating immediate action/response. Know the location of at least 2 pull stations.
• **Yell out “FIRE”** as you are going to the pull station to alert others in the area.

• Call the Wellesley College Police Department, 781-283-5555, from a safe location. Although the alarm has already been activated, this back-up call will ensure that the Wellesley College Police Department has been notified of the emergency.

• Follow the evacuation procedures outlined below. Be available to the responders (i.e., the Wellesley College Police Department and Wellesley Fire Department) in order to answer any questions they may have about the fire.

**If you hear the alarm sounding in your building:**

• Start evacuation procedures at once.

• If you can do so without putting yourself at risk, assist individuals who may need help evacuating the building. If you cannot, notify emergency response personnel of the person’s location.

• Close all doors behind you. This action helps to contain the fire to as small of an area as possible. Never prop open fire doors.

• **Use exit stairwells** for evacuation. Never use the elevators (the elevators in most buildings will be automatically called to the primary floor and will not respond to other floors).

• **Assemble outside of the building** in the predetermined locations for your floor/building. Never go to another location during an evacuation. (By not going to your assigned meeting place you will jeopardize an accurate head count which may result in time-consuming and dangerous search/rescue activities.)

• **NEVER block roadways or entrances** into buildings. The Wellesley Fire Department must have free and clear access to the building and all entrances.

• **Move and remain a safe distance** from the building. Do not reenter the building until permitted by Fire Department officials.

**What to know ahead of time:**

• Several exit routes from your floor/area.

• The location of at least two pull stations. (Hint: In most buildings the pull stations are located near an exit stairwell or door).

• Individuals in your area that may need assistance in getting to a safe area during an emergency.

**In Summary:**

• Alarm (pull the alarm)

• Rescue (only if you are not putting yourself at risk)
• Contain (close doors behind you)
• Evacuate (get out safely and quickly)

Fire Evacuation Procedures for Individuals with Disabilities and Others Needing Assistance

The following procedures, suggestions, and resources are a supplement to the College’s plans in the event of an emergency evacuation. Evacuation of all occupants of the building is expected during fire alarms. It is also recognized that some individuals with temporary or permanent disabilities and others may have difficulty evacuating and may need assistance. As in all cases, but especially with individuals likely to need assistance in evacuating, it is important to develop a personal plan. Below, after a listing of “factors to consider”, are procedures the College has in place and resources available to customize an evacuation plan to meet individual needs.

FACTORS TO CONSIDER:
There are many questions to ask when considering evacuation strategies for individuals with disabilities and others who need assistance. Below are a few to consider:

• Are you able to safely evacuate using stairs? If you are not confident on the stairs and others are evacuating, are you likely to fall, injure yourself, or cause others to be injured?
• If you are blind or visually impaired, will you need assistance finding or using the stairs to evacuate?
• If you are hearing impaired and you are in a building without a visual alarm, will you need someone to notify you in case of evacuation?
• If you use a wheelchair and decide to be assisted on the stairs, do you know how to instruct someone (ideally the Wellesley College Police Department or Wellesley Fire Department staff) in how to safely move you?

Evacuation plan for individuals who require assistance or are concerned with their safety evacuating by stairs:
The College has identified safety areas in buildings that are known to the Wellesley College Police Department and Wellesley Fire Department staff. The spaces are generally staircase landings that are marked as safety areas. These can be used while you follow the procedures below:

• If there is time, notify the Wellesley College Police Department by phone that you are evacuating to a designated safe area providing them with a location.
• If others are with you, have them notify evacuation staff outside the building that you are in a designated safe area providing them with a location.

• Evacuate to the designated safe area if you are unable evacuate the building. Keep the doors shut to prevent smoke or fire from entering. Evacuation staff will be looking in designated safe areas regardless of whether or not you were able to contact them. Wait for assistance.

Evacuation plan for individuals who are blind or visually impaired and are not concerned with safety on stairs but may still need assistance:
Evacuation procedures will generally be the same as for others using the stairs. Note that power/lighting may be lost in a fire as well as visibility may decrease due to smoke.

• If there is time, notify the Wellesley College Police Department by phone (x5555) that you are evacuating by stairs and may need assistance.

• If others are with you, have them guide you to and down the stairs, if needed, or have them notify evacuation staff outside the building that you are evacuating.

Evacuation plan for individuals who are deaf or hearing impaired and need assistance:
Evacuation procedures will generally be the same as for others using the stairs. In planning for an evacuation, you should let others know to inform you if there is an audible fire alarm. Contact the Environmental Health and Safety Office, x3882, for more information on which buildings have visual alarms and to request one for your work area.

Resources available to customize an evacuation plan to meet individuals with disabilities needs:
Some individuals with disabilities will find it beneficial to meet with a professional to create an individualized evacuation plan. Specific plans must be determined in advance in order to properly and safely evacuate the building during emergencies. Contact the Environmental Health and Safety Office, x3882, for assistance creating an individualized plan. The Department of Environmental Health and Safety may also include College Disability Services’ staff in the planning process.
## Crime Statistics

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**Sex Offenses, Non-Forcible**

<table>
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<th>Gender</th>
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**Aggravated Assault**

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**Motor Vehicle Theft**

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**Arson**

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**Burglary**

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**Larceny**

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**Other Crimes involving Bodily Injury**

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**Vandalism/Destruction of Property**

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<th>Religion</th>
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<th>Disability</th>
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**Simple Assault**

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<th>Religion</th>
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**Intimidation**

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### Number of Arrests/Referrals for Selected Offenses

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<thead>
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<th>Offense</th>
<th>Year</th>
<th>Arrest</th>
<th></th>
<th>Judicial Referral</th>
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<tr>
<td></td>
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<td>On Campus</td>
<td>On Residential Facility</td>
<td>Non Campus Property</td>
<td>Public Property</td>
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<td>Liquor Law Violations</td>
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<td>Drug Abuse Violations</td>
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NOTE: The Commonwealth of Massachusetts decriminalized marijuana (possession of less than 1 ounce). Less than one ounce of marijuana is a civil offense and is not counted for purposes of drug law violations and are, therefore, not counted in this report.
### Sample Fire Log

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Type/Cause</th>
<th>Number of related injuries treated at medical facility</th>
<th>Related Deaths</th>
<th>Property Damage</th>
<th>Value of damaged property</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

### The following chart details the current fire safety systems in student housing facilities*

<table>
<thead>
<tr>
<th>Residence Halls**</th>
<th>Fire Extinguishers</th>
<th>Sprinklers</th>
<th>Alarm to Town</th>
<th>Alarm to Campus Police</th>
<th>CO Detector (Battery or Hardwire)</th>
<th>Number of CO Locations</th>
<th>Evacuation Placards</th>
<th>Annual Fire Drills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bates</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Hardwire</td>
<td>5</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Beebe</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Hardwire</td>
<td>2</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Cazenove</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Hardwire</td>
<td>5</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Cedar Lodge</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Hardwire</td>
<td>3</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Cervantes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Hardwire</td>
<td>1</td>
<td>Yes</td>
<td>2</td>
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<tr>
<td>Claflin</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Hardwire</td>
<td>4</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Dower (Orchard)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Hardwire</td>
<td>2</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>Freeman</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Hardwire</td>
<td>2</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>French House (Main)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Hardwire</td>
<td>3</td>
<td>Yes</td>
<td>2</td>
</tr>
<tr>
<td>French House (Carriage)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Hardwire</td>
<td>1</td>
<td>Yes</td>
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</tr>
<tr>
<td>Homestead/Instead</td>
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<td>Yes</td>
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<td>Yes</td>
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<tr>
<td>Lake House</td>
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<td>Yes</td>
<td>Yes</td>
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<tr>
<td>McAfee-Hemlock</td>
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<td>Yes</td>
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<td>Yes</td>
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<td>Yes</td>
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<td>Yes</td>
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*Each room is equipped with an audible smoke detector alarm.

**Fire drills are conducted at each Residence Hall twice yearly.
### 2017 Statistics Regarding Fires at Wellesley College Residential Facilities

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<th>Residence Hall</th>
<th>Total Fires</th>
<th>Fire Number</th>
<th>Date</th>
<th>Time</th>
<th>Case of Fire</th>
<th>Injuries Treated at Medical Facility</th>
<th>Deaths Related to Fire</th>
<th>Value of Property Damage</th>
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</thead>
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### 2018 Statistics Regarding Fires at Wellesley College Residential Facilities

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<th>Residence Hall</th>
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<th>Fire Number</th>
<th>Date</th>
<th>Time</th>
<th>Case of Fire</th>
<th>Injuries Treated at Medical Facility</th>
<th>Deaths Related to Fire</th>
<th>Value of Property Damage</th>
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# 2019 Statistics Regarding Fires at Wellesley College Residential Facilities

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<th>Residence Hall</th>
<th>Total Fires</th>
<th>Fire Number</th>
<th>Date</th>
<th>Time</th>
<th>Case of Fire</th>
<th>Injuries Treated at Medical Facility</th>
<th>Deaths Related to Fire</th>
<th>Value of Property Damage</th>
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## Campus Resources for Student Support

<table>
<thead>
<tr>
<th>Department</th>
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<tbody>
<tr>
<td><strong>Campus Police</strong></td>
<td>781.283.2121</td>
</tr>
<tr>
<td>Campus and personal safety concerns; Emergency Management Group (EMG) leadership &amp; coordination.</td>
<td></td>
</tr>
<tr>
<td><strong>Center for Work and Service</strong></td>
<td>781.283.2352</td>
</tr>
<tr>
<td>Information and support related to career, job search, internships, fellowships and scholarships, and graduate and professional school.</td>
<td></td>
</tr>
<tr>
<td><strong>Class Deans Office</strong></td>
<td>781.283.2325</td>
</tr>
<tr>
<td>Individualized academic advising and support.</td>
<td></td>
</tr>
<tr>
<td><strong>Counseling Service (Stone Center)</strong></td>
<td>781.283.2839</td>
</tr>
<tr>
<td>Free and confidential individual and group counseling for students; medication management; educational workshops; consultation; referrals to community providers.</td>
<td></td>
</tr>
<tr>
<td><strong>Davis Degree Program</strong></td>
<td>781.283.2325</td>
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<tr>
<td>Academic advising and support for students of non-traditional ages.</td>
<td></td>
</tr>
<tr>
<td><strong>Dean of Students Office</strong></td>
<td>781.283.2322</td>
</tr>
<tr>
<td>Holds overall responsibility for student issues and oversees Dean's Advisory Committee.</td>
<td></td>
</tr>
<tr>
<td><strong>Dean's Advisory Committee (DAC)</strong></td>
<td>781.283.2325</td>
</tr>
<tr>
<td>Meets weekly to coordinate care for students needing support from multiple departments.</td>
<td></td>
</tr>
<tr>
<td><strong>Disability Services</strong></td>
<td>781.283.2434</td>
</tr>
<tr>
<td>Individualized and confidential assistance and information to all students with disabilities, assistance in requesting accommodations.</td>
<td></td>
</tr>
<tr>
<td>Department</td>
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<tr>
<td>-----------------------------------------------</td>
<td>-------------</td>
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<tr>
<td><strong>Health Service</strong></td>
<td>781.283.2810</td>
</tr>
<tr>
<td>Confidential medical care including preventative care and treatment of illness and injury, prescriptions, birth control, and HIV/STI testing; health education services including alcohol and drug education, sleep hygiene, sexual health, and nutrition.</td>
<td>781.283.2810</td>
</tr>
<tr>
<td><strong>Intercultural Education</strong></td>
<td>781.283.2685</td>
</tr>
<tr>
<td>Intercultural education activities, trainings and programs that educate and promote diversity and inclusion on campus and increase multicultural competency on campus; individual advising to particular student cultural communities.</td>
<td>781.283.2685</td>
</tr>
<tr>
<td><strong>Office of Religious and Spiritual Life</strong></td>
<td>781.283.2685</td>
</tr>
<tr>
<td>Advising and religious and pastoral counseling for students; multi-faith worship, meditation, and discussion as well as educational and social activities.</td>
<td>781.283.2685</td>
</tr>
<tr>
<td><strong>Office of Student Involvement</strong></td>
<td>781.283.2672</td>
</tr>
<tr>
<td>Supports student organizations, activities, trips and events, concerts on campus, and College traditions.</td>
<td>781.283.2672</td>
</tr>
<tr>
<td><strong>Pforzheimer Learning and Teaching Center (PLTC)</strong></td>
<td>781.283.2641</td>
</tr>
<tr>
<td>Tutorial programs focused on individualized peer tutoring, supplemental instruction and study skills instruction.</td>
<td>781.283.2641</td>
</tr>
<tr>
<td><strong>Residential Life</strong></td>
<td>781.283.2679</td>
</tr>
<tr>
<td>Initial point of advising for students on many issues in the residence halls; community-building and support.</td>
<td>781.283.2679</td>
</tr>
<tr>
<td><strong>Slater International Center</strong></td>
<td>781.283.208</td>
</tr>
<tr>
<td>Advising, referrals, and programs related to immigration, employment, academic, social and cultural adjustment issues; international activities on campus and social connection.</td>
<td>781.283.208</td>
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<tr>
<td>Department</td>
<td>Phone</td>
</tr>
<tr>
<td>----------------------------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>Student Financial Services</strong>&lt;br&gt;<em>Information and assistance for students and parents regarding financial aid, loans, payment plans, etc.</em></td>
<td>781.283.2360</td>
</tr>
</tbody>
</table>
Interim Sexual Misconduct Policy and Procedures

**Effective August 14, 2020**

I. Wellesley College’s Commitment to Nondiscrimination

Wellesley College values diversity, equity, and inclusion, and is dedicated to protecting the equal dignity of every member of the community and our sustained connection to one another, to our campus, and to our mission. Discrimination and harassment violate the dignity of member(s) of our community, and such behavior is not tolerated at the College. It is the policy of the College not to discriminate in its programs and activities (including in College-sponsored travel or events that occur off campus), on the basis of any legally-recognized status, including, but not limited to: race, color, age (40 and over), sex, gender identity or expression, sexual orientation, religion, ethnic or national origin or ancestry, physical or mental disability, HIV testing, genetic information (including testing and characteristics), pregnancy (including lactation, childbirth or related medical conditions), veterans’ status, membership in uniformed services, certain criminal records, a personal admission to a facility for the care and treatment of a mentally ill person, requesting and/or taking of parental leave or any other protected status under applicable local, state or federal law.

Wellesley College’s Sexual Misconduct Policy, which is designed to comply with recent federal Title IX regulations and to reflect the College’s expectations for its community, defines sexual misconduct that is prohibited by the College. Wellesley’s Policy Against Unlawful Discrimination, Harassment, and Retaliation (the “Nondiscrimination Policy”) describes other types of prohibited discrimination and harassment, including the College’s Expectations of Professional Conduct Between College Employees and Supervisees or Between Employees and Students. Each of these Policies informs individuals participating in Wellesley College’s programs and activities of: their individual, organizational, and community rights and responsibilities with regard to the prohibited conduct, as well as the College’s response to allegations of such conduct and resources available to individuals who have experienced such conduct. Anyone with questions about the scope, coverage, or processes in either of these Policies should contact the Director of Nondiscrimination Initiatives/Title IX Coordinator.

II. Prohibited Conduct

The College prohibits conduct in other policies, including the Nondiscrimination Policy. For purposes of this Sexual Misconduct Policy, the following conduct is prohibited:

**Title IX sexual harassment:** As required by the federal Title IX regulations, Title IX sexual harassment is defined as conduct on the basis of sex that is unwelcome and determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Wellesley College’s programs or activities.

Title IX sexual harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Title IX sexual harassment can:

- occur between persons of equal power status (e.g., student to student, staff to staff, faculty member to faculty member) or between persons of unequal power status (e.g., faculty member to student, coach to student-athlete).
- be committed by (or against) a person or by (or against) an organization or group.
- be committed by or against an individual of any sex, or sexual orientation.
- be committed by or against a group or organization.
- be committed by an acquaintance, a stranger, or someone in a personal, intimate, or sexual relationship.

Examples of behavior that might be considered Title IX sexual harassment include, but are not limited to:

- Unwanted sexual innuendo, propositions, sexual attention or suggestive comments and gestures;
- inappropriate humor about sex-specific traits;
- sexual slurs or derogatory language directed at another person’s sexuality;
- display or circulation of written materials or pictures degrading to an individual or gender group where such display is not directly related to academic freedom, or an educational/pedagogical, artistic, or work purpose; and
- physical coercion or pressure of an individual to engage in sexual activity, or punishment for an individual’s refusal to respond or comply with sexual advances.

**Sexual assault:** As required by the federal Title IX regulations, sexual assault is defined as any sexual act directed against another person, without that person’s consent, including when the person is incapable of giving consent. This includes 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 consent. This also includes touching the private body parts of another person for the purpose of sexual gratification, without consent. Attempting to engage in sexual assault is also a violation of this Policy.
Consent is defined by the College as affirmative, voluntary, knowing, and continuous agreement to engage in a specific form of sexual activity. Consent may be communicated verbally or physically. Any lack of clarity regarding consent should be resolved through verbal communication. Consent may not be inferred from silence or lack of resistance to sexual advances, or from prior consensual sexual contact. Consent may be withdrawn at any time, and consent to one sexual activity does not imply consent to any subsequent sexual activity. Relationship status is not relevant to the issue of whether consent is present.

Consent cannot be obtained: 1) through silence alone (absent a non-verbal action clearly demonstrating consent); 2) from minors; 3) from individuals with mental or intellectual disabilities that render them unable to understand the behavior or its consequences; 4) from persons who are asleep, unconscious, or otherwise rendered incapable of knowingly agreeing to engage in an activity; 5) from persons who are observably incapacitated by alcohol and/or drugs such that a reasonable person would know that the individual is unable to give consent; or 6) through physical force, threat of physical force (by words, gestures, or non-verbal actions), coercion, fraud, or intimidation.

If someone is determined to have intentionally induced incapacitation in an individual by providing drugs, alcohol, or other substances to a person(s) with or without their knowledge, with the intent to impair their awareness or ability to withhold consent, that will be considered an aggravating factor in determining appropriate sanctions.

**Quid pro quo:** Conditioning the provision of an aid, benefit, or service of Wellesley College (including employment, grades, recommendations, extracurricular programs or activities, or employment opportunities) on any other person’s participation in unwelcome sexual conduct.

**Dating or domestic violence:** Violence committed by: a person who is or has been in a romantic or intimate relationship with the victim; a current or former spouse or intimate partner of the victim; or someone similarly situated; a person with whom the victim shares a child in common; or any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the location in which the crime of violence occurred. Dating or domestic violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

**Relationship violence:** Any harmful intentionally controlling behavior of one individual by a person who is, or was, in a sexual, romantic or intimate relationship with that individual. Relationship violence includes actual or threatened physical injury to self or others, psychological abuse, economic control, displaying and/or threatening to use weapons, and/or progressive social isolation. Although not specifically prohibited by the federal Title IX regulations, engaging in this type of behavior within a relationship is inconsistent with Wellesley College’s values and is therefore prohibited under this Policy.

**Stalking:** Stalking is defined as engaging in two or more direct or indirect acts of following, monitoring, observing, surveilling, threatening, or communicating to or about a person, directed at that specific person, that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress. Stalking can include electronic communication, such as on social media. Stalking can include any action that places the person under reasonable fear of harm to themselves.

**Sexual exploitation:** Abusive utilization of another person’s sexuality for illegitimate purposes, including but not limited to for personal benefit, financial gain, or sexual gratification. Examples include: observing or recording (by photograph, video, audio or other means) another individual’s nudity or sexual activity, or allowing another individual to observe or record someone’s nudity or sexual activity without the knowledge and consent of all parties involved; streaming or distributing images or audio recording of sexual activity or nudity, without the knowledge and consent of all parties involved; and knowingly exposing another individual to a sexually transmitted disease or infection without their knowledge. Attempting to engage in sexual exploitation is also a violation of this Policy. Although not specifically prohibited by the federal Title IX regulations, this type of behavior is inconsistent with Wellesley College’s values, and will be addressed using the process described in this Policy.

**Retaliation:** Any negative words or actions (such as intimidating, threatening, coercing, or in any way discriminating against a person) taken against a person because that person complained of suspected discrimination or harassment, or because that individual provided information or declined to participate in a proceeding under this Policy. To be retaliation, the words or actions must be sufficiently adverse to deter a reasonable person from reporting or assisting in reporting prohibited conduct, seeking protections under this Policy, or participating in a proceeding under this Policy. Words or actions that are only a minor annoyance or lack of good manners do not constitute retaliation. Retaliation alleged along with or related to sexual misconduct may be addressed under this Policy.

Retaliation is a violation of this Policy, even if the facts alleged in a formal complaint are ultimately not proven by a preponderance of the evidence.

If retaliation allegations are not connected with a matter properly addressed under this Policy, the College retains discretion to address the allegation under a different policy and procedure, such as the Nondiscrimination Policy.

**III. Statement on Educational Setting**

As an institution that embraces the principles of freedom and rigor in scholarly inquiry, Wellesley College recognizes that academic curriculum and pedagogical goals that serve legitimate and reasonable educational purposes do not, in and of themselves, constitute sexual misconduct or other unlawful discrimination.

Nothing contained in this Policy shall be construed to limit the legitimate and reasonable academic responsibilities and academic freedoms of the College’s faculty, or the University’s educational mission.
IV. Definitions

Advisor: A person chosen by a party, who may be (but does not have to be) an attorney, who provides support and advice to the party during the process responding to a formal complaint, and who conducts questioning, including cross-examination, if a hearing is held. A party is not required to have an advisor during an investigation. However, each party must have an advisor in the hearing who will question parties and witnesses on the party’s behalf. If a party does not select an advisor of their choice to participate in a hearing, the College will appoint an advisor, so that person can conduct questioning on the party’s behalf during the hearing.

An advisor is expected to maintain privacy regarding the information they learn about alleged prohibited conduct under this Policy.

Complainant: A person who is currently participating in, or attempting to participate in, Wellesley College’s domestic educational programs or activities and who alleges they experienced conduct prohibited by this Policy.

Educational program or activity: Locations, events, or circumstances in which the College, or a student organization officially recognized by the College, exercises substantial control over the context in which the conduct occurs.

Formal complaint: A document filed by a complainant or signed by the Title IX Coordinator alleging a violation of this Policy and requesting that the College investigate the allegations. If the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a party to a matter and may still fulfill any and all roles they are assigned.

Grievance process: The process outlined in this Policy to respond to formal complaints.

Parties: Both the complainant and the respondent.

Prohibited conduct: Conduct defined in Section II. of this Policy.

Relevant: As used in this Policy, “relevant” is any evidence that tends to make it more or less likely that something happened. Information about a complainant’s sexual predisposition or prior sexual behavior is generally not considered relevant, unless it is offered for the limited purpose of proving that someone other than respondent committed the conduct; or that consent was present, based on the complainant’s prior sexual behavior with the respondent.

Respondent: A person reported to be the perpetrator of conduct prohibited by this Policy.

Sanctions: Punitive or educational measures put in place by the College in response to a determination that a respondent has violated this or another Wellesley College policy. Sanctions may include, but are not limited to: expulsion, termination, demotion, suspension, probation, reprimand, warning, restitution, education/counseling requirement; restrictions on participation in a program or activity; permanent No Contact Orders; permanent No Trespass Orders; loss of privileges; loss of leadership opportunities or positions; housing restriction; and/or restrictions on employment by the College. The determination of appropriate sanctions will include consideration of the nature and circumstances of the misconduct; the impact of the misconduct on the complainant, and/or on the College community; the disciplinary history of the respondent; and any other mitigating or aggravating circumstances. As with any Honor Code case, sanctions of suspension, dismissal, and expulsion will be noted on a student’s transcript. Actions that are agreed to by parties as a result of mediation or some other form of informal resolution are not considered sanctions.

Supportive measures: Individualized services designed to restore or preserve equal access to Wellesley College’s education program or activity, offered to the complainant (or to the complainant and respondent if a formal complaint is filed), without cost, regardless of whether a formal complaint has been filed. Supportive measures may include, at the College’s discretion, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual interim No Contact Orders, interim No Trespass Orders, mutual restrictions on time and use of campus locations until the end of the process defined in this Policy, changes in work or housing locations, removal of contact information listed in the College Directory, interim removal or leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Supportive measures may not unreasonably burden the other party. Wellesley College will generally maintain privacy regarding supportive measures, to the extent possible. Privacy may not be possible regarding supportive measures when, for example, it is necessary to share limited information in order to provide supportive measures.

V. Confidential Resources

Speaking with another person, in an environment that feels safe, can be tremendously helpful to individuals who have experienced sexual misconduct or other forms of discrimination and harassment. Recognizing that some individuals may wish to share their experiences with another person without having those experiences reported to the Title IX office, Wellesley College has designated the following College resources “confidential.”

The following resources are available to Wellesley College students in responding to sexual misconduct, while keeping the student’s experiences confidential:

- Health Service (781.283.2810). Located in Simpson, 1st Floor.
- Stone Center Counseling Service (781.283.2839). Located in Simpson, 2nd Floor.

When a confidential resource for a student learns of sexual misconduct while acting in the scope of their professional licensure, they will not share identifiable information about the student they are supporting, without that person’s permission, unless:

- sharing is required to address imminent risk of harm to the safety of the campus community or the person they are supporting, or
Wellesley College employees may access the following confidential resource, who can assist the employee in responding to sexual misconduct, while keeping the employee’s experiences confidential:

- Employee Assistance Program (800.451.1834 phone answered 24/7 year round). https://www.mylifeexpert.com/login
  company code: college

Additional resources and supports are listed on the College’s Title IX website.

VI. Reporting Sexual Misconduct

Initial Report

Any member of the Wellesley College community may report suspected sexual misconduct, or other discrimination or harassment, in person, by phone, by mail, or electronically, to:

Director of Nondiscrimination Initiatives/Title IX Coordinator
Schneider 214
781.283.2451
Titleix@wellesley.edu
https://www.wellesley.edu/administration/offices/titleix

Reporting to the Title IX Coordinator does not obligate any person to engage in any type of process outlined in this Policy. Instead, a report gives an individual an opportunity to access supportive measures, and to learn about options for response such as filing a formal complaint.

The Title IX Coordinator keeps private reports of sexual misconduct and other discrimination or harassment, to the extent permitted by law. The Title IX Coordinator may share information related to reports of sexual misconduct and other discrimination or harassment on a limited, need-to-know basis such as in order to ensure that supportive measures or sanctions are put in place.

Members of the Wellesley College community may also report sexual misconduct to the Wellesley College Police Department (Davis Parking Facility, emergency: 781.283.5555, or non-emergency: 781.283.2121), or to their Human Resources representative, or to any faculty or staff member of the College who can help community members report alleged sexual misconduct and other discrimination and harassment to the Director of Nondiscrimination Initiatives/Title IX Coordinator.

Other than the Confidential Resources identified in this policy, any Wellesley College employee who manages or supervises others, and any Wellesley College employee who works directly with students, is obligated to notify the Director of Nondiscrimination Initiatives/Title IX Coordinator promptly upon learning of any possible violation of this Policy, or of the College’s Nondiscrimination Policy. Student workers and student leaders are not subject to this reporting obligation.

Initial Response

Upon learning of allegations of prohibited conduct, the Title IX Coordinator will notify the complainant about the process for filing a formal complaint, and about the availability of supportive measures, with or without filing a formal complaint. If appropriate, the Title IX Coordinator will also notify the complainant about their right to report, or decline to report, the matter to the Wellesley College Police and/or to local law enforcement.

VII. Procedures for Response to Formal Complaint of Sexual Misconduct

The procedures described in this section will be used when an employee or student is alleged to have engaged in conduct prohibited under this Policy, whether the employee or student is hired, admitted, enrolled, or actively employed. The College may respond using different processes when the individual accused of engaging in prohibited conduct is not an employee or student of the College.

If a formal complaint alleges violations of this Policy and violations of other policies such as the Nondiscrimination Policy or the Honor Code, the College has discretion to adjudicate all allegations using the procedures in this Policy.

A. Formal Complaint

1. Notification

The Title IX Coordinator will provide written notice to the parties, if known, upon receiving a formal complaint. This notification will include:

- A copy of this Policy, including the procedure;
- A description of the alleged sexual misconduct and, if known, the identities of the parties involved, and the date and location of the alleged incident(s);
- A statement that the respondent is presumed not responsible for the alleged conduct, and that a determination regarding responsibility will be made at the conclusion of the grievance process;
- Notification to the parties that they may be accompanied to any meeting or interview by an advisor of their choice who may be, but who is not required to be, an attorney;
- Notification to the parties that they must be accompanied by an advisor to any hearing process and if they do not have an advisor, the College will assign them at no cost an advisor chosen by the College, who may or may not be an attorney;
- Notification to the parties of the prohibition on retaliation; and
- Notification to the parties of the duty of honesty (below).

2. Dismissal

If a formal complaint is filed that does not allege sexual misconduct, it will be dismissed under this Policy. Any allegation in a formal complaint that is dismissed because it does not constitute sexual misconduct under this Policy, may be addressed through another process such as the Nondiscrimination Policy or the Honor Code.

A formal complaint may also be dismissed, in whole or in part, at any time if:
- a complainant notifies the Title IX Coordinator in writing that they wish to withdraw the formal complaint or any allegations contained in that formal complaint; or
- the Title IX Coordinator determines that specific circumstances will prevent the College from gathering sufficient information to reach a determination on the formal complaint, or any allegations contained in the formal complaint.

Written notice will be provided to the parties, informing them of the reasons for the dismissal if a formal complaint or allegation(s) is dismissed.

3. Investigation

An individual(s) trained in the Policy and appointed by the College, will investigate any formal complaint allegation(s) that are not dismissed. The person(s) conducting an investigation are referred to in this document as the “investigator”. If the Title IX Coordinator is the investigator, the College reserves the right to designate the Title IX Coordinator’s assigned functions under this Policy.

The investigation will include interviews with parties and witnesses, and collecting documentation and other evidence, as appropriate. The parties will be provided an equal opportunity to identify witnesses that they wish to be interviewed, and documentation they wish the investigator to review. The parties are strongly encouraged to provide this information in writing with a brief explanation of why a witness or document is relevant. The investigator will not review any information that is protected by a legal, medical, or other recognized privilege, unless that privilege is waived.

The parties can be accompanied by an advisor of their choice in all meetings with the investigator. During interviews and any other meetings as part of the investigative process, an advisor may ask clarifying questions about process, but may not otherwise speak on behalf of the party. An advisor may ask to suspend any meeting or interview to briefly consult privately with the party they are supporting.

4. Review of Evidence by the Parties

Before an investigative report is created, the parties and their advisors will be provided electronic or hard copy access to all evidence obtained as part of an investigation that is directly related to allegations raised, including inculpatory or exculpatory evidence, regardless of whether the College intends to rely on it in reaching a determination of responsibility. The parties will be given ten business days after being provided the evidence, to submit a written response to the evidence gathered. That response will be considered by the investigator before an investigation report is completed.

5. Investigative Report

The investigator will create an investigative report that consists of a record of statements by the parties, relevant information gathered during the investigation, and any written responses submitted by the parties after reviewing the evidence gathered. The investigative report will include the dates of all interviews, and identification of the source of all evidence.

C. Informal Resolution

Before a final investigative report is created, either party may ask the Title IX Coordinator to attempt informal resolution to reach an agreement with the other party. Informal resolution will typically include mediation or facilitated conversations between the parties. The option of informal resolution, its format, and the length of the informal resolution process is determined by the Title IX Coordinator in their sole discretion.

Upon request for informal resolution, the Title IX Coordinator will notify the other party of the request and ask whether the other party wishes to attempt an informal resolution. If both parties are interested in informal resolution, and the Title IX Coordinator agrees it is appropriate, the Title IX Coordinator will issue written notification to each of the parties regarding:
- The allegations;
- The initiation of an informal resolution process;
- The right of either party to withdraw from the informal resolution and resume the formal complaint grievance process at any time;
- The inability to resume a formal complaint grievance process based on the exact same allegations, if a successful resolution is reached through the informal resolution process; and
- That the parties have five business days after issuance of the notification to provide written consent to engage in the informal resolution if they so choose.
If each of the parties agrees voluntarily in writing to attempt an informal resolution process, the Title IX Coordinator will designate a trained, impartial individual to perform the mediation. The parties must work diligently together during the mediation to attempt to reach an agreed-upon resolution addressing the concerns raised in the formal complaint. Any agreement reached must be made in writing, signed by the parties. The parties may consult with their advisors during the informal resolution process.

Unless the mediator notifies the Title IX Coordinator that an extension is warranted for logistical or other reasons, the informal resolution process will be ended and the grievance process will resume if an informal resolution process has not successfully completed within two weeks of the initiation of the mediation. The mediator, in consultation with the Title IX Coordinator, retains discretion to determine the appropriateness and length of any extensions provided.

Informal resolution will not be possible when the formal complaint concerns allegations that an employee engaged in sexual harassment of a student.

D. Hearing

In compliance with federal Title IX regulations, after the parties have reviewed and responded to the evidence gathered, the Title IX Coordinator will schedule a hearing to address the formal complaint. Parties and their advisors will be given notice of the hearing and a copy of the final investigative report, at least five business days before the hearing is scheduled to take place.

1. Participants

   The hearing will be conducted by a hearing panel (the “Panel”) comprised of up to three members, at least one of whom is a Wellesley College employee. Students may not be members of the Panel. One Panel member will be appointed Chair, and will be responsible for running the hearing including ensuring decorum is maintained during the hearing. The Panel will have been provided the investigative report no fewer than five business days in advance of the hearing.

   If one or both parties do not have an advisor for the hearing, for any reason, the College will assign an advisor to ask questions on behalf of each party.

   The parties in the hearing will each be located in separate rooms with their advisors, and will be connected to one another and to the Panel by means of video conference technology. Witnesses will join the video conference only while their presence is required to answer questions. The parties and their advisors will be allowed to observe the statements and questioning of witnesses.

   A hearing may be conducted in the absence of the complainant or respondent or any witness(es), at the discretion of the Title IX Coordinator and/or the Chair of the Panel. However, the Panel will not consider the evidence of any individual who refuses to be examined in the hearing process.

2. Process

   The hearing will begin with a statement by the Chair of the Panel reviewing: the allegations to be addressed in the hearing; procedures that will be followed in the hearing; privacy requirements related to the hearing; and expectations for decorum.

   After the Chair has made the opening statement, each of the parties will be permitted (but not required) to make opening comments. Advisors may not make opening comments on behalf of the parties. Opening statements that include abusive or otherwise inappropriate and irrelevant language may be halted by the Chair.

   The Panel will prevent parties and witnesses from answering any questions that are deemed irrelevant by the Panel. If the Panel determines that the proposed question(s) are relevant, the advisor may ask those questions directly of the party and/or witness(es). Parties and their advisors who wish to expedite the determinations of relevance may submit proposed questions to the Panel in advance, for relevance determinations. Submitting questions in advance will not prevent any party’s advisor from asking additional questions during the hearing. If those questions are deemed relevant by the Panel.

   Prior to the conclusion of the hearing, each of the parties will be permitted (but not required) to make a closing comment. Advisors may not make closing comments on behalf of the parties. At any point during these proceedings, the Panel may go into a closed session, including to discuss evidentiary issues, discuss potential questions, and ultimately to determine responsibility. During closed session, every party, advisor, or witness will be dismissed with instructions as to whether or when to return.

   The parties and their advisors are expected to act in a civil and respectful manner during the hearing. The Panel has the right to remove any individual who impedes the hearing.

   The College will create an audio and/or video record of the proceedings, with the exception of any closed session(s) by the Panel. The recording will be made available to the parties for review prior to the deadline for appeals, if they make a request to the Title IX Coordinator.

3. Determination

   After a hearing, the Panel will confer in private and reach a determination regarding responsibility. If a Panel is considering allegations of more than one type of prohibited conduct, and/or allegations of violations of other College Policies, the Panel may determine that there is not a preponderance of the evidence to find that one type of prohibited conduct occurred, but that a different type of prohibited conduct has occurred or a different College Policy or community standard has been violated (for example, the Panel may determine that actions occurred in violation of the Nondiscrimination Policy).
If a party or witness does not participate in the hearing, or does not answer questions during the hearing, the Panel may not rely on any statement of that party or witness in making its determination of responsibility, or make any inference based on the party’s or witness’s non-participation. Any party or witness who appears before the Panel and is ready to answer questions, will be deemed to have participated in the hearing regardless of whether they are in fact asked questions during the hearing.

Within a reasonable period following the hearing, the Chair will issue a written determination regarding responsibility, that includes:

- a description of the allegations;
- findings of fact that support the determination;
- conclusions regarding whether this or other Wellesley College policies were violated;
- a statement of the rationale for any determination of responsibility; and
- appeal procedures including to whom an appeal should be directed.

The determination notification to the parties will also inform each of sanctions, if any, that are imposed by the Panel (see Section VII.E. below). The notification to the complainant will also inform the complainant of any steps taken by Wellesley College to restore or preserve the complainant’s access to the College’s educational program or activity(ies).

The determination notification will be provided simultaneously to the parties.

E. Sanctions

If the Panel determines that the respondent is responsible for violating this, and/or any other Wellesley College policy, the Panel will determine what sanction(s) will be imposed. After the determination of responsibility, but before any sanctions determination, the Title IX Coordinator will provide the Panel with information on any prior disciplinary history of the respondent. The Panel may, but is not required to, consider this prior disciplinary history in determining sanctions for the respondent. The Panel may also ask the Title IX Coordinator to provide information regarding how the College has adjudicated similar matters in the past.

The Panel should also consider whether any remedies should be offered to restore or preserve the complainant’s access to the College’s educational program or activity(ies). Remedies may include extending or making permanent any supportive measures.

F. Extensions or Delays

The College will make a good faith effort to complete its review and resolution of all formal complaints in a timely manner. Temporary delays of this process are permitted for good cause, such as: law enforcement activity; the absence of a party, a party’s advisor, or a witness; or the need for language assistance or accommodation of disabilities. When delays occur, the Title IX Coordinator or a designee will provide written notice to the parties of the delay, and the reasons for the action.

The College will work to accommodate an advisor’s schedule in the investigative and hearing processes. However, if an advisor’s schedule causes unreasonable delays in these processes, the College reserves the right to continue the process without accommodating the advisor’s schedule. The College will allow the party whose advisor is causing the unreasonable delay to choose a different advisor. If the party does not choose a different advisor, the College will appoint an alternate advisor for the hearing.

For all timeframes listed in this Policy, business days are defined as days that normal business operations are being conducted by Wellesley College (i.e. weekdays that are not otherwise designated a holiday recognized by the College).

G. Appeal

Any party may appeal an emergency removal decision, a determination of responsibility, or the dismissal of a formal complaint or any allegations therein, within ten business days of notification of the determination. Appeals are permitted only on the following bases:

- A failure to follow the procedures in this Policy, that affected the outcome of the matter;
- New evidence has become available, that was not reasonably available before the outcome, that could change the outcome of the matter; and/or
- The Title IX Coordinator, investigator, or a Panel member had a conflict of interest or bias for or against complainants or respondents generally, or for or against any individual complainant or respondent, that affected the outcome of the matter.

Appeals must be provided in writing to the individual designated in the outcome letter to the parties (the “Appeals Officer”), as described in Section VII.D.3. above. Appeals must have all materials attached that the individual wishes to have considered in the appeal process. After an appeal is submitted, if it is determined to make a claim for which appeal is permitted, the other party will be notified of the appeal. The other party will be given the opportunity to submit a written statement challenging the appeal, within five business days of notification of the appeal. Appeals are intended to determine whether sufficient information is present to warrant a reconsideration of the decision being appealed. Sanctions of all types (including, but not limited to, suspension, dismissal or separation) may continue to be imposed while an appeal is pending, at the College’s discretion.

After the time has elapsed to submit written statements, the Appeal Officer will consider the Panel’s determination and supporting documentation, in addition to the information presented by the parties in the appeal.

The Appeal Officer will issue simultaneous notification to the parties of the outcome of the appeal. The Appeal Officer may affirm all or part of the decision, or refer the matter to the Panel for reconsideration, as specified by the Appeal Officer. In rare instances, the Appeal Officer does have the authority to require a new investigation and hearing of the matter.
VIII. Additional Considerations

Alcohol and Drug Policy Amnesty

In order to encourage students to refer incidents of sexual misconduct to the College, the College has determined that it will generally waive an Alcohol and Other Drug Policy violation in instances of alleged sexual misconduct for parties, witnesses, and for individuals who are helping someone to obtain support related to alcohol or drug consumption or related to discrimination or harassment, including sexual misconduct. A student for whom an Alcohol or Other Drug Policy violation is waived may be referred for a meeting with the Associate Director of Residential Life & Coordinator for Community Standards and Integrity. The College may also waive violations for other College policies or rules, unless in the College’s discretion it is determined that the behavior placed the health and safety of any person at risk, or if it created a continuing danger to the College community.

The use of alcohol or other drugs by a respondent shall not be considered as a mitigating factor in determining whether a respondent has violated this Policy, and may be considered an aggravating factor in setting sanctions.

Burden of Gathering Evidence

The College, not the parties, maintains the obligation to collect relevant evidence in a process under this Policy. Notwithstanding this burden, the parties are expected to provide the investigator with the identities of potential witnesses and with documentation or other evidence that are known at the time of investigation, and that they wish to be considered in the investigation and in any subsequent hearing.

Modification of Process and Designation Authority

At times, aspects of these procedures may need to be altered. For example, steps required to be taken by a designated individual in these procedures (such as the Title IX Coordinator) may instead be taken by a designee. Similarly, timeframes established in these procedures may be delayed in unusual circumstances for good cause. Such alterations will only be made if absolutely necessary, and will be done in a manner that is equitable for the parties. If such alterations are made, the parties will be notified of said alterations and the rationale for the change.

Disability Accommodations

Wellesley College is committed to ensuring that all community members have an equal opportunity to participate in all of its programs and activities. If any person requires an accommodation, because of disability, to access any part of this process, they may make that request to Wellesley’s Office of Accessibility and Disability Resources at accessibility@wellesley.edu, or 781.283.1300, or in person in Clapp Library, third floor, PLTC area.

External References

As appropriate, in making determinations related to this policy and procedures, the College may reference: statutes and regulations; case law; guidance from the U.S. Department of Education, Office for Civil Rights; guidance from the U.S. Equal Educational Opportunities Commission; and the Federal Rules of Civil Procedure.

Freedom from Bias

The Title IX Coordinator, investigator, Panel members, and anyone designated to facilitate an informal resolution process under these procedures must not have a conflict of interest or bias for or against complainants or respondents generally, or for or against any individual complainant or respondent.

If any party believes that the Title IX Coordinator, an appointed investigator, a Panel member, or anyone designated to facilitate an informal resolution process under this Procedure is biased or conflicted from fairly addressing a proceeding under these Procedures, they must notify the Title IX Coordinator with specificity and in writing within three business days after being informed by the College of the individual’s identity. The Title IX Coordinator will consider the raised conflict and, if necessary, appoint a different person to carry out the individual’s responsibilities. The Title IX Coordinator may, in their discretion, consult with other College staff in making this determination, but the Title IX Coordinator’s ultimate decision is final. If one or more individuals is replaced after concerns of bias or conflict are raised, the parties will have a similar opportunity to raise conflicts regarding the newly designated individual.

Honesty

All parties and witnesses are obligated to be completely honest during the course of the entire process set forth in the Policy. Any person who voluntarily participates in any part of this process and knowingly makes a false statement – either explicitly or by omission – in connection with any part of the process may be subject to separate College disciplinary action. No negative inference will be drawn from either party’s election not to participate in any stage of this grievance process.

The initiation of a good faith complaint of sexual misconduct or retaliation will not be grounds for disciplinary action, even if the allegations are not substantiated. Any individual who makes a complaint that is demonstrated to be intentionally false may be subject to discipline.

Preponderance of the Evidence

The standard used by Wellesley College to determine responsibility for this and other discrimination and harassment matters is the preponderance of the evidence.

Privacy
The College values the privacy of individuals involved in the reporting, investigation, and/or resolution of matters subject to this Policy. The College will maintain privacy regarding proceedings under this Policy, to the extent possible while meeting its legal and other obligations, including maintaining a safe environment for all members of the Wellesley College community.

Participants in an investigation are asked to maintain privacy regarding any new information learned through the investigation, including through questions asked or statements made by the investigator.

Recording
It is prohibited for parties, their advisors, or witnesses to make video, audio, or other electronic, photographic, or digital recordings of documentation or other evidence shared as part of the process, or any meeting, interview or hearing held in accordance with these procedures. As is described in Section VII.D.2. above, the College is required by federal Title IX regulations to audio or video record a hearing under this process. The Title IX Coordinator will maintain the record of the hearing, and parties may ask the Title IX Coordinator for an opportunity to review a copy of that recording after the conclusion of the hearing.

IX. Reporting to Law Enforcement or other Agencies

A. Law Enforcement
Complainants may pursue criminal action for incidents of sexual misconduct identified in this Policy, when those actions are also crimes under Massachusetts law. The Title IX Coordinator can assist complainants in making criminal reports, either to the Wellesley College Police Department or to the Town of Wellesley Police Department. For more detailed information about reporting to outside law enforcement, please see the Title IX site.

The College will, to the extent permitted by law, cooperate with law enforcement agencies if a criminal process is initiated.

B. State and Federal Agencies
Individuals who believe that they have been subjected to sexual misconduct or other unlawful discrimination, harassment or retaliation, may file formal complaints with:

- **U.S. Department of Education, Office for Civil Rights ("OCR")**
  5 Post Office Square, 8th Floor
  Boston, MA 02109-3921
  telephone number (617.289.0111)
  TTY (800.877.8339)

  Complaints filed with OCR generally must be filed within 180 days of the incident giving rise to the claim.

- **U.S. Equal Employment Opportunity Commission ("EEOC")**
  John F. Kennedy Federal Building
  15 New Sudbury Street, Room 475
  Boston, MA 02203-0506
  telephone number (800.669.4000)
  TTY (800.669.6820)

  Complaints filed with the EEOC generally must be filed within 300 days of the incident giving rise to the claim.

- **Massachusetts Commission Against Discrimination ("MCAD")**
  One Ashburton Place, Suite 601
  Boston, MA 02108
  telephone number (617.994.6000)
  TTY (617.994.6196)
  Language assistance (617.994.6071)

  Complaints filed with the MCAD generally must be filed within 300 days of the incident giving rise to the claim.

C. Other Colleges and Universities
A Wellesley College community member who has experienced sexual misconduct at another educational institution may choose to report or not report the misconduct to the other educational institution. The Title IX Coordinator is available to assist an individual who wishes to explore options to report sexual misconduct to another educational institution.