POLICY TITLE: Clery Act Compliance and Reporting

I. INTRODUCTION:
The University is committed to promoting the safety and security of the campus community and providing an open, accessible environment conducive for living, learning and working for our students, faculty, staff and guests. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) is a federal law applicable to all universities in the country that sets forth certain expectations and requirements for promoting safety on campuses; collecting and reporting data about certain crimes that occur on or within certain defined areas on or nearby Xavier’s campus or at locations off-campus used for certain educational activities; and about fires reported in our residential buildings. The purpose of this Policy is to provide guidance to the University community about certain duties, rights and responsibilities they may have in connection with the Clery Act.

II. POLICY:
Xavier University shall comply with the requirements of the Clery Act and this policy is intended to inform and guide members of the University Community concerning duties, rights and responsibilities they or Xavier may have with regard to this law.

III. POLICY CONTENT/OUTLINE:
This policy will be reviewed and revised no less than annually to take into account changes in applicable law and developments in best practices. The following items will be addressed in order below:

- Collecting, classifying and counting Clery crime and fire statistics.
- Identifying the Geographic Locations Relevant to Clery Reporting.
- Issuing Campus Alerts (Emergency Notifications and Timely Warnings).
- Describing protocols in the case of missing residential students.
- Setting forth certain fire safety information.

IV. COLLECTING, CLASSIFYING AND COUNTING CLERY CRIME AND FIRE STATISTICS:
A. What crimes must be reported? The following list of crimes must be included in the Annual Security Report:
   i) Criminal homicide, including murder and non-negligent manslaughter; negligent manslaughter; sex offenses, including rape, sodomy, sexual assault with an object, fondling, statutory rape, and incest; robbery; aggravated assault; domestic violence; dating violence; stalking; burglary; motor vehicle theft; and, arson.
ii) Hate crimes which involve any of the above-mentioned offenses and, in addition, any incidents of larceny/theft; simple assault; intimidation; any other crime involving bodily injury; or destruction/damage/vandalism of property that were motivated by bias.

iii) Arrests and referrals for disciplinary action for weapons (including, carrying and possessing); drug abuse violations; and liquor law violations.

iv) Hate crimes should be reported by the following applicable category of prejudice: those crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, disability, national origin or gender identity.

B. In what circumstances should a crime be reported? These alleged crimes must be reported as described below and included in the Annual Security Report if the individual receiving the report believes it was provided in good faith, meaning there is a reasonable basis for believing that the information is not simply rumor or hearsay.

A report may be made by a victim, a witness, or any third party, even if they did not witness the reported crime. For example, a student reports to another student that he was the victim of a Clery crime, even if only that second student (the non-victim) reports to a CSA, there is a responsibility to have that crime reported in the Annual Security Report.

A matter should be reported to XUPD whether or not there is an actual finding that the crime occurred. It is not necessary for the crime to have been investigated by the police or a campus security authority, nor must a finding of guilt or responsibility be made for the matter to be included in the Annual Security Report.

If in doubt whether to report to XUPD, the matter should be reported and XUPD will determine whether to include it in the Annual Security Report.

Crimes in the Annual Security Report are categorized as of the date they were reported, which in some instances will be after the date of the occurrence of the crime.

The crimes included in the Annual Security Report must have occurred within the geographic boundaries or locations described in Section V below.

The University is required to include a reported crime in the Annual Security Report even if the victim wants the incident or report to remain confidential and/or requests that no investigation take place. [Note: the Annual Security Report does not identify any parties and has limited information, so confidentiality can be substantially preserved.]
C. **What should be included in a report?** Those who report crimes should provide as much detail as possible and XUPD will determine what is included in the Annual Security Report or the Crime Log. The Clery Act requires only that the year, location and type of crime be reported in the Annual Security Report. The Crime Log maintained by XUPD may cover more information. The names of the alleged perpetrator and the victim are not included in either document.

D. **Who is required to collect and report crimes?** The Clery Act requires that all individuals and offices with "significant responsibility for student and campus activities" may be classified as Campus Security Authorities (a "CSA") and have specific crime reporting obligations under the law.

Whenever a victim, witness, third-party or even an offender brings to the attention of a CSA that one of the foregoing crimes has occurred and if there is little or no reason to doubt the truth of the report the CSA must report as indicated below.

At Xavier, the following persons are the officials and individual employees who are identified as CSA’s:

- Xavier University Police Department ("XUPD") and all its officers and employees;
- Those in a quasi-security role such as individuals who monitor access to driveways and parking lots, those who sit at reception desks in residence halls and or other University buildings, and those who escort others on campus and the foregoing are CSA’s whether or not they are Xavier employees;
- Individuals designated to receive complaints or reports of actions or activities that violate policy or law such as the Affirmative Action Officer, the Title IX Coordinator and any deputies, and the Director of Student Integrity;
- Any University official who has significant responsibility for student and campus activities including, but not limited to, student activities, student housing and student conduct. Specific positions include, but are not limited to, those employees in the following Positions, Divisions, Offices, Centers or Departments of the University who have significant responsibility for student and campus activities including: the Coordinator of Greek Affairs (or related positions); members of the University Conduct Board; the Gallagher Student Center; Recreation Sports, the Athletic Department, including but not limited to the Athletic Director and Deputies or Associate Athletic Directors and coaches and assistant coaches; Residence Life, including all Residence Hall Directors and Resident Assistants; the Advocate Program; the Multicultural, Gender and Women’s Center; Student Affairs, Student Enrichment, and Student Involvement; advisors to student organizations; and, Learning Partners or those charged with leading students on Alternative Breaks or other student organization travel. Faculty or Staff Advisors to Student Organizations
- The Director of Campus Health Center

It should be noted that pastoral counselors and professional counselors (which at Xavier include psychotherapists and their student interns) operating within the scope of their duties will normally not be considered CSA’s nor would members of the faculty, or clerical and cafeteria staff; however, if one of these individuals would, for example,
organize or help lead a student trip or outing, he/she may become a CSA for such purpose. If an individual has a question about whether he or she is a CSA in a particular situation, he or she should contact the Clery Compliance and Safety Coordinator to inquire. The Clery Compliance and Safety Coordinator will communicate with Xavier’s pastoral counselors and professional counselors annually to encourage them to inform those they counsel of their option to report crimes voluntarily and confidentially for inclusion in the University’s annual disclosure of crime statistics.

E. Training of Campus Security Authorities. Each CSA must participate in annual trainings. The Clery Compliance and Safety Coordinator will conduct or coordinate and document trainings at least annually to inform all CSA’s of their duties and responsibilities and to address changes in law, policy or procedures. This will typically be initiated in July of each year. A final copy of the training records verifying that each CSA was trained will be placed in the annual compliance file.

F. Clery Compliance and Safety Coordinator will maintain a list of all identified CSA’s on campus. The Coordinator of Clery Compliance will update the list of Campus Security Authorities (CSAs) twice a year (typically in January and July). (Put a final copy in the annual compliance file)

G. Annual request for crime statistics. The Clery Compliance and Safety Coordinator will send a request for crime statistics to all Campus Security Authorities in January of each year. The letter/email should include information about the obligations of CSAs to immediately report a crime so it can be assessed to determine if a timely warning notice should be distributed to the community and include a statistics chart for them to fill out with the letter/email that includes the Clery crime definitions. (Put a final copy of the request in the annual compliance file)

H. Who receives reports and classifies and counts crimes? Collecting reports, classifying crimes, and keeping track of counting is the responsibility of XUPD. CSA’s must forward any reports to XUPD immediately after receiving the reportable information by phone or email as follows: by phone at 513-745-2000 (non-emergency) and 513-745-1000 (emergency). CSAs are required to immediately report crimes to XUPD so they report can be assessed for issuing a Timely Warning Notice if there is a potential serious or ongoing threat posed against the Xavier community. A CSA should then follow-up the verbal report (or initially report it) with e-mail at grossmank@xavier.edu. Xavier’s Clery Compliance and Safety Coordinator for any such reporting is Ken Grossman who can be reached at grossmank@xavier.edu 513-745-1923.

I. Who will obtain crime information from internal departments
- XUPD, the Office of Student Integrity, the Title IX Office, and the Advocate Program will review their records of campus crimes for the previous calendar year in January of each year. Both departments will develop an audit trail for their records. (Put a final copy in the annual compliance file)
• The Clery Compliance and Safety Coordinator will send a written request to the above offices requesting an audit trail of all reports of crimes that they received from sources other than the XU police. This includes all Clery crime categories, not just drug, liquor and weapons violations. (Put a final copy of the request in the annual compliance file)

• The Clery Compliance and Safety Coordinator will send a written request to Xavier’s pastoral and professional counselors annually to collect these statistics for inclusion that they may be permitted to report.

J. Who will obtain crime information from outside law enforcement?

• The Clery Compliance and Safety Coordinator will send a written request to the local police department(s) requesting crime statistics for all Locations described in Section V of this Policy in January of each year, and at other times throughout the year as determined by the Coordinator.

• The Clery Compliance and Safety Coordinator should include a map of the On Campus and Public Property On Campus locations with each letter sent to local law enforcement to request crime statistics for those locations.

K. What Fires must be reported? With regard to fires, Clery only applies to Xavier’s on campus student housing. Clery defines a “fire” as “any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.” Reported fires include those that were already extinguished as well as those discovered while still burning. XUPD will maintain a log of all reported fires and each CSA as well as other employees who may not be considered CSA’s (such as some staff at Physical Plant) should confirm that all fires are to be reported in the following manner: 513-745-2000 (non-emergency) and 513-745-1000 (emergency) and then follow-up the verbal report with e-mail at grossmank@xavier.edu Xavier’s Clery Compliance and Safety Coordinator for any such reporting is Ken Grossman and can be reached at grossmank@xavier.edu or 513-745-1923.

L. XUPD will maintain the fire log. XUPD will maintain a written and easily understood fire log that records by date any fire reported that occurs in an on-campus student housing facility. XUPD will determine which reported fires are required to be included in the fire log and will set necessary procedures so as to comply with the Clery Act.

V. GEOGRAPHIC LOCATIONS FOR COLLECTING CRIME STATISTICS.
The Clery Act reporting requirements are triggered by where the reported crime occurred. Generally speaking, crimes are only reported if they occurred on land or in buildings that support Xavier’s educational purpose and which are owned or controlled by Xavier. In addition, for those buildings and land reasonably close to Xavier’s main campus, crime
must be reported if it occurred on the sidewalks, streets and parks adjoining campus. More specifically, the geographic areas for which crimes must be reported are:

“ON CAMPUS”

*The entire main campus* located generally at 3800 Victory Parkway and shown on the map which can be found at the following link:


“PUBLIC PROPERTY ON CAMPUS”

The public streets and sidewalks on both sides of the streets surrounding or entering the campus as shown in the map described in the “On Campus” sub-section immediately above.

“NON-CAMPUS THAT STILL MUST BE REPORTED”

Xavier does not own any land or buildings beyond the property described in the “ON CAMPUS” Section above, nor does it lease any buildings in their entirety. Therefore, “Non-Campus” for these purposes only relates to land or portions of buildings which support the University’s educational purpose that the University leases from others as follows:

A. Xavier leases the spaces listed below for classes or a bookstore. For these locations, reporting applies to the *leased classroom or bookstore space (if a specific part of the building is not contained in the lease arrangement, then consider the entire building address as the location), the common area parts of the buildings used for access* (i.e. lobbies, elevators, stairwells, and parts of parking lots specified for students’ use), but not surrounding public streets or other parts of the building/property not used by Xavier. These locations are:

- 9277 Centre Pointe Dr. West Chester, OH 45069: Suite 120
- 207 Grandview Dr.:: Ft. Mitchell, KY 41017: Third Floor
- 4770 Duke Dr.:: Mason, OH 45040 Suite 201
- 4242 GlenEste-Withamsville Road (GEHS), Cincinnati, OH 45245: Rooms 110 & 104 (1st Floor West Campus)
- 4855 State Route 122 (Fenwick HS), Franklin, OH 45005: Rooms 104, 207, & 208 (1st Floor)
- 3200 Ebenezzer Road (Oak Hills HS), Cincinnati, OH 45248: Rooms 302 & 304 (1st Floor)
- 300 Richardson Place (Wilmington, HS), Wilmington, OH 45177: LGI Room, Media Center & Room 108 (1st Floor)
- 1600 Dixie Hwy., (Covington Catholic HS), Park Hills, KY 41011: Rooms 110 & 112 (1st Floor)
- 1699 Hilton Drive (Notre Dame Academy), Park Hills, KY, 41011: Room 106 (1st floor)
- 401 N. Ewing Street, (Fairfield Med. Ctr.), Lancaster, OH 43130: entire building
- 2700 Kolbe Road (Mercy Regional Med. Ctr.), Lorain, OH 44053: entire building
The Clery Act provides specific requirements designed to keep members of the campus community informed about immediate threats to their safety and health so they may take efforts to protect themselves. Immediate notifications only apply to the "On Campus" and “Public Property On Campus” locations, and do not apply to the “Non-Campus That Still Must Be Reported” locations described in Section V. Timely Warnings apply to all
locations in Section V. Timely Warnings are required to be distributed in a manner that is likely to reach the entire campus community.

A. *Emergency Response and Evacuation Procedures.* XUPD will annually revise, as necessary, all emergency response and evacuation procedures. These procedures will be published each year in the Annual Security Report, except where publishing them could jeopardize safety.

B. *Immediate Notifications.* Xavier University will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students and employees on campus. In accordance with the Higher Education Act of 1965, the University has implemented a comprehensive communications system with the primary method of communication being the XU Alert Me System (text, phone, email, and electronic message signs, where available) to provide prompt warning notifications and alerts of immediate threats to the health and safety of members of the campus community. The University may also use additional communication methods, including: outdoor mass notification system, University website notices, Public Address System (where available), and building fire alarm systems.

Members of the Xavier community are automatically signed up for immediate email notification through Xavier University XU Alert Me. Additionally, all students are automatically signed up to receive immediate phone notification though the XU Alert Me system if the student registered a phone number during the enrollment process. Others may check the University website at www.xavier.edu and the Xavier Safety site at www.xavier.edu/safety for updates during an emergency on campus.

XUPD is primarily responsible for confirming that there is a significant emergency or dangerous situation on campus that could cause an immediate threat to the health and safety of the members of the campus community. XUPD may be assisted in confirming an emergency by other University administrators, the local first responder agencies and/or the National Weather Service.

C. *Timely Warnings* will be provided to the Xavier community in the event of a reported crime, on campus, that, in the judgment of the Chief of the XUPD or a designee, constitutes a serious or continuing threat to the University community. Although not required, there may be some crimes that occur near the campus that may result in the issuance of a Timely Warning Notice. A warning will be issued as soon as the pertinent information is available. The warnings are generally written, approved and distributed by the Chief of Police or a designee in the XUPD. If XUPD is unable to create and send the message, the following departments are authorized to create and send the Timely Warning Notice: Audit and Risk Management, Clery Compliance and Safety, and University Communications. The primary method of communicating Timely Warning Notices to the entire campus community will be a blast email via the University's XU Alert ME system. The Timely Warning Notices may also be
sent using the text message function of the XU Alert ME System (which reaches members of the community who have not opted out of receiving such messages via that function) and, will be posted on the Xavier University Safety Website at http://www.xavier.edu/safety. Updates to the Xavier University community about any particular case resulting in a Timely Warning will be posted on the Xavier Safety Website http://www.xavier.edu/safety/.

Timely Warnings are generally distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, aggravated assault, criminal homicide, robbery, and sex offenses. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by XUPD. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other Xavier University community members and a Timely Warning would not be distributed. Cases involving sexual assault which are reported long after the incident occurred may not be the subject of a Timely Warning, since there would be no ability to distribute a “timely” notice to the community. Sex offenses will be considered on a case by case basis depending on when and where the incident occurred, when it was reported, and the amount information known by XUPD. Timely warnings are not limited to violent crimes or crimes against persons and may be issued for threats to persons or to property. Whether a case warrants issuance of a Timely Warning will be evaluated by the Chief of Police or designee on a case by-case basis in light of all the facts surrounding a crime, including, but not limited to, the nature of the crime, continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. Timely Warnings will contain information that would promote safety and that would aid in the prevention of similar crimes. This factor does not mean that in the event of a serious or continuing threat to students or employees a Timely Warning should not be issued- rather, that Xavier will take law enforcement efforts into consideration when deciding whether to issue one.

D. Testing. XUPD will require and confirm types and the minimum periodic times testing will take place. Emergency tests and evacuation drills shall be conducted at least once per year to assess and evaluate emergency procedures and capabilities. The evacuation drills, tabletop exercises and emergency preparedness training will be conducted in partnership with the XUPD, Incident Management Team, Office of Safety and Compliance and in cooperation with the local fire and police departments. The XUPD will document each test, including the date, time and whether it was announced or unannounced. Notification will be sent to the campus community (typically done via email) with the date, time, whether it was announced or unannounced. This communications must also include a summary of the emergency response and evacuation procedures. This documentation will be placed in that annual compliance file. Among matters covered in the testing and drills, the following is always reviewed:
- Occupants know what the alarm sounds like and what to do when its sounds
- Where to meet once safely outside the building
- The fire safety equipment functioned properly
- The evacuation plan worked as designed
- The occupants reacted appropriately and evacuated the building immediately in an orderly fashion
- If any revisions or modifications to the plan are required
- Building occupants had the opportunity to ask questions about the plan and procedures and make suggestions for plan improvement

VII. THE DAILY CRIME AND FIRE LOGS.
XUPD will maintain the Daily Crime and Fire Logs required by the Clery Act.

VIII. THE ANNUAL SECURITY REPORT.
The Clery Compliance and Safety Coordinator will prepare the Annual Security Report and publish and distribute it at the times required by law. Prior to its publication, the Clery Compliance and Safety Coordinator will seek the review/input of XUPD, the Title IX Coordinator, the General Counsel, Director of Student Integrity, those directing or coordinating emergency management and fire safety, and the Director of the Advocate Program. The draft of the Annual Security Report will be sent to the offices previously listed in June of each year to ensure that the statistics and policies are accurately published. A written response will be requested from each office, with their suggested changes or an email indicating that no changes are necessary. (Put a final copy of the request and the response to each request in the annual compliance file). Upon completion of the publication of the Annual Security Report, it will be posted to the XUPD website and distributed and published according to law. Hard copies will be made available, upon request. (Put a final copy in the annual compliance file).

XUPD will make a written request, in January of each year, for a copy of the Undergraduate Admissions packet/application and flag the notice of availability of the Annual Security Report and make sure the notice of availability is on all electronic and hard copies of Undergraduate Admissions applications. He/she will make sure the summary includes all required elements: a summary of the contents, the direct URL for the website, and how to request a hard copy of the report.

XUPD will make a written request, in January of each year, for a copy of the application materials for all other programs at the institution that have a separate admissions program and flag the notice of availability of the Annual Security Report and make sure the notice of availability is on all electronic and hard copies of all other program applications. He/she will make sure the summary includes all required elements: a summary of the contents, the direct URL for the website, and how to request a hard copy of the report.

XUPD will make a written request, in January of each year, for a copy (or print it from the electronic application system) of the Employment application that includes the information about the availability of the security report, a summary of the contents and how to request a copy of the report.
A. **Distribution of the Annual Notice of Availability of the Annual Security and Fire Safety Report.** On or before October 1st of each year, the Clery Compliance and Safety Coordinator will coordinate the distribution of the annual Notice of Availability of the Annual Security and Fire Safety Report to all current students and employees using the XU email system. The link must be a direct link to the Annual Security Report on the XUPD website. Reflect the name of the report as Annual Security Report. (Put a copy of what was sent to the community in the annual compliance file). Identify any students and employees who may not have access to email and therefore may not receive the notice of availability. Develop another method of reaching those individuals, such as attaching the notice to payroll stubs, etc.

IX. **MISSING RESIDENTIAL STUDENTS.**
If a member of the University community has reason to believe that a student who resides in on-campus housing is missing; he or she should immediately notify the XUPD at 513-745-1000. XUPD will generate a missing person report and initiate an investigation. After investigating the missing person report, should XUPD determine that the student is missing, and has been missing for more than 24 hours, XUPD will notify the student’s missing person contact, no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, XUPD will notify the student’s parent or legal guardian within 24 hours after making the determination that the student has been missing for 24 hours. As required by law, XUPD, regardless if the missing student is over the age of 18, or is an emancipated minor, will inform the local law enforcement agency with jurisdiction in the area the student was reported missing, of any missing student in order to inform them that XUPD has conducted an initial investigation and has determined that a student is missing. This notification will be made no later than 24 hours after the student is determined to be missing. 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 Xavier University in the event the student is determined to be missing for more than 24 hours. Students who wish to identify a confidential contact can do so through the Office of Residence Life. This confidential contact information will be accessible only to authorized campus officials and law enforcement and it will not be disclosed outside of a missing person investigation.

X. **FIRE SAFETY.**
The Clery Act has regulations regarding fire safety. Those regulations only apply to Xavier’s on-campus student housing facilities. The regulations require Xavier to maintain a log of all reported fires that occur in on-campus student housing facilities; publish an annual fire safety report that contains fire safety policies and fire statistics for each of those facilities; and submit the fire statistics from the fire safety report annually to the Department of Education. For purposes of fire safety reporting, **a fire is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.** Reported fires include those that were already extinguished as well as those discovered while still burning. Unlike Clery crime reporting, in which a crime is “reported” when it is brought to the attention of a CSA or XUPD, there are no such limitations with fire reporting. Any student housing fire that is reported to any official at Xavier must be documented in the fire log. An official is any person who has the authority and the duty to take action or respond to particular issues on behalf of
Xavier. XUPD maintains the fire log and accordingly, any official receiving a fire report should provide that information to XUPD immediately. Any employee of Xavier who is aware of a fire having occurred should report it to XUPD unless it has been confirmed that XUPD has already received the report. Xavier’s Annual Campus Security Report includes its Annual Fire Safety Report, which details fire safety education, training, drills, equipment, and prevention as well as annual fire statistics. Testing protocols are described in sub-section VI C. above.

XI. DOCUMENT RETENTION.
All records and reports, including but not limited to Police Incident Reports, the Crime Log, reports from CSA’s, and the like will be retained by XUPD for seven (7) calendar years. Each year XUPD will develop an annual compliance file that contains that year’s relevant Clery Act compliance documents.

XII. DOCUMENT DESTRUCTION
All Clery documentation retained by XUPD will be maintained in an annual compliance file for seven (7) calendar years. The documents will be destroyed in the beginning of the eighth (8) calendar year.

XIII. SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING
Xavier University does not discriminate on the basis of sex in its educational programs, activities or services. Sex Discrimination includes, but is not limited to, sexual assault, dating violence, domestic violence, and stalking. The University has a comprehensive prevention and response plan to address these crimes, whether the incident occurs on or off campus and when it is reported to a University official.

A. Programs to Prevent Sexual Assault, Domestic Violence, Dating Violence, and Stalking. The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking. For detailed information on Xavier’s past prevention programs see the University’s Academic Year 2014-15 Jeanne Clery Act Report pages 24 -32 at http://www.xavier.edu/clery/documents/2014-15ASR.pdf. For current programming efforts, contact the Title IX Office at lawsonk1@xavier.edu, 513-745-3046, Gallagher Student Center 332.

B. Xavier Policies and Procedures When Sexual Assault, Domestic Violence, Dating Violence, and Stalking is Reported. The University has comprehensive policies and procedures in place to handle reports of sexual assault, domestic violence, dating violence, and stalking. The full policies can be found in the Xavier Student Handbook (http://www.xavier.edu/student-integrity/documents/studenthandbook.pdf-which applies when a student is accused of perpetrating one of these crimes and/or violating the Standards of Student Conduct) and Xavier’s Harassment Code & Accountability Procedures (HCAP)
http://www.xavier.edu/titleix/HarassmentCodeandAccountabilityProcedures.pdf—which applies when an employee is accused).

For questions about sexual assault, domestic violence, dating violence, and/or stalking, how the University responds to complaints, how to make a complaint, or to find out more about the University’s policies and procedures, visit http://www.xavier.edu/titleix/ or contact any representative on the University’s Title IX Team using the below information:

**Title IX Coordinator:** Kate Lawson—Gallagher Student Center 332, (513) 745-3046, lawsonk1@xavier.edu

**Deputy Title IX Coordinator for Employment:** Rachel Lucky, 132 Alumni Center, Human Resources, (513) 745-3673, luckeyr@xavier.edu