



# Annual Security & Fire Safety Report 2025



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## EMERGENCY PHONE NUMBERS

UNI Police – On Campus	3-2712
Off Campus	319-273-2712
Cedar Falls Police	911
Black Hawk County Sheriff	911
Emergency Medical Services	911



## INTRODUCTION

This document is provided in compliance with the Jeanne Clery Campus Safety Act (Clery Act) and the Higher Education Opportunity Act (HEOA). These two acts along with periodic updates and reauthorizations mandate that institutions of higher education provide specific information. The information in this report includes university policies, crime statistics, fire statistics, safety tips, emergency phone numbers and an overview of some of the programs offered by the university. The annual statistics are prepared by collecting crime data from UNI Police records, the Division for Student Life and other Campus Security Authorities. In addition to information provided by on-campus reporters, the UNI Police also requests crime statistics for specified geographic locations from other local law enforcement agencies. After the crime statistics are compiled, they are included in this Annual Security and Fire Safety Report and submitted to the Department of Education. An electronic version of this report is available at: <https://publicsafety.uni.edu/sites/default/files/asr.pdf>

## **The UNI Department of Public Safety**

The University of Northern Iowa Department of Public Safety is made up of the Police Division and the Parking Division. The Police Division is the official law enforcement authority for the university. Up to 18 sworn and state certified police officers, along with full and part time trained and certified police dispatchers, provide a variety of services to the community on a 24-hour basis. The UNI Police derives its enforcement authority from the Iowa Code Chapter 262. The department trains and certifies students to perform dispatch services to supplement agency operations pursuant to state statutes as well. University of Northern Iowa police officers possess full powers to detain, investigate and arrest. The official patrol jurisdiction is university property located in Cedar Falls, Iowa. However, jurisdictional authority is state-wide in matters involving UNI. Mutual aid agreements with other law enforcement agencies may result in the extension of enforcement authority beyond university boundaries.

University of Northern Iowa police officers receive ongoing training and certification as a department as well as train with other police agencies regionally and across the country. Our primary goal is to provide the highest level of safety to our campus community.

The UNI Police's goals are to protect life and property, deter and prevent crime and enforce laws and regulations. The varied needs of the diverse university community are served through a commitment to education and training. Police officers present programs annually on crime prevention, victim rights, self-defense and alcohol/drug education. In addition to community education, the Department of Public Safety seeks proactive solutions to crime and safety threats. Officers partner with community groups and other law enforcement agencies to address traffic dangers, issues regarding sexual assault and crime prevention.

The Parking Division has four full-time employees and also is supplemented by student staff who perform clerical and parking enforcement duties. Parking employees enforce the rules and regulations published in the Parking Manual. Copies of the manual are available for review at the Public Safety Office and online.

### **Reporting Crime or Emergencies**

All crimes on the campus should be promptly and accurately reported to the UNI Police, and off-campus crimes should be reported to the appropriate law enforcement agency. Crimes may also be reported to a Campus Security Authority (see page 11). Anyone involved in an emergency situation, who is the victim of a crime, or who witnesses any criminal activity is urged to notify the UNI police as soon as possible by dialing 319-273-2712. Upon receiving a report of a crime, UNI Police will make contact with the reporting party and gather the facts of the incident. Once the facts are documented, an investigation will begin. In emergency situations, law enforcement agencies can be reached by dialing 911.

For the purpose of evaluating the need for a timely warning (called Crime Alerts) and for the annual statistical disclosure, crimes should be reported to the UNI Police or directly to the Clery Compliance Officer.

### **Confidential Reporting**

The UNI Police encourages anyone who is the victim or the witness to any crime to promptly report the incident to the police. Because some police reports are public records under state law, the UNI Police cannot guarantee the confidentiality of police reports. Confidential reports for the purposes of inclusion in the annual disclosure of crime statistics can generally be made to other UNI campus security authorities. Confidential reports without any individually identifying information are included in the university's annual crime statistics.

Each year, as part of its efforts to compile crime statistics, the UNI Police sends a request to the University Counseling Center encouraging counselors to inform the persons they counsel of the procedures to report crimes on a voluntary basis. Pastoral counselors who participate in the Spiritual Leaders Association are encouraged to inform persons they counsel of reporting crimes to police on a voluntary basis. Reports of crimes gathered from counselors remain confidential and are included in the annual crime statistics for the university without any individually identifying information.

## **Relationship with Local Law Enforcement**

The UNI Police maintains a close working relationship with other local law enforcement agencies. UNI Police cooperates fully with federal, state and local law enforcement agencies in cases involving both on-campus and off-campus jurisdiction or when the resources of another agency can be used to facilitate the resolution of an investigation. UNI and the City of Cedar Falls have a mutual aid agreement which formalizes the relationship for sharing patrol, criminal investigations and other law enforcement related activities.

## **Monitoring & Recording Criminal Activity of Off-Campus Student Organizations**

UNI does not have any officially recognized off-campus student organizations other than fraternities and sororities. If local law enforcement is called to one of the locations, UNI Police may be notified and asked to assist, or UNI Police may be notified after the other agency has responded. However, local law enforcement notification of UNI Police is done out of courtesy and is not required.

## **Daily Crime and Fire Logs**

During normal business hours, the daily crime and fire log for the most recent 60-day period is available for the public to view at the UNI Department of Public Safety Office located at 030 Gilchrist Hall, Cedar Falls, IA. Portions of the log that are older than 60 days are available within two business days.

## **SAFETY POLICIES**

UNI Public Safety staff works hard to provide a safe campus for the community. UNI Police staff actively cooperates with local law enforcement agencies and groups in order to present programs that are beneficial to the community as a whole. These outreach efforts present both the UNI Police and UNI in a positive light to the community. Anyone interested in further information is urged to contact the Department of Public Safety at 30 Gilchrist Hall or by phone at 319-273-2712.

## ***Security and Maintenance of Campus Facilities***

With the exception of events that are open to the general public and advertised as such, the university's facilities and programs are generally reserved for accomplishing the objectives and programs of the University. After open access hours, university buildings are secured by either physical locking mechanisms or electronic access devices. Visitors and non-university affiliated groups seeking to utilize university facilities are expected to make prior arrangements with the appropriate university office. Authorization to use the UNI facilities is determined by university regulations then in effect. Non-residents will not be permitted to enter the residence halls unless accompanied by a resident.

Facilities Management is responsible for the development and operation of campus buildings and grounds. They keep the buildings, classrooms and grounds clean and comfortable and manage the physical development of the campus. UNI Public Safety staff regularly patrol the campus and report any repair needs (malfunctioning lights or other unsafe conditions) to Facilities Management. All members of the university community are encouraged to directly report problems with facilities or grounds to Facilities Management.

## ***Security and Maintenance of Residence Halls***

Security is the shared responsibility of each resident and staff member. Residents are responsible for locking their rooms and assisting with maintaining a secure facility.

Except for the Trailside Apartments building, exterior doors to residence halls are locked at all times (24/7/365). Exterior doors are accessed through electronic locks. Guests are required to be escorted by residents and will not be permitted to enter the hall unless accompanied.

Jeopardizing residence hall security in any way (e.g. propping outside doors open) is a violation of the Student Conduct Code. Residents are advised to carry their identification cards at all times and be prepared to show them in residence facilities and dining centers when asked by staff. Each resident is responsible for the room key and access card issued to them to ensure security of the building, residents, and their possessions.

Facilities Management and University Housing & Dining are responsible for maintaining residential facilities.

Maintenance problems such as lights out in stairwells, or doors not securing properly, should be reported immediately in order for repairs to be completed in a timely manner.

## **SAFETY EDUCATION**

Safety and fire safety procedures are discussed with new students, staff, and faculty at their respective orientation programs. Members of UNI Police, the Dean of Students Office, and the Environmental Health & Safety Office participate in forums and meetings to review and explain security and safety procedures and practices and fire safety procedures. Members of the UNI Police will present programs on safety awareness, crime prevention and general security when requested by student, staff or faculty groups. UNI Police staff also presents the V.I.D.S. (Violence Incident Defense Strategies) program at scheduled times, and campus members can sign up for a session on the Department of Public Safety website.



## SAFETY PROGRAMS

### Violent Incident Defense Strategies (V.I.D.S.)



This program is presented by members of the UNI Police and is designed to help individuals increase their decision-making ability and chances of survival during an active shooter incident or other violent event. Sessions are scheduled regularly and all students, staff and faculty members may register online for a session.

### Rape Aggression Defense (R.A.D.) ©



#### *R.A.D. for Women ©*

As the Cornerstone of R.A.D. Systems, this course has its foundations in education and awareness. The course includes lecture, discussion and self-defense techniques suitable for women of all ages and abilities. Classes range from a minimum of nine to twelve hours plus in length, depending on the Instructor.

#### *R.A.D. for Men ©*

Participants will have the opportunity to: raise their awareness of aggressive behavior, recognize how aggressive behavior impacts their lives, learn steps to avoid aggressive behavior, consider how they can be part of reducing aggression and violence, and practice hands-on self-defense skills to resist and escape aggressive behavior directed toward them. This program is designed to empower participants to make safer choices when confronted with aggressive behavior. It is a minimum nine (9) hour program, twelve (12) hours plus with simulation.

### SAFE Program

SAFE is a crime prevention course that provides an introduction to self-defense techniques. SAFE presentations are taught only by certified instructors and cover general awareness and familiarization on crime prevention and self-defense issues.

SAFE is a two-hour class designed to be presented to small-to-medium sized groups. The class includes an

introduction, short film, training materials, discussion and hands-on, physical training. Each participant also receives a portfolio and additional materials.

UNI instructors have presented to various UNI groups. The class is taught by a certified UNI Police Officer and requires a large enough room to allow limited physical training.

Our SAFE program includes hands-on physical training. The limited course time allows only basic techniques to be taught, but the goal is to introduce "the possibility of physical training as an option" for self-defense. The physical training is used to demonstrate techniques, familiarize the participants with physical force and allow each person to make an informed decision about their options. This is not a comprehensive "self-defense" course but instead an introduction to crime prevention issues that includes a physical element.

Participants should dress for physical activity. Participants are free to opt-out of any activities they do not feel comfortable performing.

The SAFE program provides an introduction to self-defense options. The introductory nature of the class meshes with the UNI Police R.A.D. classes. R.A.D. is a more extensive class that teaches awareness, avoidance and physical techniques to participants. The two courses are strongly complementary and attendance at either or both is strongly recommended

### **Safety Escort Services**

The Department of Public Safety offers safety escorts to the UNI community 24 hours per day. Anyone who is in fear or has safety concerns, may request an escort from any university building or residence hall on campus. Escorts may come in the form of walking, bicycle or by vehicle from members of the Police Division or Student Patrol.

**To request an escort, call 319-273-2712.**

### **Lighting**

In coordination with Northern Iowa Student Government, a campus lighting survey is periodically conducted. During a walk of the campus, a group of administrators and students examines campus lighting and determines which areas require lighting repairs and which areas may need additional illumination.

### **Rave Guardian Phone App**

UNI Public Safety partnered with Rave Guardian as an additional way to keep yourself and the campus safe. This free app creates a virtual safety network that can immediately connect you with the UNI Police Department or other local authorities. The app can be downloaded on both Apple and Android devices.

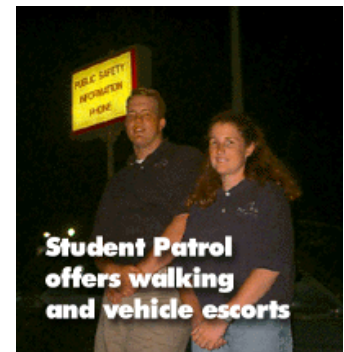
Additionally, a special outdoor intercom is located at the east end of Gilchrist Hall to provide direct, immediate access to the Department of Public Safety.

### **WEAPONS POLICY**

Any person – student, employee, or visitor – who intentionally commits, attempts to commit, or incites or aids others in the use or possession on the campus of firearms, ammunition, or other dangerous weapons, substances, or materials (except as expressly authorized by the University), or of bombs, explosives, or explosive or incendiary devices prohibited by law shall be subject to disciplinary procedures by the University. Weapons are not permitted on campus except for purposes of law enforcement and as authorized by the Chief of Police/Director of Public Safety, or his/her designee, for purposes of instruction or research.

### **ILLEGAL DRUG USE POLICY**

It is the policy of the University of Northern Iowa (Policy 13.18) and the Board of Regents to provide a drug-free workplace and learning environment. Alcohol and drug abuse pose a threat to the health and safety of University



faculty, staff, students, and visitors. In compliance with the Drug-Free Workplace Act of 1988, the University of Northern Iowa is committed to the elimination of drug and alcohol abuse in the workplace. In compliance with the provisions of the Drug Free Schools and Communities Act Amendments of 1989, alcohol and drug prevention programs include policy enforcement, education programs, and treatment services.

The unlawful manufacture, distribution, dispensation, possession, sale, or use of a controlled substance by employees and students on property owned or leased by the University of Northern Iowa or in conjunction with a university-sponsored activity is prohibited. UNI will enforce all federal and state laws pertaining to illegal drugs.

### **Employees**

All employees are expected and required to report to work in an appropriate condition to carry out their responsibilities. In particular:

1. Employees are prohibited from using, being under the influence of, possessing, or distributing any illegal drug (including the possession of drug paraphernalia) while operating any university vehicle or equipment, while conducting university business, or while on university property. Any illegal drugs or drug paraphernalia found on university property will be turned over to UNI Police and may result in criminal prosecution.
2. Employees are prohibited from being impaired or under the influence of legal drugs and/or alcohol, including prescription medication, at work if such impairment or influence adversely affects the employee's work performance, and/or the safety of the employee or others or creates an unnecessary risk for the University. If taking prescribed medication could compromise workplace safety or affect work performance, the employee is responsible for communicating with their supervisor or Human Resource Services (HRS) to evaluate temporary job modification/re-assignment during the course of the treatment.
3. Employees must report any conviction under a criminal drug statute for a violation occurring while conducting official business on or off university premises, within 5 days of the conviction to the department head, director, or dean. Upon receiving such a report, the department head, director, or dean must notify the Director of HRS.

Employees who violate this policy may be referred for an educational/treatment program and may be subject to disciplinary action including a formal reprimand, being placed on enforced leave status, suspension, termination, and/or referral for prosecution. Employee policy violations shall be addressed by the supervisor in conjunction with the Director of Human Resource Services and/or the Associate Provost for Faculty.

### **Students**

Students who violate this policy may be subject to disciplinary action in accordance with the policies and procedures outlined in the Student Conduct Code. The Dean of Students or a student conduct administrator will determine if the student is responsible for violating this policy and will impose appropriate sanctions including but not limited to educational and/or treatment programs.

## **ALCOHOL POLICY**

The University of Northern Iowa complies with laws of the State of Iowa which regulate the possession, use, and sale of alcohol and enforces underage drinking laws. All community members, including students, are responsible for following state laws and University policies and rules. Policy 13.18 applies to student conduct that occurs on University property, at University-sponsored events, or in conjunction with University activities, and to student conduct off-campus that adversely affects the University community and/or the pursuit of its objectives. UNI acknowledges and respects the rights of individuals to use alcohol in a legal and responsible manner, just as it acknowledges and respects the rights of individuals who choose not to use alcohol.

Because alcohol and drug abuse pose a threat to the health and safety of University faculty, staff, students, and visitors and interferes with the ability of the University to achieve its mission, it is the policy of UNI to provide a drug-free workplace and learning environment and, more specifically, to:

- Prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by employees and students on property owned or leased by the University, at University-sponsored events, or in conjunction with University activities.
- Comply with the provisions of the Drug Free Schools and Communities Act Amendments of 1989.
- Maintain alcohol and drug prevention programs including policy enforcement, education programs, and

treatment services.

- Only permit the sale and/or use of alcoholic beverages on University property, at University-sponsored events, or in conjunction with University activities in a manner that reasonably ensures the health and safety of participants, complies with applicable law, and meets the requirements of this policy

As part of UNI's compliance with the federal Drug Free School and Communities Act Amendments of 1989, each year, the University distributes information to all employees and students. The latest Biennial Review Report may be accessed at:

[wellbeing.uni.edu/student-wellness/assessment](http://wellbeing.uni.edu/student-wellness/assessment)



## CAMPUS SECURITY AUTHORITIES

**Campus Security Authority (CSA)** is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution. According to the U.S. Department of Education, there are four categories of people who are considered to be a CSA:

- *A campus police department or a campus security department of an institution.* If your institution has a campus police or security department, those individuals are campus security authorities. A security department can be as small as one person.
- *Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).* Include individuals who provide security at a campus parking kiosk, monitor access into a campus facility, and act as event security or escort students around campus after dark.
- *Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.*
- *An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.* An **official** is defined as *any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.*

The following list provides some examples of positions that meet at least one of the criteria to be a CSA but is not all inclusive.

- Public Safety Employees
- Resident Assistants and Residence Life Coordinators
- Dean of Students
- Student Conduct Administrators
- Title IX Coordinator & Deputies
- Athletic Coaches and Assistant Coaches
- Director of the Student Health Clinic
- Members of the Threat Assessment Team
- Faculty / Staff Advisors to Student Organizations

Certain categories of people are specifically exempt from CSA reporting requirements. Included in those exempt are:

**Pastoral Counselor-** a person who is associated with a religious order or denomination and is recognized by that religious order or denomination as someone who provides confidential counseling within the scope of their position as a pastoral counselor.

**Professional Counselor-** a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

CSAs at UNI are responsible for reporting any Clery crime to the university's Clery Compliance Coordinator. CSAs are strongly encouraged to inform the Clery Compliance Coordinator of crimes reported to them as quickly as possible so that an evaluation for a timely warning can be conducted. (Timely Warnings are described below.) The UNI Clery Compliance Coordinator is Helen Haire, Chief of Police/Director of Public Safety. To make a CSA report:

- Fill out and submit a CSA Report form located at [Campus Security Authority - Reporting Form | Department of Public Safety \(uni.edu\)](#)
- Email [helen.haire@uni.edu](mailto:helen.haire@uni.edu)
- Call 319-273-2712

## TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Police or designee, constitutes an ongoing or continuing threat, a campus wide timely warning will be issued. University of Northern Iowa Timely Warnings are called Crime Alerts. The Chief of Police or a designee will develop Crime Alert notices for the University community to notify members of the community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the University community. Crime Alerts will usually be distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. 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 the UNI Police. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other University community members; therefore, a Crime Alert would not be distributed. Sexual assaults are considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the UNI Police Department. Crime Alerts may be distributed for other crimes as determined necessary by the Chief of Police or designee in his/her absence.

In an effort to provide timely notice to the University community, and in the event of a serious incident which may pose an on-going threat to members of the University community, a blast email Crime Alert is sent to current students and employees. The Crime Alerts are generally written by the Chief of Police or a designee and are approved and distributed to the community by University Relations or the Chief of Police. Updates to the University community about any particular case resulting in a Crime Alert may be distributed via blast email, may be posted on the Department of Public Safety website, or may be shared with the student newspaper (*The Northern Iowan*) for a follow-up story.

Information for Crime Alerts may come to the attention of the Chief of Police or designee via a direct report to the UNI Police or via communication from a Campus Security Authority (CSA). However, as stated earlier, not all employees are required to report Clery crimes. Professional and pastoral counselors, who are considered to be confidential resources, are examples of exempted employees.

Anyone with information warranting a Crime Alert should report the circumstances to the UNI Police office by

phone 319-273-2712 or in person at the Department of Public Safety, 030 Gilchrist Hall.

## **SAFETY BULLETINS**

For incidents or situations that do not meet the criteria for a Crime Alert or an Emergency Notification, the University of Northern Iowa may issue a Safety Bulletin to the campus community. Generally, a Safety Bulletin may be issued when, in the opinion of the Chief of Police or designee, an incident (either on campus or off campus) has occurred that does not pose an immediate, serious, or continuing threat to the campus but may have an impact on the campus community. Safety Bulletins are written by the Chief of Police, or designee and disseminated to the campus community by University Relations or the Chief of Police via blast email.

## **EMERGENCY RESPONSE**

The UNI community is encouraged to notify UNI Police of any situation or incident on campus that may involve a significant emergency or dangerous situation that poses an immediate or ongoing threat to the health and safety of university members. UNI Police is charged with responding to reported incidents in order to determine whether the incident, in fact, presents a threat to the community and requesting other resources necessary to investigate, mitigate, or document the situation.

Upon confirmation of an emergency on the campus which poses an immediate threat to the health or safety of some or all members of the UNI community, the UNI Department of Public Safety will determine the appropriate segment or segments of the campus community to receive the notification and initiate the emergency notification system. Confirmation of an emergency may come through witnesses to an incident or through other sources. UNI Department of Public Safety and/or University Relations will determine the content of the emergency message and will utilize some or all of the available communication tools in order to disseminate the message to university members. UNI will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The University conducts emergency response exercises each year, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. Tests of the systems may be announced or unannounced and are designed to assess and evaluate the emergency plans and capabilities of the University. University Relations publicizes information about the emergency response and evacuation procedures for UNI, and the information is available on the UNI website.

In all cases, University emergency responses shall place primary emphasis on the protection of human life, and all reasonable efforts shall be made to protect and preserve University property. Announcements about whether the University will reduce or suspend operations because of emergency conditions will be made by the President or designee through University Relations for release to the media.

The University has two systems to notify the campus community of emergencies and threats to physical safety. The UNI ALERT SYSTEM and the OUTDOOR WARNING SYSTEM may both be utilized in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. Emergencies may include threats to physical safety in situations such as tornados/severe weather, violence, hazardous materials incidents, fires, etc.

In order to better communicate emergency information to the campus community, UNI has implemented the UNI Alert System. Participation in the UNI Alert System is not mandatory, but it is encouraged. There is no fee to subscribe; however, users may have to pay regular text messaging rates through their cellular providers.

The UNI Alert System is a service that allows anyone in the UNI community to receive alerts, news, or other emergency information via text message on their mobile phones. In order to receive emergency text messages, individuals have to choose to be included in the system by providing their cell phone information through MyUNIverse. The UNI Alert system allows University of Northern Iowa administrators to send recorded messages to any phone, text messaging to cell phones and/or email messages to email addresses of UNI students, faculty, and staff.

The Outdoor Warning System is a speaker system which, when activated, can provide live or pre-recorded messages. The system also provides siren notification. The loudspeakers may be activated individually at any of the seven speaker locations on campus or as a collective system.

The Department of Public Safety Dispatchers and/or University Relations staff will activate the UNI Alert when deemed necessary. The Outdoor Warning System may only be activated by Department of Public Safety dispatchers. Dispatchers receive training in the operation of the UNI Alert and UNI Outdoor Warning System and activate the system during scheduled alert testing periodically throughout the year. In addition, UNI activates its Outdoor Warning system in conjunction with the Black Hawk County siren testing.

In the event of a crisis situation, UNI will communicate vital information as quickly and efficiently as possible in order to provide the greatest safety for our students, faculty and staff. One or more of the following communication tools may be used to notify students, faculty, staff, and visitors:

- Web site: Notice posted on the [UNI homepage](#)
- Email: Broadcast message to campus e-mail addresses
- Telephone: Broadcast voice mail to campus extensions
- Media: Media alerts distributed to all area print and broadcast media representatives
- Text Messaging: Messages will be sent out from the UNI Department of Public Safety to all subscribers enrolled in the [UNI Alert Text Messaging System](#)
- Outdoor Warning System
- Social Media (Facebook, X, etc.)
- Newsletter (paper copy created and hand distributed)

Additionally, a follow-up message will be disseminated using one or more of the listed communication methods. Minimally, the same communication tool that was used in the original emergency message will be used for the follow-up message.

In the event of a campus emergency, UNI will utilize any or all of the following communication tools to disseminate information to the larger community:

- Press Release to media (print and broadcast)
- Web site updates
- Activation of campus call center with a publicized toll-free number
- Social Media (Facebook, X, etc.)

## **MISSING STUDENT NOTIFICATION**

Anyone who suspects that a UNI student who resides in on-campus housing is missing should *immediately* contact the UNI Police at 319-273-2712. If a student is reported missing to someone other than the UNI Police, the person receiving the report should immediately refer the report to UNI Police. UNI Police will begin an investigation in order to determine whether the student is missing. Once UNI Police investigates and determines that the student is missing, the University will notify other local law enforcement agencies and the student's Missing Persons Contact within 24 hours after the student is determined to be missing. Contacts to local law enforcement agencies will be made whether or not the missing student has designated a contact person.

The University will request all new students residing in the University owned residence system to provide, on a voluntary basis, emergency contact information. Additionally, students living in on-campus housing will also be given the opportunity each year to designate a contact person or persons to be notified if the student is determined to be missing. A student may identify the same individual for both purposes but may choose not to list the same person for both their Emergency Contact and Missing Person Contact. Any missing person contact the student has designated will also be contacted within 24 hours after the student is determined to be missing. Missing Person Contact information provided by the student will be registered confidentially and will be accessible only to authorized university and law enforcement officials. Students' missing person contact information will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

In addition to notifying the designated missing person contact(s), the University will notify local law enforcement agencies within 24 hours of the determination that the student is missing, unless a local law enforcement agency is the entity that determines the student is missing.

If a student is under the age of 18 and not emancipated, the University must notify a custodial parent or guardian within 24 hours of the determination that the student is missing in addition to notifying any additional missing person

contact designated by the student.



## **SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, & STALKING**

### **JEANNE CLERY CAMPUS SAFETY ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013**

The University of Northern Iowa does not discriminate on the basis of sex in its educational programs. Sexual harassment, sexual violence, dating violence, domestic violence, and stalking are types of sex discrimination. UNI policy prohibits discrimination, harassment, and sexual misconduct, and commits to educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official. UNI prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

The University is committed to providing a workplace and educational environment, and other benefits, programs, and activities, that are free from discrimination and harassment based on a protected class, as well as retaliation.

For a complete copy of UNI's policy governing discrimination, harassment, and sexual misconduct, visit [policies.uni.edu/1302](https://policies.uni.edu/1302). The University's Title IX Coordinator is Leah Gutknecht, and she can be contacted by calling 319-273-2846, in person by visiting her campus office at 117 Gilchrist Hall, or emailing her at [leah.gutknecht@uni.edu](mailto:leah.gutknecht@uni.edu).

The University participates in a community-wide Sexual Assault Response Team. The team consists of members from the Title IX Office, University Police, Cedar Falls Police, Waterloo Police, Black Hawk County Attorney, Black Hawk County Sheriff's Office, local hospitals, local SANEs, Victim Advocates, and community resource representatives. The team processes feedback and collaborates on the handling of cases and also assists with reviewing policies and procedures for addressing gender violence.

The university will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

## **Definitions**

The following definitions are established by UNI Policy 13.02 (Discrimination, Harassment, and Sexual Misconduct) and by Iowa Code, when applicable.

### **Consent:**

Consent is knowing and voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if an individual kisses someone, the person kissed can kiss the first individual back if they wish without the need to explicitly obtain consent to being kissed back. Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time. Consent to a sexual contact (such as kissing or fondling) cannot be presumed to be consent for another specific sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.<sup>1</sup>

Consent in relationships must also be considered in context. When parties consent to BDSM<sup>2</sup> or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying 'no' may be part of the kink and thus consensual, so the University's evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

### **Force:**

Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want.").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

### **Coercion:**

Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

### **Incapacitation:**

A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the Respondent was intoxicated and, therefore, did not realize the other person's incapacity. "Should know" is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

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<sup>1</sup> Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the University to determine whether the policy has been violated.

<sup>2</sup> Bondage, discipline/dominance/submission/sadism, and masochism

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

Under Iowa Code 709.1A, Incapacitation is defined as:

INCAPACITATION

As used in this chapter, “incapacitated” means a person is disabled or deprived of ability, as follows:

1. “Mentally incapacitated” means that a person is temporarily incapable of apprising or controlling the person’s own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance.
2. “Physically helpless” means that a person is unable to communicate an unwillingness to act because the person is unconscious, asleep, or is otherwise physically limited.
3. “Physically incapacitated” means that a person has a bodily impairment or handicap that substantially limits the person’s ability to resist or flee.

**Sexual Assault:** “Sexual assault” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s National Incident-Based Reporting System (see below). A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

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

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

*Statutory Rape* is defined a non-forcible sexual intercourse with a person who is under the statutory age of consent.

Under Iowa Code 709.1, Sexual Abuse is defined as:

SEXUAL ABUSE DEFINED.

Any sex act between persons is sexual abuse by either of the persons when the act is performed with the other person in any of the following circumstances:

1. The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.
2. Such other person is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
3. Such other person is a child.

**Domestic Violence:** The term “domestic violence” means:

1) 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 who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or

By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

2) For the purposes of complying with the requirements of this section and 34 CFR section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Iowa Code 236.2 - Domestic Abuse:**

2. *“Domestic abuse”* means committing assault as defined in section 708.1 under any of the following circumstances:
    - a. The assault is between family or household members who resided together at the time of the assault.
    - b. The assault is between separated spouses or persons divorced from each other and not residing together at the time of the assault.
    - c. The assault is between persons who are parents of the same minor child, regardless of whether they have been married or have lived together at any time.
    - d. The assault is between persons who have been family or household members residing together within the past year and are not residing together at the time of the assault.
    - e. (1) The assault is between persons who are in an intimate relationship or have been in an intimate relationship and have had contact within the past year of the assault. In determining whether persons are or have been in an intimate relationship, the court may consider the following nonexclusive list of factors:
      - (a) The duration of the relationship.
      - (b) The frequency of interaction.
      - (c) Whether the relationship has been terminated.
      - (d) The nature of the relationship, characterized by either party’s expectation of sexual or romantic involvement.(2) A person may be involved in an intimate relationship with more than one person at a time.
  3. *“Emergency shelter services”* include but are not limited to secure crisis shelters or housing for victims of domestic abuse.
  4. a. *“Family or household members”* means spouses, persons cohabiting, parents, or other persons related by consanguinity or affinity.
    - b. *“Family or household members”* does not include children under age eighteen of persons listed in paragraph “a”.
  5. *“Intimate relationship”* means a significant romantic involvement that need not include sexual involvement. An intimate relationship does not include casual social relationships or associations in a business or professional capacity.
- “Plaintiff” includes a person filing an action on behalf of an unemancipated minor.
- “Pro se” means a person proceeding on the person’s own behalf without legal representation.
- “Support services” include but are not limited to legal services, counseling services, transportation services, child care services, and advocacy services.

**Dating Violence:** There is no provision in the Iowa Code for Dating Violence. UNI will use the Iowa Criminal Code's Assault criteria along with relationship factors to determine whether or not an incident constitutes Dating Violence under the Clery Act.

The term "dating violence" means violence committed by a person:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2) 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 the purposes of this definition –

- (i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- (ii) Dating violence does not include acts covered under the definition of domestic violence.

3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Iowa Code 708.1 states:

ASSAULT DEFINED

1. An assault as defined in this section is a general intent crime.
2. A person commits an assault when, without justification, the person does any of the following:
  - a. Any act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act.
  - b. Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting, or offensive, coupled with the apparent ability to execute the act.
  - c. Intentionally points any firearm toward another, or displays in a threatening manner any dangerous weapon toward another.
  - d. (1) Intentionally points a laser emitting a visible light beam at another person with the intent to cause pain or injury to another. For purposes of this paragraph, "laser" means a device that emits a visible light beam amplified by the stimulated emission of radiation and any light which simulates the appearance of a laser.  
(2) This paragraph does not apply to any of the following:
    - (a) A law enforcement officer who uses a laser in discharging or attempting to discharge the officer's official duties.
    - (b) A health care professional who uses a laser in providing services within the scope of practice of that professional or any other person who is licensed or authorized by law to use a laser or who uses a laser in the performance of the person's official duties.
    - (c) A person who uses a laser to play laser tag, paintball, and other similar games using light-emitting diode technology.
3. An act described in subsection 2 shall not be an assault under the following circumstances:
  - a. If the person doing any of the enumerated acts, and such other person, are voluntary participants in a sport, social or other activity, not in itself criminal, and such act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.
  - b. If the person doing any of the enumerated acts is employed by a school district or accredited nonpublic school, or is an area education agency staff member who provides services to a school or school district, and intervenes in a fight or physical struggle, or other disruptive situation, that takes place in the presence of the employee or staff member performing employment duties in a school building, on school grounds, or at an official school function regardless of the location, whether the fight or physical struggle or other disruptive situation is between students or other individuals, if the degree and the force of the intervention is reasonably necessary to restore order and to protect the safety of those assembled

**Stalking:** The term “stalking” means:

- 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - (i) Fear for the person’s safety or the safety of others; or
  - (ii) Suffer substantial emotional distress.
- 2) For the purposes of this definition—
  - (i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
  - (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - (iii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- 3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Iowa Code 708.11 states:

**STALKING.**

1. As used in this section, unless the context otherwise requires:
  - a. “Accompanying offense” means any public offense committed as part of the course of conduct engaged in while committing the offense of stalking.
  - b. “Course of conduct” means repeatedly maintaining a visual or physical proximity to a person without legitimate purpose, repeatedly utilizing a technological device to locate, listen to, or watch a person without legitimate purpose, or repeatedly conveying oral or written threats, threats implied by conduct, or a combination thereof, directed at or toward a person.
  - c. “Immediate family member” means a spouse, parent, child, sibling, or any other person who regularly resides in the household of a specific person, or who within the prior six months regularly resided in the household of a specific person.
  - d. “Repeatedly” means on two or more occasions.
2. A person commits stalking when all of the following occur:
  - a. The person purposefully engages in a course of conduct directed at a specific person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened or to fear that the person intends to cause bodily injury to, or the death of, that specific person or a member of the specific person’s immediate family.
  - b. The person has knowledge or should have knowledge that a reasonable person would feel terrorized, frightened, intimidated, or threatened or fear that the person intends to cause bodily injury to, or the death of, that specific person or a member of the specific person’s immediate family by the course of conduct.
- 3.a. A person who commits stalking in violation of this section commits a class “C” felony for a third or subsequent offense.
  - b. A person who commits stalking in violation of this section commits a class “D” felony if any of the following apply:
    - (1) The person commits stalking while subject to restrictions contained in a criminal or civil protective order or injunction, or any other court order which prohibits contact between the person and the victim, or while subject to restrictions contained in a criminal or civil protective order or injunction or other court order which prohibits contact between the person and another person against whom the person has committed a public offense.
    - (2) The person commits stalking while in possession of a dangerous weapon, as defined in section 702.7.
    - (3) The person commits stalking by directing a course of conduct at a specific person who is under eighteen years of age.

(4) The offense is a second offense.

c. A person who commits stalking in violation of this section commits an aggravated misdemeanor if the offense is a first offense which is not included in paragraph "b".

4. Violations of this section and accompanying offenses shall be considered prior offenses for the purpose of determining whether an offense is a second or subsequent offense. A conviction for, deferred judgment for, or plea of guilty to a violation of this section or an accompanying offense which occurred at any time prior to the date of the violation charged shall be considered in determining that the violation charged is a second or subsequent offense. Deferred judgments pursuant to section 907.3 for violations of this section or accompanying offenses and convictions or the equivalent of deferred judgments for violations in any other states under statutes substantially corresponding to this section or accompanying offenses shall be counted as previous offenses. The courts shall judicially notice the statutes of other states which define offenses substantially equivalent to the offenses defined in this section and its accompanying offenses and can therefore be considered corresponding statutes. Each previous violation of this section or an accompanying offense on which conviction or deferral of judgment was entered prior to the date of the violation charged shall be considered and counted as a separate previous offense. In addition, however, accompanying offenses committed as part of the course of conduct engaged in while committing the violation of stalking charged shall be considered prior offenses for the purpose of that violation, even though the accompanying offenses occurred at approximately the same time. An offense shall be considered a second or subsequent offense regardless of whether it was committed upon the same person who was the victim of any other previous offense.

5. Notwithstanding section 804.1, rule of criminal procedure 2.7, Iowa court rules, or any other provision of law to the contrary, upon the filing of a complaint and a finding of probable cause to believe an offense has been committed in violation of this section, or after the filing of an indictment or information alleging a violation of this section, the court shall issue an arrest warrant, rather than a citation or summons. A peace officer shall not issue a citation in lieu of arrest for a violation of this section. Notwithstanding section 804.21 or any other provision of law to the contrary, a person arrested for stalking shall be immediately taken into custody and shall not be released pursuant to pretrial release guidelines, a bond schedule, or any similar device, until after the initial appearance before a magistrate. In establishing the conditions of release, the magistrate may consider the defendant's prior criminal history, in addition to the other factors provided in section 811.2.

6. For purposes of determining whether or not the person should register as a sex offender pursuant to the provisions of chapter 692A, the fact finder shall make a determination as provided in section 692A.126.

**Hazing:** The term hazing means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate that:

1. Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
2. Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including:
  - i. Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
  - ii. Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
  - iii. Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
  - iv. Causing or coercing, or otherwise inducing another person to perform sexual acts/
  - v. Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
  - vi. Any activity against another person that includes a criminal violation of local, state, tribal or federal

- law; and
- vii. Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, state, tribal, or federal law.

Iowa Code 708.10 states:

Hazing.

1. a. A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school, college, or university. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student.

b. For purposes of this section, "forced activity" means any activity which is a condition of initiation or admission into, or affiliation with, an organization, regardless of a student's

willingness to participate in the activity.

2. A person who commits an act of hazing is guilty of a simple misdemeanor.

3. A person who commits an act of hazing which causes serious bodily injury to another is guilty of a serious misdemeanor

### **Education and Prevention Programs**

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

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

- Identifies domestic violence, dating violence, sexual assault, and stalking as prohibited conduct;
- Defines (using definitions provided by the Department of Education, university policy, and state law) what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of Iowa and/or using the definition of consent found in University policy 13.02 (Discrimination, Harassment, and Sexual Misconduct) if state law does not define consent;
- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Informs on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The University has developed an annual and ongoing educational campaign consisting of presentations and prevention programs starting with new staff/faculty orientation and new student orientation.

### Prevention Programs Provided by UNI Offices

Date	Program	Presenter	Participants	Class Level (if applicable)	# of Participants	Organization / Class / Office	Duration	Topic
1/3/2024	MVP Workshop	Alysa Mozak	Undergraduate Students, Graduate Students	N/A	2	PATCVP	1.5h	Sexual Assault, Dating Violence
1/17/2024	Counseling Center Training	Kaylee Michelson	Staff, Student Employees, Graduate Students	Graduate	8	Office of Compliance and Equity Management	60 minutes	Sexual Assault, Stalking, Dating Violence, Domestic Violence
1/17/2024	Tabling for Green Dot	Carly Dalberg	Students and Faculty	N/A	15	Office of Compliance and Equity Management	2.5 hours	Green Dot, Bystander Intervention
1/18/2024	Tabling for Green Dot	Carly Dalberg	Students and Faculty	N/A	10	Office of Compliance and Equity Management	2.5 hours	Green Dot, Bystander Intervention
1/24/2024	Tabling for Green Dot at Student Organization Fair	Carly Dalberg & Brenda White	Students	Freshman, Sophomore, Junior, Senior, Graduate	25	Office of Compliance and Equity Management	2 hours	Green Dot, Bystander Intervention, Upcoming Training Sessions
2/1/2024	"What Were You Wearing?" Submission Social Media Post	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing " Exhibit
2/6/2024	Bullying Seminar	Alysa Mozak	Undergraduate Students	Senior	18	College of Education	1.5h	Bullying
2/7/2024	"What Were You Wearing?" Submission Social Media Post	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing " Exhibit
2/14/2024	New Employee Orientation	Brenda White	Faculty and Staff	N/A	14	Office of Compliance and Equity Management	30 minutes	OCEM and Policy 13.02
2/14/2024	Dancer Hall Speed Friending	Brenda White and Carly Dalberg	Students and Staff	Freshman, Sophomore, Junior, Senior	20	Office of Compliance and Equity Management	1 hour	Dating/Domestic Violence, Consent, Healthy Relationships
2/15/2024	"What Were You Wearing?" Submission Social Media Post	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing " Exhibit
2/15/2024	"What Were You Wearing?" Submission Tabling	Carly Dalberg	Students, Faculty, and Staff	N/A	15	Office of Compliance and Equity Management	2 hours	"What Were You Wearing " Exhibit
2/22/2024	"What Were You Wearing?" Submission Social Media Post	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?" Exhibit
2/29/2024	"What Were You Wearing?" Submission Tabling	Carly Dalberg	Students, Faculty, and Staff	N/A	15	Office of Compliance and Equity Management	2 hours	"What Were You Wearing " Exhibit
2/29/2024	Green Dot NISG Student Senate Overview	Jesus Lizarraga-Estrada & Andy Saigh	Students	Sophomore, Junior, Senior	12	Office of Compliance and Equity Management	1 hour	Green Dot, Bystander Intervention

Date	Program	Presenter	Participants	Class Level (if applicable)	# of Participants	Organization / Class / Office	Duration	Topic
3/1/2024	"What Were You Wearing?" Submission Social Media Post	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?" Exhibit
3/4/2024	Green Dot Student Overview - Eta PI	Emmett Cory, Jayda Baumhover, Kaili Benham	Students	Freshman, Sophomore, Junior, Senior	9	Office of Compliance and Equity Management	1 hour	Green Dot, Bystander Intervention
3/7/2024	Dining Training	Kaylee Michelson	Employees	N/A	35	Office of Compliance and Equity Management	1 hour	Discrimination, Harassment, Sexual Misconduct
3/8/2024	Dining Training	Kaylee Michelson	Employees	N/A	24	Office of Compliance and Equity Management	1 hour	Discrimination, Harassment, Sexual Misconduct
3/18/2024	Tabling for Green Dot	Kurt Hubler	Students and Faculty	N/A	10	Office of Compliance and Equity Management	2 hours	Green Dot, Bystander Intervention
3/20/2024	New Employee Orientation	Brenda White	Faculty and Staff	N/A	13	Office of Compliance and Equity Management	30 Minutes	Policy, Reporting Procedures, and information about the Office of Compliance
3/25/2024	UNIV 1086 Presentation	Kaylee Michelson	Students	Freshman, Sophomore, Junior, Senior	15	Office of Compliance and Equity Management	50 minutes	Information about the Office of Compliance and Equity Management
3/26/2024	UNIV 1086 Presentation	Kaylee Michelson	Students	Freshman, Sophomore, Junior, Senior	10	Office of Compliance and Equity Management	50 minutes	Information about the Office of Compliance and Equity Management
3/26/2024	Tabling for Green Dot	Kurt Hubler	Students and Faculty/Staff	N/A	20	Office of Compliance and Equity Management	2 hours	Green Dot, Bystander Intervention
3/26/2024	Green Dot Student Overview - Society for HR Mgmt.	Emmett Cory, Samantha Pfab, Shelley O'Connell	Students	Freshman, Sophomore, Junior, Senior	19	Office of Compliance and Equity Management	1 hour	Green Dot, Bystander Intervention
3/27/2024	Tabling for Green Dot	Kurt Hubler	Students and Faculty/Staff	N/A	8	Office of Compliance and Equity Management	2 hours	Green Dot, Bystander Intervention
4/1/2024-4/30/2024	"What Were You Wearing?" Exhibit	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown (Displays were not monitored)	Office of Compliance and Equity Management	30 Days	Sexual Assault
4/1/2024	Sexual Assault Awareness Month Calendar Social Media Post 1	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Sexual Assault Awareness Month (SAAM)
4/2/2024	Sexual Assault Awareness Month Day of Action Tabling	Carly Dalberg and Kappa Sigma	Students, Faculty, and Staff	N/A	30	Office of Compliance and Equity Management	2 hours	Sexual Assault Awareness Month (SAAM), SAAM Day of Action

Date	Program	Presenter	Participants	Class Level (if applicable)	# of Participants	Organization / Class / Office	Duration	Topic
4/2/2024	Sexual Assault Awareness Month Day of Action Tabling Social Media Promotion	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Sexual Assault Awareness Month (SAAM), SAAM Day of Action
4/3/2024	Survivor Panel with Kappa Sig	Nic Trip	Faculty, Staff, Student Employees, Undergraduate Students	N/A	12	Kappa Sigma	2hrs	Sexual Assault
4/3/2024	Sexual Assault Awareness Month Survivor Panel	Carly Dalberg, Kaylee Michelson, Nic Trip, and Panelists	Students	N/A	4	Office of Compliance and Equity Management	90 minutes	Sexual Assault Awareness Month (SAAM), Sexual Assault
4/3/2024	Sexual Assault Awareness Month Survivor Panel Social Media Post	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Sexual Assault Awareness Month (SAAM), Sexual Assault
4/3/2024	Tabling for Green Dot	Brenda White and Molly Taiber	Students and Faculty	N/A	15	Office of Compliance and Equity Management	2 hours	Green Dot, Bystander Intervention
4/4/2024	"What Were You Wearing?" Social Media Advertisement	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
4/5/2024	Agency Presentation	Nic Trip	Faculty, Student Employees, Undergraduate Students	N/A	35	International Students	50 min	Sexual Assault
4/5/2024	History of Sexual Assault Awareness Month Social Media Post	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Sexual Assault Awareness Month (SAAM)
4/6/2024	Riverview Center "Luncheon of Light" Social Media Promotion	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Luncheon of Light, Sexual Assault
4/7/2024	Sexual Assault Awareness Month Calendar Social Media Post 2	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Sexual Assault Awareness Month (SAAM)
4/8/2024	Green Dot Tabling Social Media Promotion	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Green Dot, Bystander Intervention
4/8/2024	Tabling for Green Dot	Carly Dalberg	Students and Faculty	N/A	25	Office of Compliance and Equity Management	2 hours	Green Dot, Bystander Intervention
4/9/2024	Green Dot Faculty/Staff Training Social Media Promotion	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Green Dot, Bystander Intervention
4/9/2024	Tabling for Green Dot	Brenda White and Kaylee Michelson	Students and Faculty	N/A	10	Office of Compliance and Equity Management	2 hours	Green Dot, Bystander Intervention

Date	Program	Presenter	Participants	Class Level (if applicable)	# of Participants	Organization / Class / Office	Duration	Topic
4/9/2024	Green Dot Open Faculty/Staff Overview	Mike Tate, Jessica Moon	Faculty/Staff	N/A	4	Office of Compliance and Equity Management	1 hours	Green Dot, Bystander Intervention
4/10/2024	New Employee Orientation	Brenda White	Staff	N/A	5	Office of Compliance and Equity Management	30 Minutes	OCEM and Policy 13.02
4/10/2024	Green Dot Student Overview Social Media Promotion	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Green Dot, Bystander Intervention
4/10/2024	Green Dot Open Student Overview	Gwenne Berry, Nick Sullivan	Students	N/A	9	Office of Compliance and Equity Management	1 hour	Green Dot, Bystander Intervention
4/11/2024	Riverview Center "Luncheon of Light" Social Media Promotion	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Luncheon of Light, Sexual Assault
4/12/2024	Green Dot Scavenger Hunt Social Media Promotion	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Green Dot, Bystander Intervention
4/13/2024	"What Were You Wearing?" Social Media Advertisement	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
4/14/2024	Sexual Assault Awareness Month Calendar Social Media Post 3	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Sexual Assault Awareness Month (SAAM)
4/15/2024-4/19/2024	Green Dot Scavenger Hunt	Office of Compliance and Equity Management	Students	N/A	Unknown, Posters were unmonitored	Office of Compliance and Equity Management	5 days	Green Dot, Bystander Intervention
4/15/2024	Green Dot Scavenger Hunt Social Media Promotion	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Green Dot, Bystander Intervention
4/16/2024	"Do You Know GIL 117?" Social Media Post	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Office of Compliance and Equity Management Duties, Sexual Misconduct, Harassment, Discrimination
4/17/2024	Agency Presentation	Nic Trip	Staff, Undergraduate Students	Senior	25	Gayle Rhinberger Senior Seminar	1hr 15min	Sexual Assault
4/17/2024	Sexual Assault Awareness Month Affirmation Station	Carly Dalberg and Kappa Sigma	Students, Faculty, and Staff	N/A	50	Office of Compliance and Equity Management	2 hours	Sexual Assault Awareness Month (SAAM), Sexual Assault
4/17/2024	Sexual Assault Awareness Month Affirmation Station Social Media Post	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Sexual Assault Awareness Month (SAAM), Sexual Assault

Date	Program	Presenter	Participants	Class Level (if applicable)	# of Participants	Organization / Class / Office	Duration	Topic
4/18/2024	Green Dot Scavenger Hunt Social Media Promotion	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Green Dot, Bystander Intervention
4/19/2024	"What Were You Wearing?" Social Media Advertisement	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
4/20/2024	Green Dot Scavenger Hunt Thank You Social Media Post	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Green Dot, Bystander Intervention
4/21/2024	Sexual Assault Awareness Month Calendar Social Media Post 4	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Sexual Assault Awareness Month (SAAM)
4/22/2024	Waypoint Services Promotion	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Domestic Violence, Sexual Assault Awareness Month (SAAM)
4/23/2024	Green Dot Tabling Social Media Promotion	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Green Dot, Bystander Intervention
4/23/2024	Tabling for Green Dot	Brenda White and Kaylee Michelson	Students and Faculty	N/A	15	Office of Compliance and Equity Management	2 hours	Green Dot, Bystander Intervention
4/24/2024	Agency Presentation	Nic Trip	Faculty, Staff, Undergraduate Students	N/A	80	Stacy Wilson	50 min	Sexual Assault
4/24/2024	Human Identity and Relationships Class Presentation	Brenda White and Nic Trip	Students	Freshman, Sophomores, Juniors, Seniors	50	Office of Compliance and Equity Management	50 minutes	Overview of OCEM Policies, Sexual Assault
4/24/2024	Sexual Assault Awareness Month Denim Day + Resource Fair Social Media Post	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Sexual Assault Awareness Month (SAAM), Denim Day
4/24/2024	Sexual Assault Awareness Month Denim Day + Resource Fair	Carly Dalberg, Black Hawk County Health, Student Health and Wellness Services, Waypoint Services, and Riverview Center	Students	N/A	50	Office of Compliance and Equity Management	3 hours	Sexual Assault Awareness Month (SAAM), Denim Day, OCEM Policies
4/25/2024	Green Dot Bystander Training Social Media Promotion	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Green Dot, Bystander Intervention
4/25/2024	Green Dot Bystander Training	David Hernandez-Saca and Christopher Kowalski	Students and Faculty	N/A	3	Office of Compliance and Equity Management	1.5 hours	Green Dot, Bystander Intervention

Date	Program	Presenter	Participants	Class Level (if applicable)	# of Participants	Organization / Class / Office	Duration	Topic
4/26/2024	Kappa Sigma Philanthropy Event Promotion	Office of Compliance and Equity Management and Kappa Sigma	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Sexual Assault Awareness Month (SAAM)
4/27/2024	"What Were You Wearing?" Social Media Advertisement	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
4/28/2024	Sexual Assault Awareness Month Calendar Social Media Post 5	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Sexual Assault Awareness Month (SAAM)
4/29/2024	Riverview Center Promotion	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Riverview Center Services, Sexual Assault
4/30/2024	Sexual Assault Awareness Month Recap	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	Sexual Assault Awareness Month (SAAM)
5/8/2024	New Employee Orientation	Brenda White	Faculty and Staff	N/A	13	Office of Compliance and Equity Management	30 minutes	OCEM and Policy 13.02
5/14/2024	"What Were You Wearing"? Social Media Post 1	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
5/16/2024	"What Were You Wearing"? Social Media Post 2	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
5/20/2024	"What Were You Wearing"? Social Media Post 3	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
5/22/2024	"What Were You Wearing"? Social Media Post 4	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
5/24/2024	"What Were You Wearing?" Social Media Post 5	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
5/28/2024	"What Were You Wearing"? Social Media Post 6	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
5/30/2024	"What Were You Wearing"? Social Media Post 7	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
6/3/2024	"What Were You Wearing? Social Media Post 8	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
6/4/2024	New Student Orientation	Kaylee Michelson	Students, family/support people	Incoming first year students	100	Student Success and Retention	1 hour	OCRC
6/5/2024	New Transfer Student Orientation	Brenda White	Students, family/support people	Incoming transfer students	60	Student Success and Retention	30 minutes	OCRC

Date	Program	Presenter	Participants	Class Level (if applicable)	# of Participants	Organization / Class / Office	Duration	Topic
6/5/2024	"What Were You Wearing? Social Media Post 9	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
6/6/2024	New Student Orientation	Leah Gutknecht	Students, family/support people	Incoming first year students	100	Student Success and Retention	1 hour	OCRC
6/7/2024	New Student Orientation	Kaylee Michelson	Students, family/support people	Incoming first year students	100	Student Success and Retention	1 hour	OCRC
6/7/2024	"What Were You Wearing? Social Media Post 10	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
6/10/2024	New Student Orientation	Brenda White	Students, family/support people	Incoming first year students	100	Student Success and Retention	1 hour	OCRC
6/11/2024	"What Were You Wearing? Social Media Post 11	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
6/12/2024	New Employee Orientation	Brenda White	New employees	N/A	14	Human Resources	20 mins	OCRC
6/13/2024	New Student Orientation	Leah Gutknecht	Students, family/support people	Incoming first year students	100	Student Success and Retention	1 hour	OCRC
6/13/2024	"What Were You Wearing? Social Media Post 12	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
6/14/2024	New Student Orientation	Kaylee Michelson	Students, family/support people	Incoming first year students	100	Student Success and Retention	1 hour	OCRC
6/17/2024	New Student Orientation	Leah Gutknecht	Students, family/support people	Incoming first year students	100	Student Success and Retention	1 hour	OCRC
6/17/2024	"What Were You Wearing? Social Media Post 13	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
6/18/2024	New Student Orientation	Brenda White	Students, family/support people	Incoming first year students	100	Student Success and Retention	1 hour	OCRC
6/19/2024	"What Were You Wearing? Social Media Post 14	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
6/21/2024	New Student Orientation	Kaylee Michelson	Students, family/support people	Incoming first year students	100	Student Success and Retention	1 hour	OCRC
6/21/2024	"What Were You Wearing? Social Media Post 15	Office of Compliance and Equity Management	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Compliance and Equity Management	N/A	"What Were You Wearing?", Sexual Assault
6/26/2024	New Student Orientation	Molly Taiber	Students, family/support people	Incoming first year students	100	Student Success and Retention	1 hour	OCRC
7/1/2024	New Student Orientation	Leah Gutknecht	Students, family/support people	Incoming first year students	100	Student Success and Retention	1 hour	OCRC
7/9/2024	New Student Orientation	Molly Taiber	Students, family/support people	Incoming first year students	100	Student Success and Retention	1 hour	OCRC
7/10/2024	New Transfer Student Orientation	Brenda White	Students, family/support people	Incoming transfer students	60	Student Success and Retention	30 mins	OCRC
7/10/2024	New Employee Orientation	Brenda White	New Employees	N/A	9	Human Resources	20 mins	OCRC

Date	Program	Presenter	Participants	Class Level (if applicable)	# of Participants	Organization / Class / Office	Duration	Topic
7/12/2024	RLC Training	Leah Gutknecht	RLCs	N/A	14	Housing and Dining	3 hours	OCRC, reporting, Policy 13.02
8/9/2024	RA Training	Leah Gutknecht	RAs	Mix	100	Housing and Dining	1 hour	OCRC, reporting, policy 13.02
8/14/2024	New Employee Orientation	Brenda White	New Employees	N/A	23	Human Resources	20 mins	OCRC
8/19/2024	Agency Presentation	Nic Trip	Faculty, Staff, Undergraduate Students, Graduate Students	N/A	50	UNI ROTC Brief	50min	Sexual Assault
8/19/2024	ROTC Training	Leah Gutknecht	ROTC members	Mix	50	ROTC	1 hour	OCRC
8/19/2024	New Dining Staff Training	Brenda White	New Employees	N/A	35	Housing and Dining	1 hour	OCRC
8/20/2024	New International Student Training	Brenda White	New international students	Mix	50	International Programs	45 mins	OCRC
8/20/2024	New Faculty Orientation	Leah Gutknecht	New Faculty	N/A	23	Academic Affairs	1 hour	OCRC
8/22/2024	Student Org Fair	Brenda White/Kaitlyn Walthall	New students	New students	500	Student Involvement	2 hours	Green Dot
8/23/2024	Taste of UNI	Brenda, Kaitlyn, Kaylee, Leah	New students	New students	1000	Wellness Services	2 hours	Green Dot, OCRC
8/28/2024	Green Dot and Freeze Pops	Brenda White/Kaitlyn Walthall	Students, faculty, staff	N/A	50	Green Dot	2 hours	Green Dot
8/29/2024	Green Dot and Freeze Pops	Brenda White/Kaitlyn Walthall	Students, faculty, staff	N/A	50	Green Dot	2 hours	Green Dot
9/3/2024	Art of C.H.A.N.G.E. Submission Social Media Post	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Civil Rights Compliance	N/A	Art of C.H.A.N.G.E. Exhibit, Sexual Assault
9/3/2024	Green Dot Tabling and Cookies	Kaitlyn Walthall	Students, Faculty, and Staff	N/A	50	Green Dot	2 hours	Green Dot
9/3/2024	Art of C.H.A.N.G.E. submission Poster 2	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	25	Office of Civil Rights Compliance	NA	Art of C.H.A.N.G.E. Promotion
9/3/2024	Art of C.H.A.N.G.E. Submission Poster 1	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	25	Office of Civil Rights Compliance	NA	Art of C.H.A.N.G.E. Submission
9/4/2024	Tabling Event	Nic Trip	Faculty, Staff, Student Employees, Undergraduate Students, Graduate Students	N/A	15	Tabling at Maucker Union	6hr 30min	Sexual Assault
9/6/2024	Art of C.H.A.N.G.E. Submission Tabling	Carly Dalberg	Students, Faculty, and Staff	N/A	10	Office of Civil Rights Compliance	2 hours	Art of C.H.A.N.G.E. Exhibit, Sexual Assault
9/9/2024	Art of C.H.A.N.G.E. Submission Social Media Post	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Civil Rights Compliance	N/A	Art of C.H.A.N.G.E. Exhibit, Sexual Assault
9/11/2024	Art of C.H.A.N.G.E. Table Tents	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	60	Office of Civil Rights Compliance	NA	Art of Change

Date	Program	Presenter	Participants	Class Level (if applicable)	# of Participants	Organization / Class / Office	Duration	Topic
9/11/2024	Art of C.H.A.N.G.E. Submission Tabling	Carly Dalberg and Dela Agbagba	Students, Faculty, and Staff	N/A	10	Office of Civil Rights Compliance	2 hours	Art of C.H.A.N.G.E. Exhibit, Sexual Assault
9/11/2024	Engineering Green Dot Training	David, Bart, Jenny, Terri, Jesus, Justin	Students	Mix	113	Engineering	2 hours	Green Dot
9/11/2024	New Employee Orientation	Brenda White	New Employees	N/A	9	Human Resources	20 mins	OCRC
9/11/2024	Games on the Green	Brenda, Kaitlyn, Janine, Emmett, Linda, Shelley PW	Students, Faculty, and Staff	N/A	5	Green Dot	1 hour	Green Dot
9/12/2024	Violence Prevention Strategies	Alysa Mozak	Undergraduate Students	Sophomore, Junior, Senior	26	Women in Public Health class	1.5h	Sexual Assault
9/12/2024	Green Dot Month Tabling	Kaitlyn Walthall	Students, Faculty, and Staff	N/A	5	Green Dot	2.5 hours	Green Dot
9/14/2024	Panther Pantry Volunteer Civil Rights Training	Josh Farris	Undergraduate Students	N/A	13	Panther Pantry	2 hours	
9/14/2024	Green Dot Gallop	Brenda White	Student, Faculty, Staff, Community	N/A	45	Green Dot	2 hours	Green Dot
9/15/2024	Art of C.H.A.N.G.E. Submission Social Media Post	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Civil Rights Compliance	N/A	Art of C.H.A.N.G.E. Exhibit, Sexual Assault
9/16/2024	Green Dot Month Tabling	Kaitlyn Walthall	Students, Faculty, and Staff	N/A	5	Green Dot	2 hours	Green Dot
9/16/2024	Green Dot Scavenger Hunt	Brenda White	Students, Faculty, and Staff	N/A	5	Green Dot	Week	Green Dot
9/17/2024	Green Dot Network Social	Brenda White/Kaitlyn Walthall	Students	N/A	1	Green Dot	1 hour	Green Dot
9/17/2024	Wellness Services Staff Training	Kaylee Michelson	New Wellness Staff	N/A	2	Wellness Services	1 hour	OCRC
9/17/2024	School of Music Faculty Mtg	Leah Gutknecht	Music Faculty	N/A	40	School of Music	1 hour	OCRC, reporting, Policy 13.02
9/18/2024	Green Dot Month Tabling	Kaitlyn Walthall	Students, Faculty, and Staff	N/A	5	Green Dot	2 hours	Green Dot
9/21/2024	Art of C.H.A.N.G.E. Submission Social Media Post	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Civil Rights Compliance	N/A	Art of C.H.A.N.G.E. Exhibit, Sexual Assault
9/22/2024	Self Care in Professional Field	Nic Trip	Staff, Undergraduate Students	N/A	35	Jamie O'Gara Class	50min	Sexual Assault
9/23/2024	Green Dot Training	Andy Saigh, Jessica Moon	Faculty/Staff	N/A	6	Green Dot	1 hour	Green Dot
9/23/2024	Green Dot Training	Kaili Benham, Shelley Price-Williams	Student	N/A	6	Green Dot	1 hour	Green Dot
9/25/2024	Agency Presentation	Nic Trip	Staff, Undergraduate Students	N/A	20	William Flemming	2hr	Sexual Assault
9/25/2024	Green Dot Month Tabling	Kaitlyn Walthall	Students, Faculty, and Staff	N/A	10	Green Dot	2 hours	Green Dot

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9/25/2024	Green Dot Big Event	Brenda White/Kaitlyn Walthall	Students, Faculty, and Staff	N/A	25	Green Dot	2 hours	Green Dot
9/26/2024	Green Dot Training	Brenda White, Mike Tate	Students	N/A	9	Green Dot	1 hour	Green Dot
9/26/2024	Green Dot Training	David Hernandez-Saca, Nikki Zumbach Harken	Faculty/Staff	N/A	1	Green Dot	1 hour	Green Dot
9/26/2024	Art of C.H.A.N.G.E. Submission Social Media Post	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Civil Rights Compliance	N/A	Art of C.H.A.N.G.E. Exhibit, Sexual Assault
10/9/2024	Resource Fair Social Media Advertisement	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Civil Rights Compliance	N/A	Resources for Students Regarding DV
10/9/2024	New Employee Orientation	Brenda White	New Staff	N/A	8	OCRC	30 minutes	OCRC, Policy 13.02, Green Dot
10/9/2024	Green Dot Tabling	Kaitlyn Walthall	Students, Faculty, and Staff	N/A	10	Green Dot	2 hours	Green Dot
10/10/2024	Art of C.H.A.N.G.E. Advertisement Poster	Office of Civil Rights Compliance	Faculty, Staff, Student Employees, Undergraduate Students, Graduate Students	N/A	60	Office of Civil Rights Compliance	NA	Art of Change
10/10/2024	Green Dot Training Advertisements	Green Dot	Faculty, Staff, Student Employees, Undergraduate Students, Graduate Students	N/A	20	Green Dot	NA	Sexual Assault, Stalking, Dating Violence, Domestic Violence
10/10/2024	DVAM Resource Fair	Office of Civil Rights Compliance, Student Health and Wellness Services, Riverview Center, Waypoint Services, Black Hawk County Health	Students, Faculty, and Staff	N/A	45	Office of Civil Rights Compliance	2 hours	Resources for Students Regarding DV
10/11/2024	Employment Law Green Dot Training	Andrea Creve Coello and Josh Farris	Students	N/A	17	Green Dot	1 hour	Green Dot
10/13/2024	Red Watch Band Training	Kaili Benham	Undergraduate Students	N/A	30	UNI Fraternity and Sorority Life	2 hours	Alcohol Education and Bystander Intervention
10/12/2024	Purple Thursday Social Media Advertisement	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Civil Rights Compliance	N/A	Domestic Violence
10/13/2024	Art of C.H.A.N.G.E. Exhibit Social Media Advertisement	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Civil Rights Compliance	N/A	Art of C.H.A.N.G.E., Sexual Assault

Date	Program	Presenter	Participants	Class Level (if applicable)	# of Participants	Organization / Class / Office	Duration	Topic
10/14/2024-10/31/2024	Art of C.H.A.N.G.E. Exhibit	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	Unknown, Exhibit was unmonitored	Office of Civil Rights Compliance	17 days	Sexual Assault
10/15/2024	DVAM Tabling	Graduate Assistants from PATCVP	Faculty, Staff, Student Employees, Undergraduate Students, Graduate Students	N/A	25	PATCVP	2-2.5hr	Dating Violence, Domestic Violence
10/16/2024	DVAM Tabling	Graduate Assistants from PATCVP	Faculty, Staff, Student Employees, Undergraduate Students, Graduate Students	N/A	25	PATCVP	2-2.5hr	Dating Violence, Domestic Violence
10/16/2024	Purple Thursday Social Media Advertisement	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Civil Rights Compliance	N/A	Domestic Violence
10/17/2024	Purple Thursday Tabling	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	40	Office of Civil Rights Compliance	2 hours	Domestic Violence
10/19/2024	Art of C.H.A.N.G.E. Exhibit Social Media Advertisement	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Civil Rights Compliance	N/A	Art of C.H.A.N.G.E., Sexual Assault
10/21/2024	Green Dot Tabling	Kaitlyn Walthall	Students, Faculty, and Staff	N/A	10	Green Dot	2 hours	Green Dot
10/21/2024	Green Dot Student Overview Training	Terri Crumley	Students	N/A	6	Green Dot	1 hour	Green Dot
10/21/2024	Red Flags of Domestic Violence Social Media Post	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Civil Rights Compliance	N/A	Domestic Violence
10/23/2024	Art of C.H.A.N.G.E. Exhibit Social Media Advertisement	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Civil Rights Compliance	N/A	Art of C.H.A.N.G.E., Sexual Assault
10/25/2024	Green Dot Training Advertisement	Green Dot	Green Dot Faculty, Staff, Student Employees, Undergraduate Students, Graduate Students	N/A	10	Green Dot	NA	Sexual Assault, Stalking, Dating Violence, Domestic Violence
10/25/2024	Red Flags of Dating Violence Social Media Post	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Civil Rights Compliance	N/A	Dating Violence
10/27/2024	Art of C.H.A.N.G.E. Exhibit Social Media Advertisement	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Civil Rights Compliance	N/A	Art of C.H.A.N.G.E., Sexual Assault
10/28/2024	UNIV 1086 Office Tour and Presentation	Kaylee Michelson	Students	N/A	25	UNIV 1086	10 minutes	OCRC, Policy 13.02, Green Dot

Date	Program	Presenter	Participants	Class Level (if applicable)	# of Participants	Organization / Class / Office	Duration	Topic
10/29/2024	Waypoint Services Feature	Office of Civil Rights Compliance, Waypoint Services	Students, Faculty, and Staff	N/A	Unknown, Posted on Social Media	Office of Civil Rights Compliance	N/A	Domestic Violence Resources
10/29/2024	UNIV 1086 Office Tour and Presentation	Brenda White	Students	N/A	25	UNIV 1086	10 minutes	OCRC, Policy 13.02, Green Dot
10/30/2024	Green Dot bubble Poster	Green Dot	Faculty, Staff, Student Employees, Undergraduate Students, Graduate Students	N/A	1	Green Dot	NA	Sexual Assault, Stalking, Dating Violence, Domestic Violence
10/30/2024	Lawther Clue Night	Brenda White and Kaitlyn Walthall	Students	N/A	30	Green Dot	2 hours	Green Dot
10/30/2024	SCMA Green Dot Training	Emmett Cory and Janine Baeza	Students	N/A	9	Green Dot	1 hour	Green Dot
10/31/2024	Halloween Consent Coloring Tabling	Office of Civil Rights Compliance	Students, Faculty, and Staff	N/A	30	Office of Civil Rights Compliance	2 hours	Consent, OCRC Resources
11/4/2024	Green Dot Student Overview Training	David Hernandez-Saca and Shelley Price-Williams	Students	N/A	2	Green Dot	1 hour	Green Dot
11/6/2024	Agency Presentation	Nic Trip	Staff, Undergraduate Students	Senior	25	Gayle Rhinberger Senior Seminar	50 min	Sexual Assault
11/6/2024	Agency Presentation	Nic Trip	Staff, Undergraduate Students	N/A	40	Alysa Mozak Human Sexuality-Sexual Violence	1hr 30min	Sexual Assault
11/6/2024	Green Dot Tabling	Kaitlyn Walthall	Students, Staff, Faculty	N/A	10	Office of Civil Rights Compliance	2 hours	Green Dot
11/6/2024	Fall Fest	Kaitlyn Walthall, Brenda White	Students	N/A	100	CAB, OCRC	2 hours	Green Dot
11/8/2024	Green Dot Faculty/Staff Overview	Charity Eckhardt and Sam Hospodarsky	Faculty/Staff	N/A	2	Green Dot	1 hour	Green Dot
11/12/2024	Agency Presentation	Nic Trip	Faculty, Undergraduate Students	N/A	30	Shawna Haislet Into to Women's Health	1hr 15min	Sexual Assault
11/13/2024	New Employee Orientation	Brenda White	Staff	N/A	8	Office of Civil Rights Compliance	20 minutes	OCRC, Policy 13.02, Green Dot
11/18/2024	Green Dot Tabling	Kaitlyn Walthall	Students, Staff, Faculty	N/A	5	Green Dot	2 hours	Green Dot
11/19/2024	Green Dot Bystander Training	Andy Saigh and Kristina Kofoot	Students, Staff, Faculty	N/A	4	Green Dot	2 hours	Green Dot

Date	Program	Presenter	Participants	Class Level (if applicable)	# of Participants	Organization / Class / Office	Duration	Topic
12/4/2024	CAB National Cookie Day	Brenda White and Kaitlyn Walthall	Students, Faculty, and Staff	N/A	100	Green Dot	2 hours	Green Dot
12/6/2024	Human Identity and Relationships Class Presentation	Brenda White and Nic Trip	Students	Freshman, Sophomores, Juniors, Seniors	100	Office of Civil Rights Compliance	50 minutes	OCRC, Riverview Center, Sexual Assault, Domestic Violence
12/9/2024	Wellness Day Craft with Student Wellness Services	Brenda White and Kaitlyn Walthall	Students	N/A	10	Office of Civil Rights Compliance	2 hours	OCRC
12/11/2024	Wellness Day Craft with Student Wellness Services	Brenda White and Kaitlyn Walthall	Students	N/A	15	Green Dot	2 hours	Green Dot
12/11/2024	New Employee Orientation	Brenda White	Faculty and Staff	N/A	5	Office of Civil Rights Compliance	20 minutes	OCEM, Policy 13.02, Green Dot
12/12/2024	Hagemann Hall Green Dot Training	Josh Farris and Gwenne Berry	Students	N/A	5	Green Dot	1 hour	Green Dot



## More Prevention and Awareness Programs

### **Sexual Assault Prevention Online Training**

The Sexual Assault online prevention program teaches students about issues related to sexual misconduct, including sexual assault, sexual harassment, stalking, and dating violence. The program enables first year and transfer students to recognize sexual assault and harassment behaviors and identify healthy and unhealthy relationship practices and also equips students with essential skills to navigate consent-based conversations and engage in bystander intervention safety.

### **Green Dot**

Green Dot is a Northern Iowa Student Government (NISG)-sponsored bystander intervention program focused on gender violence prevention. The goal of Green Dot is to decrease the likelihood of sexual assault, stalking, dating and domestic abuse.

***No one has to do everything, but everyone has to do something.***

This program uses a metaphor of Green Dots (an action or choice that promotes safety and an intolerance for violence) and Red Dots (an act of power-based interpersonal violence), with the ultimate goal being that Green Dots will outnumber Red Dots on our campus, while keeping everyone who lives, works, and learns at our university safe.

Imagine in your head an image of small red dots spreading across a map, symbolizing the spread of a traumatic epidemic; each small red dot representing an individual case. At an alarming rate, what starts as four or five small red dots, quickly spreads and becomes hundreds and hundreds of red dots. So many that the whole map is red.

Now picture a map of UNI with similar red dots. Each red dot on this map represents an act of power-based interpersonal violence (sexual assaults, harassment, discrimination, stalking, partner violence) or a choice to allow this violence. A red dot is an individual choice to do nothing in a dangerous or potentially dangerous situation.

Now imagine adding a green dot in the middle of the map that is filled with red dots. A green dot is any behavior, choice, or attitude that promotes safety for everybody. A green dot could look like taking a friend out of a high-risk situation, talking about the Green Dot program and why it matters, bringing dangerous situations to individuals who can help, or calling someone out on their inappropriate behavior or words. A green dot is your individual choice to make our campus and community safer.

The goal is to add more and more green dots, so that the map is covered in more green dots than red dots. We are in control of what this map looks like. We decided to make a difference.

### **Violence/Alcohol**

#### **Education and Prevention**

UNI has placed a great deal of resources toward prevention and education initiatives relating to violence and alcohol use in the college setting. These initiatives range from programming and training, to awareness campaigns, speakers, and events.

Developed programs include *Intervention: What would you do?*; *Just the Facts*, and *Sexual Consent: The Bottom Line*. Other topics often presented focus on educating the campus community regarding university policy, as well as available student services and resources.

#### **Bystander Intervention**

Bystander intervention means safe and positive options that may be carried out by an individual(s) to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. It includes recognizing situations of potential harm, understanding institutional structures and

cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.

As previously mentioned, UNI offers the Green Dot Bystander Intervention Program to students and employees. This is a bystander education approach that engages the community to become aware of the nature and frequency of violence and educates on how to intervene to reduce the risk of violence. Green Dot aims to decrease power-based personal violence on campus by utilizing education, outreach, and development as mechanisms for increasing awareness and competency around bystander intervention skills.

The Green Dot symbol represents an action that promotes safety, and is any choice, behavior, word, or attitude that promotes safety for everyone and communicates utter intolerance for power-based personal violence. The two types of responses endorsed by Green Dot are proactive and reactive. A proactive response is one intended to prevent a harmful situation from occurring, and a reactive response is an intervention in a potentially harmful situation. Green Dot training is offered to both staff and students at UNI. Departments and student organizations are encouraged to host their own Green Dot Day to help promote safety.

### **Mentors in Violence Prevention (MVP)**

The mission of the Patricia A. Tomson Center for Violence Prevention (PATCVP) is to build the capacity of institutions of higher education, K-12 schools, victim service agencies, law enforcement and the criminal justice system to systematically implement best practice violence prevention and evaluation strategies in collaboration with state, family and community partners.

#### **The PATCVP will do this by:**

- Conducting common bullying and gender violence prevention trainings and workshops with school and community partners.
- Increasing the engagement of men in working to reduce and end violence and abuse.
- Supporting schools and community partners in their efforts to maintain and sustain bullying and violence prevention initiatives and strategies.
- Making data-informed decisions with schools and communities in their efforts to reduce and end all forms of bullying and gender-based violence.

### **Student Wellness Services**

Student Wellness Services develops alcohol and other drug social norm campaigns based on data from the National College Health Assessment and the data from other instruments. Historically, this data has shown that UNI Students overestimate the amount of high-risk drinking or drug use that occurs at UNI. Contrary to this belief, our data has shown that UNI students generally are making responsible and healthy choices related to alcohol and other drugs. Student Wellness Services seeks to provide students and the UNI community with an accurate picture of alcohol and other drug use on campus in an effort to influence healthy behaviors and reduce substance abuse at UNI. Questions about the educational programs and campaign efforts led by Student Wellness Services can be directed to [wellness@uni.edu](mailto:wellness@uni.edu).

### **Procedures for Reporting an Incident**

The University has procedures in place that strive to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and supportive measures, and additional measures 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 Title IX Coordinator, (Leah Gutknecht, 117 Gilchrist Hall, 319-273-2846, email: [leah.gutknecht@uni.edu](mailto:leah.gutknecht@uni.edu)) or file an incident report online at <https://civilrights.uni.edu/submit-report>

After an incident of sexual assault, dating violence, or domestic violence, the victim should consider seeking medical attention as soon as possible at MercyOne Cedar Falls Hospital, MercyOne Waterloo Medical Center, or UnityPoint Health - Allen Hospital. In Iowa, evidence may be collected even if you chose not to make a report to law

enforcement. Collection of evidence in a sexual assault is governed by the Iowa Code. Iowa Code 709.10 states:

**709.10 SEXUAL ABUSE -- EVIDENCE.**

1. As used in this section:
  - a. "Forensic medical examination" means a sexual abuse examination by a health care provider for the purpose of gathering and preserving evidence of sexual abuse.
  - b. "Kit" means a sexual abuse evidence collection kit that includes a human biological specimen collected by a health care provider during a forensic medical examination.
  - c. "Kit tracking system" means the automated sexual abuse evidence collection kit tracking system established pursuant to section 915.53.
  - d. "Laboratory" means the state criminalistics laboratory or similar qualified laboratory.
  - e. "Law enforcement agency" means any governmental agency that investigates persons suspected of or charged with a sex abuse crime. "Law enforcement agency" also includes any governmental agency that collects, stores, processes, transmits, or disseminates analysis of evidence collected in connection with a sexual abuse related crime.
2. The manufacturer or distributor of a kit shall enter information relating to new, unused kits into the kit tracking system within five business days upon receipt of a kit. The manufacturer or distributor of a kit shall provide a health care provider with a new, unused kit upon request and shall document dissemination of each kit to a health care provider in the kit tracking system within forty-eight hours of dissemination to the health care provider.
3. A health care provider shall enter information relating to each new kit into the kit tracking system within forty-eight hours of receipt of the kit.
4. When a reported victim of sexual abuse consents to undergo a forensic medical examination and to having the evidence from the examination preserved, the health care provider conducting the forensic medical examination shall utilize a kit. The health care provider conducting the forensic medical examination shall contact the law enforcement agency under whose jurisdiction the sexual abuse offense occurred within forty-eight hours after the evidence was collected from a victim to notify the law enforcement agency to collect and store the kit. The health care provider shall document which law enforcement agency the kit is transferred to in the kit tracking system within forty-eight hours of collection of the evidence.
5. The law enforcement agency collecting the evidence shall obtain the kit from a health care provider and properly store the kit to ensure the chain of custody is complete and sufficient. The law enforcement agency shall document receipt of the kit from the health care provider in the kit tracking system within seventy-two hours of obtaining the kit.
6. The law enforcement agency shall store the kit in a clean, dry location for a minimum of fifteen years, or in the case of a minor victim for a minimum of fifteen years after the minor reaches the age of majority, even if the reported victim of sexual abuse has not filed a criminal complaint.
7. Prior to the disposal of a kit by a law enforcement agency, the law enforcement agency shall notify the reported victim of the intended date of disposal of the kit, the reason for disposal of the kit, and the options that remain available for retention and analysis of the kit, if any. The law enforcement agency shall obtain written approval from the appropriate county attorney and retain that approval in the victim's case file prior to disposal. Any kit disposed of shall be documented by a law enforcement agency in the kit tracking system within forty-eight hours of disposal.
8. The law enforcement agency transferring a kit to a laboratory for analysis shall document the transfer of the kit in the kit tracking system within seventy-two hours of transferring the kit.
9. The laboratory shall document receipt of the kit in the kit tracking system within seventy-two hours of logging the kit into its evidence management system.
10. When an analysis of the evidence collected from a victim's forensic medical examination is complete, the laboratory shall enter the results of the analysis into the kit tracking system and return the kit to the appropriate law enforcement agency. The law enforcement agency shall document receipt of the kit within seventy-two hours of receipt and shall store the kit in accordance with this section.
11. a. A health care provider shall provide a victim of sexual abuse with a consent form created by the department of justice prior to a forensic medical examination. The consent form shall include information allowing the victim to document the victim's consent or refusal to the collection and storage of the evidence collected from the victim's forensic medical examination, to release such evidence to a laboratory for analysis, and to make a report to law enforcement. The consent form shall also include information that the victim is not required to participate in the criminal justice system; to participate in an interview with law enforcement; to undergo a forensic medical examination; or to allow an analysis of the evidence collected; that the victim may withdraw consent for the collection of the victim's evidence or an analysis of the evidence at any time; and that if the victim does not initially consent to make a report to a law enforcement agency or to allow an analysis of the evidence collected,

the victim may choose to provide a report to a law enforcement agency or may consent to an analysis of the evidence at any time within the required kit retention period specified in subsection 6.

b. The consent form shall provide notice to the victim of the victim's statutory rights pursuant to section 709.22.

c. A copy of the victim's consent form shall be maintained by the health care provider in the victim's records and in the kit with the evidence collected.

d. A copy of the consent form shall be provided to the victim.

e. A copy of the consent form shall accompany the health care provider's billing statement for the health care provider's exam fee submitted to the crime victim assistance division of the department of justice. The health care provider shall submit a copy of the consent form to the crime victim assistance division of the department of justice even if there are no charges associated with the health care provider's examination.

12. The rights of a victim pursuant to chapter 915 attach when the victim consents to participate in an interview with law enforcement, to a forensic medical examination, and to allow an analysis of the evidence collected.

13. If a reported victim does not want the victim's name recorded on the kit, the kit shall be deemed an anonymous kit and a case number or the number assigned to the kit by the kit tracking system shall be used in place of the name of the reported victim and entered into the kit tracking system by the health care provider within forty-eight hours of receipt of the kit. An anonymous kit shall not be submitted for analysis until a victim has provided law enforcement with a criminal report and has consented to an analysis of the evidence collected from the victim's forensic medical examination. A law enforcement agency in possession of an anonymous kit may dispose of the kit thirty days after the fifteen-year retention period required under subsection 6.

14. A victim who initially chooses not to participate in an interview with a law enforcement agency may, at any point during the time period provided in subsection 6, contact the law enforcement agency to agree to an interview with the law enforcement agency and to consent to an analysis of the evidence collected from the victim's forensic medical examination.

15. A victim who decides to participate in the investigation of a reported sexual abuse or in a forensic medical examination may choose to cease participation at any time and shall not be compelled to continue participating in the investigation or a forensic medical examination. If the analysis of the evidence collected from a victim's forensic medical examination indicates a connection with another reported sexual abuse offense, the victim shall not be compelled to participate in the criminal or civil proceedings of the related case.

## **Reporting An Incident**

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Leah Gutknecht, 117 Gilchrist Hall, Email: [leah.gutknecht@uni.edu](mailto:leah.gutknecht@uni.edu); online at <https://civilrights.uni.edu/submit-report> ; Phone (319)273-2846 and UNI Police (if the victim so desires). The University will provide resources, options, and supportive measures to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking and will apply appropriate disciplinary procedures to those who are found to violate related policy. The reporting and complaint procedures are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of UNI Policy 13.02.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible criminal prosecution, university disciplinary proceedings, or obtaining protective orders related to the incident more difficult. Even if a formal criminal complaint or university complaint is not desired initially, the victim should consider speaking with UNI Police or other law enforcement in order to preserve evidence in the event that the criminal charges are desired at a later date.

For evidence collection, 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 potential evidence necessary to prove 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 assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University investigators or police.

Although the university strongly encourages all members of its community to report incidents of domestic violence, dating violence, sexual assault, and stalking to law enforcement, it is the victim's choice whether or not to make such a criminal report and victims have the right to decline involvement with the police. The University Title IX Coordinator will assist any victim with notifying local police if they so desire. Cedar Falls Police Department may also be reached directly by calling 319-291-2515 or in person at 4600 S Main St., Cedar Falls, IA. Additional information about the Cedar Falls Police Department may be found online at: <http://www.cedarfalls.com/index.aspx?NID=1147>

If a report of domestic violence, dating violence, sexual assault, or stalking is reported to the University, the University will follow the procedures below with the indicated standard of evidence that will be used in the resolution of formal complaints filed with the University:

Incident Being Reported:	Procedure Institution Will Follow:	Evidentiary Standard
<b>Sexual Assault</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant.</li> <li>2. Institution will assist complainant with contacting local police if complainant requests and complainant is provided with contact information for local police department.</li> <li>3. Institution will provide complainant with referrals to medical care.</li> <li>4. Institution will provide complainant with referrals to on and off campus mental health providers.</li> <li>5. Institution will provide written information to complainant on how to preserve evidence.</li> <li>6. Institution will assess need to implement interim or long-term supportive measures, such as housing changes, change in class schedule, "No Contact" directive between both parties.</li> <li>7. Institution will provide a "No Trespass" directive to any/all parties if deemed appropriate.</li> <li>8. Institution will provide written instructions via an advocate on how to apply for Protective Order.</li> <li>9. Institution will provide a copy of the Discrimination, Harassment, and Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.</li> <li>10. In the event a formal complaint is filed, institution will inform the parties of any charges, the investigation, the decision making and sanctioning process, as well as the appeal process.</li> <li>11. Institution will enforce the retaliation policy and take</li> </ol>	Sexual assault cases are referred to the Title IX Officer and are adjudicated using the <i>preponderance of the evidence</i> standard.

	<p>immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</p>	
<b>Stalking</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant.</li> <li>2. Institution will assist complainant with contacting local police if complainant requests and complainant is provided with contact information for local police department.</li> <li>3. Institution will provide written instructions via an advocate on how to apply for Protective Order.</li> <li>4. Institution will provide written information to complainant on how to preserve evidence.</li> <li>5. Institution will provide complainant with referrals to on and off campus mental health providers.</li> <li>6. Institution will assess need to implement interim or long-term supportive measures to protect the complainant, if appropriate.</li> <li>7. Institution will provide a “No Trespass” directive to accused party if deemed appropriate.</li> <li>8. Institution will provide a copy of the Discrimination, Harassment, and Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.</li> <li>9. In the event a formal complaint is filed, institution will inform the parties of any charges, the investigation, the decision making and sanction process, as well as the appeal process.</li> <li>10. Institution will enforce the retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</li> </ol>	<p>Stalking cases are referred to the Title IX Officer and are adjudicated using the <i>preponderance of the evidence</i> standard.</p>
<b>Dating Violence</b>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant.</li> <li>2. Institution will assist complainant with contacting local police if complainant requests and complainant is provided with contact information for local police department.</li> </ol>	<p>Dating Violence cases are referred to the Title IX Officer and are adjudicated using the <i>preponderance of the evidence</i> standard.</p>

	<ol style="list-style-type: none"> <li>3. Institution will provide written instructions via an advocate on how to apply for Protective Order.</li> <li>4. Institution will provide written information to complainant on how to preserve evidence.</li> <li>5. Institution will assess need to implement interim or supportive measures to protect the complainant, if appropriate.</li> <li>6. Institution will provide a “No Trespass” directive to accused party if deemed appropriate.</li> <li>7. Institution will provide a copy of the Discrimination, Harassment, and Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.</li> <li>8. In the event a formal complaint is filed, institution will inform the parties of any charges, the investigation, the decision making and sanctioning process, as well as the appeal process.</li> <li>9. Institution will enforce the retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</li> </ol>	
<p><b>Domestic Violence</b></p>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant.</li> <li>2. Institution will assist complainant with contacting local police if complainant requests and complainant is provided with contact information for local police department.</li> <li>3. Institution will provide written instructions via an advocate on how to apply for Protective Order.</li> <li>4. Institution will provide written information to complainant on how to preserve evidence.</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</li> <li>6. Institution will provide a “No Trespass” directive to accused party if deemed appropriate.</li> <li>7. Institution will provide a copy of the Discrimination, Harassment, and Sexual Misconduct Policy to complainant and inform the</li> </ol>	<p>Domestic Violence Cases are referred to the Title IX Officer and are adjudicated using the <i>preponderance of the evidence</i> standard.</p>

	<p>complainant regarding timeframes for inquiry, investigation and resolution.</p> <p>8. In the event a formal complaint is filed, institution will inform the parties of any charges, the investigation, the decision making and sanctioning process, as well as the appeal process.</p> <p>9. Institution will enforce the retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.</p>	
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**D. Assistance for Victims: Rights & Options**

In Iowa, rights of victims of domestic violence, dating violence, sexual assault or stalking include: notification and rights in criminal proceedings; victim registration; victim compensation; submission of a victim impact statement; civil injunctions to restrain harassment or intimidation; prohibition of employment discrimination; and application for no-contact orders. Regardless of whether a victim elects to pursue a criminal complaint, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. For more information on victim rights, you may go the Iowa Office of the Attorney General's website at: <https://www.iowaattorneygeneral.gov/>

Further, the University of Northern Iowa complies with Iowa law in recognizing orders of protection arising from a domestic abuse assault. Any person who obtains an order of protection from another state, Indian tribe, or United States territory should provide a copy to UNI Police and the Title IX Coordinator. A person with an order or protection may meet with UNI Police to develop a Safety Action 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. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location, or allowing a student to complete assignments from home, etc. For assistance in obtaining a protection order, please contact the Black Hawk County Attorney's Office located at 315 E. 5<sup>th</sup> St., B-1 Courthouse Bld., Waterloo, Iowa; phone # 319-833-3001. A victim who does NOT have a protective order can still seek supportive measures to be coordinated by the Title IX Coordinator. Additional information can be found at <https://civilrights.uni.edu>

The University will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or supportive measures. Upon the victim's request and to the extent of the victim's cooperation and consent, other university offices will work cooperatively to assist the victim with their health, physical safety, and work and academic status. For example, if reasonably available, a victim may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class or withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the victim park in a different location, assisting the victim with a safety escort, etc. To the extent possible, UNI will also provide assistance with and/or information about obtaining resources and services such as counseling, health services, visa and immigration assistance, and assistance in notifying appropriate local law enforcement.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know, e.g., persons who are investigating/adjudicating the complaint or delivering resources or supportive measures to the complainant [For example: Publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 34 USC 12291 (a) (25).] Further, the institution will maintain as confidential any supportive measures provided to the victim to the extent that maintaining such as confidentiality would not impair the ability of the institution

to provide the supportive measures.

The University does not publish the name of crime victims nor house identifiable information regarding victims in the campus police department's Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by accessing their MyUniverse account. If a victim needs further assistance with those services, the Registrar's Office (students) or the Human Resource Services Office (employees) should be contacted.

### **Resources for victims of Domestic Violence, Dating Violence, Sexual Assault, & Stalking**

#### **On-Campus**

Student Health Clinic	16 Student Health Center	319-273-2009
UNI Police	030 Gilchrist Hall	319-273-2712
Title IX Coordinator / OCRC	117 Gilchrist	319-273-2846
Riverview Sexual Assault Advocate	2026 Bartlett Hall	888-557-0310
Counseling Center	103 Student Health Center	319-273-2676

#### **In the Cedar Falls Area**

Cedar Falls Police	4600 S. Main St. Cedar Falls, IA	319-291-2515
MercyOne Cedar Falls Memorial Hospital	515 College Street Cedar Falls, IA	319-268-3000
Allen Hospital	1825 Logan Ave. Waterloo, IA	319-235-3941
MercyOne Waterloo Medical Center	3421 West Ninth St. Waterloo, IA	319-272-8000
Waypoint – Domestic Violence Hotline		319-363-2093 800-208-0388
Riverview-Sexual Assault Hotline		888-557-0310
Black Hawk County Attorney's Office	316 E. 5 <sup>th</sup> St. B-1 Courthouse Bld. Waterloo, IA	319-833-3001
Domestic Abuse Response Team	715 Mulberry St. Waterloo, IA	319-291-4331
Salvation Army Women and Children Lodge	603 S. Hackett Rd. Waterloo, IA	319-232-0397
Amani Community Service Hotline		888-983-2533
Friends of the Family	1009 Peoples Square Waterloo, IA	319-234-0232

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.iowacasa.org>

Iowa Coalition Against Sexual Assault

<http://www.icadv.org>

Iowa Coalition Against Domestic Violence

<http://survivorshelpline.org/> Phone: 800-770-1650

Iowa Victim Services

<http://www.thehotline.org/is-this-abuse/lgbt-abuse/>

National Domestic Violence Hotline –  
LGBTQ Relationship Violence

<http://stoprelationshipabuse.org/>

Center For Relationship Abuse Awareness

<http://www.malesurvivor.org/>

Male Survivors of Sexual Abuse

<https://www.rainn.org/>

Rape, Abuse and Incest National Network

<https://www.justice.gov>

Department of Justice

<http://www.ed.gov/about/ed-offices/ocr>

Department of Education, Office of Civil Rights

## GUIDELINES FOR ASSISTANCE

- **Get to a safe place.** – The primary concern is the safety of the victim.
- **Try to preserve physical evidence.** – Do not wash, use the toilet or change clothing if possible. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- **Seek medical attention.** – Survivors are encouraged to seek medical attention as soon as possible after the assault to ensure their physical well-being.
- **Contact the police.** – Sexual assault is a crime and survivors have the option of pressing criminal charges and/or pursuing action through the University complaint process. If the assault occurred on campus, contact the UNI Police at 319-273-2712. If the assault occurred off campus, contact the local police department or sheriff's office. If the victim wishes, UNI Police personnel or other University officials will assist the student in notifying the appropriate law enforcement agency in the applicable jurisdiction.
- **Report to University official.** – Regardless of where the sexual assault took place, it can be reported to the UNI Title IX Officer at 319-273-2846.
- **Talk with an advocate or counselor.** – A Victim Advocate may be contacted at 888-557-0310, and counselor may be contacted at 319-273-2676. Advocates and counselors will maintain privacy, help explain options, provide information and provide emotional support.
- **Contact a trusted person.** – A trusted person can provide support.

## E. How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. Bystanders are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found at <https://civilrights.uni.edu/green-dot>. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

## F. Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org)).

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.

3. **Walk with purpose.** Even if you don't know where you are going, act like you do.
4. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
5. **Make sure your cell phone is with you** and charged and that you have money.
6. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
7. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
8. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
9. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
10. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
11. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
12. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get to a safe place immediately.
13. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
14. If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
  - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
15. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you?
16. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## Prohibited Conduct

### A. Discrimination

The University adheres to all federal and state civil rights laws and regulations prohibiting discrimination in public institutions of higher education. The University does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of:

- Age,
- Color,
- Creed,
- Disability,
- Ethnicity,
- Genetic Information,
- Marital Status,
- National Origin,
- Political Affiliation,
- Pregnancy,
- Race,
- Religion,
- Sex,
- Sexual orientation,

- Veteran or military status (including disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran),
- or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other human rights agencies.

UNI's Policy 13.02 covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the University community whose acts deny, deprive, or limit the educational or employment or residential and/or social access, benefits, and/or opportunities of any member of the University community, guest, or visitor on the basis of that person's actual or perceived membership in the protected classes listed above is in violation of the University policy on discrimination.

When brought to the attention of the University, any such discrimination will be promptly and fairly addressed and remedied by the University according to the appropriate process as determined by the Title IX Coordinator.

## B. Disability Discrimination

The University is committed to complying with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities.

Under the ADA, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity.

The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the University, regardless of whether they currently have a disability. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, or caring for oneself.

The Assistant to the President and Title IX Officer has been designated as University's ADA/504 Coordinator responsible for overseeing efforts to comply with these disability laws, including responding to reports and Formal Complaints of any allegation of noncompliance or discrimination based on disability.

For information about UNI's policies and procedures regarding accommodations of disabilities, please refer to Policy 13.15.

## C. Harassment

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. The University's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited harassment that are also prohibited under University policy. When speech or conduct is protected by the First Amendment, it will not be considered a violation of University policy, though supportive measures may be offered to those impacted.

### i. Discriminatory Harassment

Discriminatory harassment constitutes a form of discrimination that is prohibited by University policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law.

The University does not tolerate discriminatory harassment of any employee, student, visitor, or guest. The University will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a "hostile environment."

A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive and objectively offensive.

When discriminatory harassment rises to the level of creating a hostile environment, the University may also resolve the matter through the appropriate process and impose sanctions as necessary.

The University reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature and not based on a protected status. Addressing such conduct will not result in the imposition of discipline under University policy, but may be addressed through respectful conversation, remedial actions, education, and/or other informal resolution mechanisms. For assistance in resolving such issues, employees should contact the Director of Human Resources, and students should contact the Dean of Students.

## ii. Online Harassment

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as posting disparaging comments, unwelcome sexual or sex-based messaging, distributing, or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the University community.

Any online posting or other electronic communication by employees or students, including cyber-bullying, cyber stalking, cyber-harassment, etc., that may constitute a violation of this policy and occurs completely outside of the University's control (e.g., not on University networks, websites, or between University email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption or infringement on the rights of others.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants may be provided, but protected speech cannot legally be subjected to discipline.

## iii. Title IX Sexual Harassment

Title IX Sexual Harassment is a specific form of discriminatory harassment. Acts of Title IX Sexual Harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Title IX Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

### *a. Quid Pro Quo Sexual Harassment*

An employee of the University conditions the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct.

### *b. Hostile Environment Sexual Harassment*

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is younger than the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

### *c. Sexual Assault (as defined under the Title IX regulations)*

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

defined by applicable federal regulations to include the following:

1) Rape

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

2) Fondling

The intentional touching of the clothed or unclothed genitals, buttocks, groin, breasts, or other body parts of the Complainant by the Respondent without the consent of the Complainant for the purpose of sexual degradation, sexual gratification, or sexual humiliation or the intentional touching by the Complainant of the Respondent's clothed or unclothed genitals, buttocks, groin, breasts, or other body parts without the consent of the Complainant for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

3) Incest

Sexual intercourse, between persons who are related to each other, within the degrees wherein marriage is prohibited by Iowa law.

4) Statutory Rape

Sexual intercourse, with a person who is under the statutory age of consent of 16.

*d. Dating Violence*

Violence committed by a respondent who is in or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant'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 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.

*e. Domestic Violence*

Violence committed by a current or former spouse or intimate partner of the Complainant; by a person with whom the Complainant shares a child in common; or by a person who is/has cohabitated with the Complainant as a spouse or intimate partner; or by a person similarly situated to a spouse/partner of the Complainant under the domestic or family violence laws of Iowa; or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Iowa.

*f. Stalking*

Engaging in a course of conduct, on the basis of sex, directed at a specific person, that would cause a reasonable person to fear for the person's safety, or the safety of others; or suffer substantial emotional distress.

For the purposes of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the Respondent 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; reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant; and substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

#### iv. Sexual Misconduct

##### a. *Sexual Harassment*

This policy prohibits any form of sexual harassment, including forms of sexual harassment that would not meet the definition of Title IX Sexual Harassment in Section 14.C.iii. Sexual harassment is unwelcome sexual- or gender-based verbal, written, online, and/or physical conduct.

Sexual harassment creates a hostile environment and may be disciplined when it is sufficiently severe, pervasive, persistent, or objectively offensive that it:

- has the effect of unreasonably interfering with, denying, or limiting employment opportunities or the ability to participate in or benefit from the University's educational, social, and/or residential program, or
- is based on power differentials (*quid pro quo*), the creation of a hostile environment, or retaliation.

Some examples of possible sexual harassment include:

- A professor insists that a student have sex with the professor in exchange for a good grade.  
This is harassment regardless of whether the student complies with the request.
- A student repeatedly sends sexually oriented jokes on an e-mail list the student created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Two supervisors frequently rate several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.

##### b. *Sexual Exploitation*

Defined as: taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute Title IX Sexual Harassment under this policy. Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- Invasion of sexual privacy
- Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of revenge pornography
- Prostituting another person
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or sexually transmitted disease (STD) or infection (STI), without informing the other person of the infection
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Engaging in sex trafficking
- Creation, possession, or dissemination of child pornography

#### v. Consent, Force, Coercion, and Incapacitation

As used in the offenses above, the following definitions and understandings apply:

##### a. Consent:

- knowing, and

- voluntary, and
- clear permission
- by word or action
- to engage in mutually agreed upon sexual activity.

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if an individual kisses someone, the person kissed can kiss the first individual back if they wish without the need to explicitly obtain consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to a specific sexual contact (such as kissing or fondling) cannot be presumed to be consent for another sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so University’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

b. Force:

Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” “Okay, don’t hit me, I’ll do what you want.”).

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

c. Coercion:

Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

d. Incapacitation:

A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the Respondent was intoxicated and, therefore, did not realize the other person’s incapacity.

“Should know” is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction). Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

## **G. Adjudication of Violations**

Employees who violate University Policy 13.02 will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

Whether or not criminal charges are filed, the university or a person may file a complaint under the University's Discrimination, Harassment, and Sexual Misconduct Policy (13.02) alleging that a student, employee, or other person violated the University’s policy on discrimination, harassment, or sexual misconduct. Reports of all domestic violence, dating violence, sexual assault and stalking made to the Department of Public Safety will automatically be referred to the Title IX Coordinator regardless of whether the complainant chooses to pursue criminal charges.

The university complaint process will include a prompt, fair, and impartial investigation and resolution process. Investigators and hearing officers are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and/or hearing process that protects the safety of the victim and promotes accountability.

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

## RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF POLICY 13.02 DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT (KNOWN AS “PROCESS B”)

See Policy 13.02 for Definitions

### 1. Overview

The University of Northern Iowa (referred to as “University” or “UNI”) will act on any report or Formal Complaint alleging violation of UNI Policy 13.02 Discrimination, Harassment, and Sexual Misconduct (“the Policy”) that is received by the Title IX Coordinator<sup>1</sup> or any other Official with Authority (OWA) by applying these procedures, known as “Process B.”

These procedures apply to all allegations of discrimination, harassment, sexual misconduct, or retaliation on the basis of protected class status involving students, staff, faculty members, or third parties that are not addressed under Process A, as determined by the Title IX Coordinator or applicable regulations. Process B may also apply to allegations of Title IX Sexual Harassment as defined in the policy that are dismissed under Process A prior to a determination of responsibility being made.

### 2. Initial Assessment

Following receipt of a report or Formal Complaint of an alleged violation of the Policy, the Title IX Coordinator<sup>2</sup> engages in an initial assessment, typically within one to five business days. The Title IX Coordinator will contact the Complainant to discuss resources and options, to ensure they are aware of the right to have an Advisor, and to offer Supportive Measures.

Based on the initial assessment, the University will initiate one of three responses:

- Supportive Measures only – if the Complainant does not wish to proceed with Informal Resolution or the Formal Complaint Process, the Title IX Coordinator will offer Supportive Measures and not initiate further resolution methods.
- Informal Resolution – typically used for less serious offenses and may include Supportive Measures, facilitated conversations between parties, individualized coaching, referrals to other resources and policies, and other options to resolve the matter.
- Formal Complaint Process – investigation of alleged policy violation(s) that results in a Written Determination made by a Decision Maker, and the opportunity to appeal to an Appeal Officer. May also include Supportive Measures.

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<sup>1</sup> All references herein to a Title IX Coordinator also include a designee of the Title IX Coordinator.

<sup>2</sup> If circumstances require, the President or Title IX Coordinator will designate another person to oversee the process below should an allegation be made about the Coordinator or the Coordinator be otherwise unavailable or unable to fulfill their duties.

Process B considers the preference of the parties in determining the appropriate response but the method used is ultimately at the discretion of the Title IX Coordinator. At any point during the initial assessment or the Formal Complaint Process, if the Title IX Coordinator determines that the allegations, if true, would not constitute a violation of the Policy, the process will end, and the parties will be notified.

### **3. Process Team**

The Formal Complaint Process relies on a team of trained professionals, including the Title IX Coordinator, Deputy Coordinators, Investigators, Decision Makers, Appeal Officers, and Advisors, to carry out the process. The list of current team members can be found at [civilrights.uni.edu/about/title-ix-team](http://civilrights.uni.edu/about/title-ix-team).

#### **a. Process Team Member Roles**

Members of the Process Team are trained on a regular basis and are selected to serve in the following roles corresponding with their training and at the discretion of the Title IX Coordinator:

- To provide appropriate intake of and initial guidance pertaining to complaints;
- To act as an Advisor to the parties;
- To serve in a facilitation role in Informal Resolution;
- To perform or assist with initial assessment;
- To investigate complaints;
- To serve as a Decision Maker regarding the complaint; and/or
- To serve as an Appeal Officer

#### **b. Process Team Member Appointment**

The Title IX Coordinator, in consultation with the President, appoints the Process Team<sup>3</sup>, which acts with appropriate independence and impartiality. Although members of the Process Team may be trained in a variety of skill sets and rotate amongst the different roles listed above in different cases, the University can also designate permanent roles for individuals in the Team, using others as substitutes or to provide greater depth of experience when necessary. This process of role assignment may be the result of particular skills, aptitudes, or talents identified in members of the Team that make them best suited to particular roles. The University may also choose to outsource any of the above roles to external consultants as long as such consultants are appropriately trained.

### **4. Advisors**

#### **a. Right to an Advisor**

The parties may each have an Advisor of their choice present with them for all meetings and interviews within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor.

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<sup>3</sup> This does not preclude the University from having all members of the Process Team go through an application and/or interview/selection process.

The Advisor may be a friend, mentor, family member, attorney, advocate, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose an Advisor from inside or outside of the University community.

The University may permit parties to have more than one Advisor upon special request to the Title IX Coordinator. The decision to grant this request is at the sole discretion of the Title IX Coordinator and will be granted equitably to all parties.

The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from the University, the Advisor will be trained by the University and be familiar with the University's resolution process.

If the parties choose an Advisor from outside the pool of those identified by the University, the Advisor may not have been trained by the University and may not be familiar with University policies and procedures.

A party may elect to change their Advisor during the process and is not obligated to use the same Advisor throughout.

As a public entity, the University honors the Weingarten rights of employees. For parties who are entitled to union representation, the University will allow the unionized employee to have their union representative (if requested by the party) as well as an Advisor of their choice present for all meetings. To uphold the principles of equity, the other party will also be permitted to have two Advisors.

#### **b. Sharing Information with the Advisor**

The University expects that the parties may wish to have the University share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals as they wish.

The University also provides a release form that authorizes the University to share such information directly with a party's Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before the University is able to share records with an Advisor.

If a party requests that all communication be made through their attorney and/or Advisor, the University will not comply with that request. The University will communicate directly with the party.

#### **c. Expectations of an Advisor**

The University generally expects an Advisor to adjust their schedule to allow them to attend University meetings when planned but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

The University may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient, reasonable, and available.

Advisors are expected to consult with their advisees without disrupting University meetings or interviews. Advisors do not represent parties in the process; their role is only to advise. Parties whose Advisors are disruptive or who do not abide by University procedures may face the loss of that Advisor.

## **5. Resolution Options**

### **a. Informal Resolution**

Informal Resolution is applicable when the parties voluntarily agree to resolve the matter informally and outside of the Formal Complaint Process. The Title IX Coordinator determines if Informal Resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue, and the likelihood of successful Informal Resolution.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Complaint Process under Process B, and any party participating in Informal Resolution can stop the process at any time and request the Formal Complaint Process. Further, if an Informal Resolution fails after the fact, the Formal Complaint Process may be pursued.

### **b. Formal Complaint Process**

If the Formal Complaint Process is initiated, the Title IX Coordinator will provide written notification of the investigation to the parties. Typically, notice is given in advance of an interview. Advanced notice facilitates the parties' ability to identify and choose an Advisor, if any, to accompany them to the interview.

Written notification will include a summary of the allegations and information on the assigned Investigator(s) and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official University records, or emailed to the parties' University-issued or designated email account. Once mailed, emailed, and/or received in person, notice will be presumptively delivered.

## **6. Resolution Timeline**

The University will make a good faith effort to complete the resolution process in a timely manner. The Title IX Coordinator will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

The University may undertake a short delay in its investigation (several days to a few weeks) if law enforcement requests to temporarily delay the investigation.

## **7. Ensuring Impartiality**

The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable. If so, another person (e.g., Investigator) will be assigned to that role. If the bias or conflict relates to the Title IX Coordinator, concerns should be raised with the University President who will review the concern. If the President finds the assigned Title IX Coordinator to have a bias or conflict of interest, another person will be assigned to the role of the Title IX Coordinator.

## **8. Investigation**

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record. However, the University, not the parties, has the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility.

The Investigator(s) will:

- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses.
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
- Provide regular status updates to the parties throughout the investigation.
- Provide the parties an electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the alleged conduct for a ten (10) business day review and comment period. The parties may elect to waive the full ten days.
- Incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report.
- Share the report with the Title IX Coordinator and/or legal counsel for their review and feedback.
- Incorporate any relevant feedback, and the final report is then shared with all parties through electronic transmission or hard copy.

## **9. Determination and Standard of Evidence**

Once the investigation report is final, the Title IX Coordinator designates a Decision Maker who reviews the report and all responses. The Decision Maker will determine whether the Respondent is responsible or not responsible for the policy violation(s) in question using the preponderance of the evidence standard of proof.

If the record is considered to be incomplete, as determined by the Decision Maker, the Decision Maker may direct a re-opening of the investigation, or may direct or conduct any additional inquiry necessary, including informally meeting with the parties or any witnesses, if needed.

If the Decision Maker determines the Respondent is in violation of Policy 13.02, the Decision Maker may invite and consider impact statements from the parties when determining appropriate sanction(s), if any.

The Decision Maker provides the Title IX Coordinator with a Written Determination that includes an overview of the allegations, the findings, any sanctions, and a detailed rationale for such decisions. The Title IX Coordinator provides the parties with a written Notification of Outcome that includes the

Written Determination details, delivered simultaneously to the parties. See details of the Notification of Outcome below in Section 11.

## **10. Additional Details of the Investigation Process**

### **a. Witness Responsibilities**

Witnesses (as distinguished from the parties) who are part of the University community are expected to cooperate with and participate in the University's investigation and resolution process. See Policy 13.02 Section 18 for details.

### **b. Remote Interviews**

Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Zoom or similar technology may be used for interviews if the Investigator(s) determines that timeliness or efficiency dictates a need for remote interviewing. The University will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

### **c. Recording of Interviews**

It is standard practice for Investigators to record all interviews conducted as part of the Formal Complaint Process. The transcript of each interview will be provided to the respective Parties and witnesses for their review after each interview. Transcripts will be considered as evidence.

All involved parties must be made aware of the audio and/or video recording. No unauthorized audio or video recording of any kind is permitted during investigation meetings.

### **d. Evidence**

Any evidence that is relevant and credible may be considered. The process should exclude irrelevant or immaterial evidence and may disregard evidence lacking in credibility or that is improperly prejudicial.

In cases of sexual misconduct, the Investigator will not consider evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

The Investigator(s) will not use a party's confidential medical records unless the party has provided a release for such information to be utilized in the investigation and resolution process.

Previous disciplinary action of any kind involving the Respondent may be considered in determining the appropriate sanction(s), if applicable.

## **11. Notification of Outcome**

The Decision Maker will determine whether the Respondent is responsible or not responsible for the policy violation(s) in question using the preponderance of the evidence standard of proof.

If the Respondent admits to the violation(s), or is found in violation, the Decision Maker reviews any impact statements and, in consultation with the Title IX Coordinator<sup>4</sup>, determines sanction(s) and/or responsive actions, which are promptly implemented in order to effectively stop the discrimination, harassment, and/or retaliation; prevent its recurrence; and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

The Title IX Coordinator informs the parties of the determination within two or three business days of receipt of the written resolution from the Decision Maker, ideally simultaneously, but without significant time delay between notifications. Notifications are made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official University records; or emailed to the parties' University-issued or designated email account. Once mailed, emailed, and/or received in person, notice is presumptively delivered.

The Notification of Outcome includes the Written Determination that specifies the finding for each alleged policy violation, any sanction(s), rationale supporting the findings, and information on the appeal process.

Unless based on an acceptance of violation by the Respondent, the determination may be appealed by either party. More information about the appeal procedures can be found in Section 14.

## **12. Sanctions**

In the event a Decision Maker finds a Respondent responsible for violating the Policy, the Decision Maker should consider the following factors when determining a sanction:

- The nature, severity of, and circumstances surrounding the violation;
- An individual's disciplinary history;
- Previous findings involving similar conduct;
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation;
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community;
- The impact on the parties; and
- Any other information deemed relevant by the Title IX Coordinator.

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested. The Title IX Coordinator is responsible for effective implementation of any sanctions determined by a Decision Maker.

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<sup>4</sup> The Title IX Coordinator will, in turn, consult with other University administrators as appropriate.

## Student Sanctions<sup>5</sup>

One or more of the following sanctions may be imposed upon a Respondent for being found responsible for a violation of Policy 13.02. Sanctions determined will be proportionate to the severity of the violation and to the cumulative conduct history of the Respondent. Sanctions may be noted on a Respondent's official academic transcript when the outcome requires the student's separation from the University for any period of time.

### 1.) University

- a.) **Warning:** Official written notice of a violation of the Student Conduct Code, intended to draw attention to the fact that an individual's behavior violated University policy. Further violations may result in further disciplinary action and more severe sanctioning.
- b.) **Disciplinary Probation:** Official notice of a violation of the Student Conduct Code indicating that the student is no longer within good social or behavioral standing with the university.
- c.) **Suspension Held in Abeyance:** Separation from the University is paused for the period of the suspension. During this time other assigned sanctions must be completed as outlined. Failure to complete the other assigned sanctions as outlined or allegations of similar misconduct may result in immediate implementation of the suspension.
- d.) **Disciplinary Suspension:** Separation from the University for a specified period of time. Eligibility to return as a student is contingent upon completion of specific conditions noted at the time of suspension.
- e.) **Disciplinary Expulsion:** Permanent separation from the University.

### 2.) Academic

- a.) **Registration Adjustment:** A review of a student's registration for current or upcoming semester(s) that may result in changes to their course schedule to address the impact the misconduct had on the health and wellbeing of another university community member.
- b.) **Rescinding of Admission:** Admission to the University is rescinded for fraud, misrepresentation, or other serious violations committed by a student prior the start of attendance.
- c.) **Withholding Degree:** Withholding a degree otherwise earned until the completion of the student conduct process, including the completion of sanctions imposed, if any.
- d.) **Revocation of Degree:** With the agreement of the Provost and Executive Vice President for Academic Affairs, a degree awarded from the University may be revoked for fraud, misrepresentation, or other violations of university standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

### 3.) Educational

- a.) **Work Service:** Required completion of a specific number of unpaid service hours to the University or an approved external agency.

<sup>5</sup> The Student Sanction section is from UNI Policy 3.02 *Student Conduct Code*. Certain decisions will require consultation with the Title IX Coordinator in addition to the respective administrative positions noted in specific sanctions.

- b.) **Alcohol Education:** Required educational activity designed to address the behavior the student was found responsible for with relation to alcohol policies while providing further education, a fee may be associated.
- c.) **Drug Education:** Required educational activity designed to address the behavior the student was found responsible for with relation to drug policies while providing further education, a fee may be associated.
- d.) **Other Educational Requirement(s):** Completion of a specific opportunity or activity deemed appropriate to the offense, focused on enhancing personal and/or community development.
- e.) **Parental Notification:** Notice that a student's parent(s) or guardian(s) will receive communication of their students' involvement in the student conduct process.

4.) **Behavioral**

- a.) **Trespass:** Loss of access to a physical space or location.
- b.) **Loss of Privileges:** Denial of specific privileges related to the violation(s) for a specific period of time. Limitation or exceptions may include but are not limited to (1) ineligibility to hold any office in any student organization by the University, (2) ineligibility to hold an elected or appointed office at the University, or (3) ineligibility to represent the University at an official function, event or intercollegiate competition as a player, manager, or student coach.
- c.) **No Contact:** Directions to have no contact, by any means, with another university community member.
- d.) **Deactivation:** Deactivation of a student organization or group associated with the university including a loss of all/any associated privileges for a specified period of time.
- e.) **Restriction:** Loss of the ability to utilize a service or entity.
- f.) **Restitution:** Requirement to provide compensation for damage caused to the University or another person's property. This is not a fine, but rather a repayment for labor costs and/or the value of the property destroyed, damaged, or stolen.
- g.) **Fine:** A cost assessed to the student for reasonable expenses related to the misconduct.

5.) **Housing**

- a.) **Housing Reassignment:** Reassignment to another university housing facility.
- b.) **Housing Suspension:** Separation from the University Housing & Dining for a specified period of time. Eligibility to return as a resident is contingent upon completion of specific conditions noted at the time of suspension.
- c.) **Housing Expulsion:** Permanent separation from University Housing & Dining, including the privilege of living in or visiting any housing structure.

## **b. Employee Sanctions/Responsive Actions**

Responsive actions for an employee who has engaged in discrimination, harassment, and/or retaliation include one or more of the following:

- Warning – verbal or written;
- Performance Improvement Plan;
- Enhanced supervision, observation, or review;
- Required counseling;
- Required training or education;
- Reduction in pay/salary decrease;
- Denial of pay increase;
- Loss of oversight or supervisory responsibility;
- Demotion;
- Transfer;
- Reassignment;
- Delay of tenure track progress;
- Assignment to new supervisor;
- Restriction of stipends, research, and/or professional development resources;
- Suspension with pay;
- Suspension without pay;
- Termination; and
- Other Actions: In addition to or in place of the above sanctions/responsive actions, the University may assign any other responsive actions as deemed appropriate.

## **13. Withdrawal or Resignation While Charges are Pending**

### **a. Students**

Should a student Respondent decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the University, the resolution process ends, as the University no longer has disciplinary jurisdiction over the withdrawn student.

However, the University will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely.

## **b. Employees**

Should an employee Respondent resign while the investigation of a Formal Complaint is pending, the resolution process ends, as the University no longer has disciplinary jurisdiction over the resigned employee.

However, the University will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

Should the employee be rehired by the University, the employee may be placed on administrative leave until the completion of the resolution process.

## **14. Appeals**

Any party may file an appeal. Any appeal must be submitted in writing to the Title IX Coordinator within five (5) business days of the delivery of the Written Determination.

A single Appeal Officer will decide the appeal. No Appeal Officer will have been involved in the process of the complaint previously, including any prior appeal relating to a decision to dismiss the Formal Complaint.

### **a. Grounds for Appeal**

Appeals can only be made on one or more of the following grounds:

- 1) Procedural irregularity that affected the outcome of the matter;
- 2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or
- 3) The Title IX Coordinator, Investigator(s), or Decision Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

Any appeal must summarize the grounds for the appeal. If the appeal does not assert one or more of the permissible grounds for appeal, the appeal will be denied by the Appeal Officer and the parties and their Advisors will be notified in writing of the denial and the rationale.

If the appeal asserts one or more of the permissible grounds for appeal under these procedures, then the Appeal Officer will notify the other party(ies) and their Advisors, and the Title IX Coordinator.

The other party(ies) and their Advisors will be mailed, emailed, and/or provided a hard copy of the appeal and be given five (5) business days to submit a written response to the Appeal Officer. All responses will be forwarded by the Appeal Officer to all parties for review and comment. Any reply to the response to the Appeal must be filed with the Appeal Officer within five (5) business days.

The Appeal Officer will review the appeal, any responses to the appeal, any reply statements filed, the Written Determination, and any information or evidence considered by the Decision Maker or Investigator in the course of the Formal Complaint process, and the Appeal Officer will render a decision in no more than five (5) business days, barring exigent circumstances. All decisions apply the preponderance of the evidence standard.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground for appeal and rationale for each decision.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' University-issued email or otherwise approved account. Once mailed, emailed and/or received in person, notice will be presumptively delivered.

### **b. Sanctions Status During the Appeal**

Any sanctions determined by the Decision Maker are stayed pending completion of the appeal process. Supportive Measures may be continued or reinstated.

If any of the sanctions are to be implemented immediately, but prior to the completion of the appeal, then emergency removal procedures (detailed in Policy 13.02) will be followed.

### **c. Appeal Considerations**

Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.

Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original decision and pertinent documentation regarding the specific grounds for appeal.

An appeal is not an opportunity for Appeal Officer to substitute their judgment for that of the original Decision Maker(s) merely because they disagree with the finding and/or sanction(s).

The Appeal Officer may consult with the Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.

Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Decision Maker(s) for further investigation and/or reconsideration.

Once an appeal is decided, the outcome is final: further appeals to the University are not permitted except in the case of a remand for a new investigation and/or new determination by a Decision Maker. A party may choose to file an appeal to the Board of Regents, State of Iowa, as provided for by the Board's policy and procedures.

In rare cases where a procedural error cannot be cured by the original Decision Maker (as in cases of bias), the Appeal Officer may order a new determination with a new Decision Maker.

In cases in which the appeal results in reinstatement to the University or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

## **15. Failure to Complete Sanctions/Remedies and/or Responsive Actions**

All Respondents are expected to comply with any assigned sanctions issued through this resolution process within the timeframe specified by the final Decision Maker (including the Appeal Officer).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the University and may be noted on a student's official transcript or employee's personnel file.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

## **16. Recordkeeping**

In implementing this policy, records of all allegations, investigations, and resolutions will be kept indefinitely, or as required by state or federal law or institutional policy, by the Title IX Coordinator in the case database.

## **17. Statement of the Rights of the Parties**

- The right to an equitable investigation and resolution of all credible allegations of prohibited discrimination, harassment, or retaliation made in good faith to University officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by University officials.
- The right to have University policies and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by University officials from reporting discrimination, harassment, and/or retaliation to both on-campus and off-campus authorities.
- The right to be informed by University officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by University authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by University law enforcement and/or other University officials.
- The right to be informed of available interim actions and Supportive Measures, such as counseling; advocacy; health care; legal, student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- The right to a University-implemented no-contact order (or a University no-trespass order against a non-affiliated third party) when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.
- The right to be informed of available Supportive Measures to assist with changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such Supportive Measures may include, but are not limited to:
  - Relocating an on-campus student's housing to a different on-campus location;

- Assistance from University staff in completing the relocation;
  - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation);
  - Visa/immigration assistance;
  - Exam, paper, and/or assignment rescheduling or adjustment;
  - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive);
  - Transferring class sections;
  - Temporary withdrawal/leave of absence (may be retroactive);
  - Campus safety escorts; and
  - Alternative course completion options.
- The right to have the University maintain such actions for as long as necessary and for Supportive Measures to remain private, provided privacy does not impair the University's ability to provide the Supportive Measures.
  - The right to ask the Investigator to identify and question relevant witnesses, including expert witnesses.
  - The right to provide the Investigator with a list of questions that, if deemed relevant by the Investigator, may be asked of any party or witness.
  - The right not to have irrelevant prior sexual history or character information admitted as evidence.
  - The right to know the relevant and directly related evidence obtained and to respond to that evidence.
  - The right to fair opportunity to provide the Investigator with their account of the alleged misconduct and have that account be on the record.
  - The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the decision.
  - The right to respond to the draft investigation report, including comments providing any additional relevant evidence after the opportunity to review the draft investigation report, and to have that response on the record with the final investigation report.
  - The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
  - The right to regular updates on the status of the investigation and/or resolution.
  - The right to have reports of alleged policy violations addressed by Investigators, Title IX Coordinators, and Decision Makers who have received relevant training.
  - The right to preservation of privacy, to the extent possible and permitted by law.
  - The right to meetings and interviews that are closed to the public.
  - The right to petition that any University representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
  - The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.

- The right to have the University compel the participation of faculty and staff witnesses.
- The right to the use of the appropriate standard of evidence, (preponderance of the evidence) to make a finding after an objective evaluation of all relevant evidence.
- The right to have an impact statement considered by the Decision Maker following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale of the decision (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by the University is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the University.
- The right to a fundamentally fair resolution as defined in these procedures.

#### **18. Disabilities Accommodation in the Resolution Process**

The University is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the University's resolution process.

Anyone needing such accommodations or support should contact the Title IX Coordinator, who will review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full participation in the process.

#### **19. Revision**

These procedures supersede any previous procedures addressing discrimination, harassment, sexual misconduct, and/or retaliation under Title IX or similar law or policy, and will be reviewed and updated annually by the Title IX Coordinator. The University reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate academic schedules. The Title IX Coordinator may also vary procedures materially with notice (on the [civilrights.uni.edu](http://civilrights.uni.edu) website, with the appropriate effective date identified) upon determining that changes to law, regulation, or best practices support policy or procedural alterations not reflected in these procedures.

If laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent law, regulations, or holdings.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

***SEE APPENDIX FOR MORE INFORMATION ON RESOLUTION PROCESSES (PROCESS A) FOR ALLEGED SEXUAL HARASSMENT VIOLATIONS OF POLICY 13.02***

## **Privacy**

Every effort is made by the University to preserve the privacy of reports and Formal Complaints. UNI will not share the identity of any individual who has made a report or Formal Complaint of discrimination, harassment, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), or as required by law; or to carry out the purposes of federal Title IX regulations, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

The University reserves the right to determine which University officials have a legitimate educational interest in being informed about reports or complaints that fall within this policy, pursuant to FERPA.

Only a small group of officials who need to know will typically be told about the report or complaint, including but not limited to: Office of Civil Rights Compliance, University Counsel, and an employee Respondent's Director/Department Head, Dean, and Vice President/Division Head. Information will be shared as necessary with Investigators, Decision Makers, witnesses, and the parties. The group of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

The University may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk, but will usually consult with the student first before doing so.

## **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 Iowa, convicted sex offenders must register with the sheriff of each county where the offender has a residence, maintains employment, or is in attendance as a student, within five business days of being required to register under section Iowa Code 692A.103 by providing all relevant information to the sheriff. The link to the Iowa Sex Offender Registry website is <https://www.iowasexoffender.gov/> .

## **CONTACTING THE UNIVERSITY POLICE DEPARTMENT**

Any member of the university community who wishes to file a criminal complaint should contact the UNI Police at 319-273-2712. The officer's primary concern will be the safety of the victim. Reporting the incident to UNI Police does not mean that criminal charges will automatically be filed. Generally, UNI Police will respect the victim's wishes regarding the filing of criminal charges. However, depending on the information provided by the victim, UNI Police may have an obligation to conduct a criminal investigation in the interest of safeguarding the community.

The University may also have an obligation to conduct a separate internal investigation of reports of sexual harassment or sexual violence and take appropriate remedial action, regardless of whether a criminal investigation is conducted or criminal charges are filed.

## Campus and Community Sexual Abuse Area Resources

### Legal / Judicial Services

UNI Police Division 030 Gilchrist Hall 319-273-2712 <a href="https://publicsafety.uni.edu/">https://publicsafety.uni.edu/</a>	To report sexual abuse if the assault occurred on campus. Reporting is not the same as filing charges but would initiate an investigation of the assault.
Cedar Falls Police Department 319-291-2515 or 911 (Emergency)	To report sexual abuse if the assault occurred in the city of Cedar Falls. Reporting is not the same as filing charges but would initiate an investigation of the assault.
Waterloo Police Department 319-291-2515 or 911 (Emergency)	To report sexual abuse that occurred in the city of Waterloo. Reporting is not the same as filing charges but would initiate an investigation of the assault.
Black Hawk County Attorney's Office 316 E. 5th Street Waterloo, IA 50703 319-833-3001	Prosecution of sexual abuse cases.
UNI Title IX Officer / Office of Civil Rights Compliance Rm 117 Gilchrist Hall 319-273-2846	To file a University sexual misconduct complaint if the accused is a student or employee. Survivors/victims can simultaneously pursue criminal prosecution and University complaint options against the accused. Survivors/victims may have an advisor of their choosing accompany them throughout the process. To access the university's policy on sexual misconduct visit: <a href="http://www.policies.uni.edu/1302">www.policies.uni.edu/1302</a>
<b>Counseling Services</b>	
UNI Counseling Center 103 Student Services Center 319-273-2676	Individual and group counseling, psychological evaluation, referral to campus and community agencies and consultations.

Employee Assistance Program 800-327-4692	Service for employees and their immediate tax-dependent family members and/or those family members covered by the employee's health insurance.
Black Hawk - Grundy Mental Health Center, Inc. 3251 W. 9th Street Waterloo, IA 50702 319-234-2893	Individual and family counseling services. Eligibility for counseling services is based upon county eligibility guidelines, managed care and/or insurance requirements. Services are provided on a sliding fee scale based upon income.

**Medical Services**

UNI Student Health Clinic (For Students) Student Services Center 319-273-2009	Care for acute medical or psychological crisis, protection from infection, pregnancy testing, emergency contraception, pregnancy options counseling, sexually transmitted disease testing and treatment (including HIV antibody testing), medical follow-up services, physicals (including pap smears), urinary tract infection screening, referral for evidence collection and for campus and community counseling and advocacy services. All services and tests for victims of sexual assault are provided in a safe, non-judgmental environment and are free and confidential to the patient.
MercyOne Cedar Falls Hospital 515 College Street Cedar Falls, IA 50613 319-268-3000 911 for an ambulance	24-Hour emergency medical services and examinations for evidence using a rape kit
MercyOne Waterloo Medical Center 3421 West Ninth St. Waterloo, IA 50702 319-272-8000	24-Hour emergency medical services and examinations for evidence using a rape kit
Unity Point Health – Allen Hospital 1825 Logan Avenue Waterloo, IA 50703 319-235-3941	24-Hour emergency medical services and examinations for evidence using a rape kit

Black Hawk County Sexually Transmitted Disease Clinic  
 1407 Independence Ave.  
 Waterloo, IA 50703  
 319-291-2413

Free, confidential sexually transmitted disease testing and treatment, anonymous HIV antibody testing. No appointment necessary. Phone for clinic hours.

**Religious / Spiritual Services**

Spiritual Leaders Association  
<https://deanofstudents.uni.edu/programs-%26-initiatives/spiritual-leaders-association>

**Financial Services**

Crime Victim Compensation Program  
 800-373-5044

Reimbursement for cost of sexual assault evidence collection ("rape kit" exam). Will reimburse for other crime-related expenses (e.g., lost wages, medical/counseling costs) under certain conditions

Student Emergency Fund  
 319-273-2332

Administered by the Dean of Students –  
<https://deanofstudents.uni.edu/programs-%26-initiatives/student-emergency-fund>

**Education / Advocacy**

Riverview Center & UNI Campus Coordinator/  
 Sexual Assault Advocate  
 2026 Bartlett Hall  
 888-557-0310  
<http://www.riverviewcenter.org/>

24-Hour Sexual Assault Crisis and support line

Waypoint Services &  
 Relationship Violence Advocate  
 800-208-0388  
 319-365-1458  
<http://www.waypointservices.org>

24-Hour Relationship Violence Crisis and support line

Crime Victim Witness Assistance Program  
 Black Hawk County Attorney's Office  
 319-833-3001

Information regarding victim's rights and assistance in trial preparation, in obtaining restitution and in reclaiming property held as evidence. Referral assistance and accompaniment to court (if desired).

Amani Community Service  
 888-983-2533

African-American Community 24-Hour Domestic Violence & Sexual Assault Crisis Line

<p>Monsoon Asians &amp; Pacific Islanders In Solidarity 866-881-4641</p>	<p>24-Hour domestic violence, sexual assault &amp; human trafficking crisis line</p>
<p>Iowa Sexual Abuse Hotline 800-228-1625</p>	<p>The Iowa Sexual Abuse Hotline is a 24-hour line providing supporting information and referral services to survivors of sexual abuse, significant others, and individuals seeking information and referral. All services are confidential, free of charge and available to women, men, and children. The Iowa Sexual Abuse Hotline assists callers in accessing local resources such as sexual assault and domestic violence centers, shelters, law enforcement agencies, hospitals, county attorney officers, and other counseling services.</p>
<p>Iowa Victim Services Call Center 800-770-1650</p>	<p>24-Hour crisis line</p>
<p>Office of Civil Rights Compliance 117 Gilchrist Hall 319-273-2846 <a href="mailto:civilrights@uni.edu">civilrights@uni.edu</a></p>	<p>Information on UNI complaint resolution process and available resources, including access to trained advisors and advocates.</p>
<p>Residence Life Staff</p>	<p>Resident Assistants and Residence Life Coordinators are tremendous resources to students who allege sexual misconduct.</p>





## SAFETY TIPS

### On Campus

- Download and use the Rave Guardian app.
- Don't walk alone; always walk in a group or with a friend. If you do not have someone with whom to walk, contact the [UNI Safety Escort](#).
- Choose well-lighted paths and avoid shortcuts. If you see an area light out, please report it to Facilities Management (319-273-4400).
- **Be Aware!** If you believe someone is following you, occasionally look behind you. Immediately head for the nearest lighted building or group of people.
- Don't give your name or your telephone number to strangers.
- If you carry cash, don't flash it. The same goes for ATM's. Use extra caution when using an ATM by checking the surroundings for suspicious persons.

### In the Residence Halls

- Never loan or give your room key or access card to anyone.
- **Don't block open residence hall doors!** You never know who may enter. It is dangerous to you and everyone else in the building.
- Don't leave your room or go to sleep with your door unlocked.
- If you live on the ground floor of the residence hall, lock your windows when you leave.
- If you are on an elevator with someone who makes you feel uncomfortable, exit as soon as possible. Don't take any unnecessary risks.
- Be careful when you use the bathroom or visit the lounge late at night, and always lock your doors.
- Discuss these safety tips with your roommate to establish consistent safety practices.
- Report the loss of your keys or access card immediately.
- If you believe safety is being compromised in your building, tell your RA or Residence Life Coordinator.

### Bikes

- Use bike racks on campus. They are safer because they are lighted and in plain view.
- Bikes locked to trees may be impounded by the UNI Police.
- Record the serial number and a physical description (make, model, and color) of the bike. Keep the sales receipt.
- Register your bike with the Cedar Falls Police Department by calling 319-273-8612.
- Always lock up your bike. Even if it is inside a building, lock up the room that contains it. Never secure your bike to objects like a chain-link fence; they can easily be cut.
- Get a high-quality lock and use more than one lock to secure components. If you have a quick-release front tire or seat, lock it or take it with you.
- Lights, bags and cycling computers are easy to steal, so consider removing them when not in use.
- Ride smart and safely. Use signals, be aware of car doors and remember to announce yourself to pedestrians on campus and in the surrounding neighborhoods.

## Parking Lots

- When approaching your parked car, have your keys ready. Check the interior of your car making sure no one is inside your car before you enter.
- As soon as you are inside your car, lock all your doors.
- Anticipate when you will return to your car - if it is after dark, park beneath a light.
- **NEVER DRINK AND DRIVE!**

## Protect Your Car

- Always Lock! If it is easy for you to get in, it will be easy for others too.
- Windows should always be rolled up completely.
- A car in well-lighted and traveled area is difficult and risky to steal.
- Mark all stereos or other car accessories with an identifying number that cannot be easily removed. If they are stolen, their description and identifying number can be loaded into the National Criminal Information Computer available to police departments all over the United States.
- Don't leave valuable items in view. Put bags and boxes in the trunk and use a stereo with a removable faceplate. Don't ever leave a cell phone out!
- If your UNI Parking Permit is stolen, report the theft in person at 030 Gilchrist Hall.

## Property Safety

- Mark your property by engraving or recording the serial number so it can be identified. If your marked property is stolen, the description and identifying number can be entered into the National Criminal Information Computer available to police departments all over the United States.
- When in the Library, Union, Dining Center, or academic class rooms, don't leave any property unattended, even for a minute.
- Books are usually stolen at the start and end of the semester for resale.
- At work, arrange to lock your purse or bag up. Don't leave your belongings open for thieves.
- Keep a record of all your valuables. A picture of jewelry or other highly valuable items is essential.
- In the locker room, always lock your locker. It is an easy way to prevent wallet theft.
- An engraver can be checked out from Public Safety Office with a valid University ID.

## Harassing Phone Calls

- Harassing phone calls is a crime.
- UNI Police may be able to trace harassing phone calls, but timely reporting is a must.
- If you get a persistent harassing caller, understand their psychology; they want you mad. Don't get mad; just calmly hang up the phone. Don't let them win.
- If the phone call is threatening or harassing, contact UNI Police at 319-273-2712 immediately. Don't take any risks.

## Fraud / Scams

Crooks use clever schemes to defraud millions of people every year. They often combine new technology with old tricks to get people to send money or give out personal information. Here are some practical tips to help you stay a step ahead.

- **Spot imposters.** Scammers often pretend to be someone you trust, like [a government official](#), [a family member](#), [a charity](#), or a company you do business with. Don't send money or give out personal information in response to an unexpected request — whether it comes as a text, a phone call, or an email.
- **Do online searches.** Type a company or product name into your favorite search engine with words like “review,” “complaint” or “scam.” Or search for a phrase that describes your situation, like “IRS call.” You can even search for phone numbers to see if other people have reported them as scams.
- **Don't believe your caller ID.** Technology makes it easy for scammers to fake caller ID information, so the name and number you see aren't always real. If someone calls asking for money or personal information,

hang up. If you think the caller might be telling the truth, call back to a number you know is genuine.

- **Don't pay upfront for a promise.** Someone might ask you to pay in advance for things like [debt relief](#), credit and [loan](#) offers, [mortgage assistance](#), or [a job](#). They might even say you've won [a prize](#), but first you have to pay taxes or fees. If you do, they will probably take the money and disappear.
- **Consider how you pay.** Credit cards have significant fraud protection built in, but some payment methods don't. [Wiring money](#) through services like Western Union or MoneyGram is **risky** because it's nearly impossible to get your money back. That's also true for reloadable cards (like MoneyPak or Reloadit) and gift cards (like iTunes or Google Play). Government offices and honest companies won't require you to use these payment methods.
- **Talk to someone.** Before you give up your money or personal information, talk to someone you trust. Con artists want you to make decisions in a hurry. They might even threaten you. Slow down, check out the story, do [an online search](#), consult an expert — or just tell a friend.
- **Hang up on robocalls.** If you answer the phone and hear [a recorded sales pitch](#), hang up and report it to the FTC. These calls are illegal, and often the products are bogus. Don't press 1 to speak to a person or to be taken off the list. That could lead to more calls.
- **Be skeptical about free trial offers.** Some companies use [free trials](#) to sign you up for products and bill you every month until you cancel. Before you agree to a free trial, research the company and read the cancellation policy. And always review your monthly statements for charges you don't recognize.
- **Don't deposit a check and wire money back.** By law, banks must make funds from deposited checks available within days, but uncovering [a fake check](#) can take weeks. If a check you deposit turns out to be a fake, you're responsible for repaying the bank.
- **Sign up for free scam alerts from the FTC at [ftc.gov/scams](https://ftc.gov/scams).** Get the latest tips and advice about scams sent right to your inbox.
- **Beware of requests to send money overseas.** As a rule, any organization requesting that you send funds to a foreign bank is bogus.
- **Delete unsolicited emails with attachments.** It's not typical for legitimate emails from organizations to include attachments. If there is something they want you to see, they are going to direct you to information or photos on their website. Do not open any attachments to these emails even if they claim to contain pictures of a particular tragedy. These attachments are probably viruses. Delete!
- **Be inspired by social media, but still do your homework.** Social networking tools like X, Facebook, YouTube and blogs deliver heart-wrenching images and information about charitable causes to our computers and phones. Many of them include pleas to donate. While these tools can be a powerful tool to inspire your desire to help, you should not blindly give via these vehicles. Take the time to investigate the groups behind such pleas for help to ensure that it comes from a legitimate nonprofit and then go to that charity's website to make your donation.
- **Be leery of people that contact you online claiming to be a victim.** Anyone alleging to be in this position is most likely part of a scam. People affected by a disaster or afflicted by a disease are in no position to contact you directly for assistance.
- **Seek out the charity's authorized website.** The results of a general web search on Google, Yahoo or another search engine may include a fraudulent site designed to look like a legitimate charity's website. For example, even before Hurricane Katrina made landfall, criminals were setting up websites that included the keyword Katrina (such as [www.katrinahelp.com](http://www.katrinahelp.com) and [www.katrinarelief.com](http://www.katrinarelief.com)) in an effort to collect money and personal information. In the weeks following the devastating storm, the FBI reported that it had identified over 4,000 bogus websites that were attempting to capitalize on the goodwill of generous Americans.

# Crimes Reported to University of Northern Iowa Department of Public Safety

*(Statistics include anonymous reports.)*

OFFENSE	ON CAMPUS (Non Res Halls)	RESIDENCE HALLS	TOTAL ON CAMPUS*	NON CAMPUS	PUBLIC PROPERTY
<b>Murder / Non-negligent Manslaughter</b>					
2024	0	0	0	0	0
2023	0	0	0	0	0
2022	0	0	0	0	1**
<b>Negligent Manslaughter</b>					
2024	0	0	0	0	0
2023	0	0	0	0	0
2022	0	0	0	0	0
<b>Rape</b>					
2024	0	9	9	0	0
2023	0	8	8	0	0
2022	2	5	7	0	0
<b>Fondling</b>					
2024	0	2	2	0	0
2023	0	6	6	0	0
2022	0	3	3	0	0
<b>Incest</b>					
2024	0	0	0	0	0
2023	0	0	0	0	0
2022	0	0	0	0	0
<b>Statutory Rape</b>					
2024	0	0	0	0	0
2023	0	0	0	0	0
2022	0	0	0	0	0
<b>Robbery</b>					
2024	0	0	0	0	0
2023	1	0	1	0	0
2022	0	1	1	0	0
<b>Aggravated Assault</b>					
2024	0	1	1	0	0
2023	0	0	0	0	0
2022	1	3	4	0	1
<b>Burglary</b>					
2024	1	3	4	0	0
2023	2	5	7	0	0
2022	1	0	1	0	0
<b>Motor Vehicle Theft</b>					
2024	2	0	2	0	0
2023	0	0	0	0	0
2022	2	0	2	0	0
<b>Arson</b>					
2024	0	0	0	0	0
2023	0	0	0	0	0
2022	0	0	0	0	0
<b>Domestic Violence</b>					
2024	0	0	0	0	0
2023	0	2	2	0	0
2022	1	0	1	0	0
<b>Dating Violence</b>					
2024	0	5	5	0	0
2023	2	1	3	0	0
2022	1	0	1	0	0
<b>Stalking</b>					
2024	12	22	34	0	0
2023	9	15	24	0	0
2022	12	12	24	0	0

\* Total on campus crimes includes residence halls.

\*\* Occurred in a city parking lot adjacent to the UNI campus.

OFFENSE	ON CAMPUS (Non Res Halls)	RESIDENCE HALLS	TOTAL ON CAMPUS*	NON CAMPUS	PUBLIC PROPERTY
<b>ARRESTS/REFERRALS:</b>					
<b>Liquor Law Violation</b>					
<b>Arrest</b>					
2024	3	1	4	0	5
2023	8	3	11	0	10
2022	6	2	8	0	17
<b>Referral</b>					
2024	2	87	89	0	1
2023	5	84	89	1	4
2022	4	134	138	0	1
<b>Drug Law Violation</b>					
<b>Arrests</b>					
2024	8	13	21	0	14
2023	21	20	41	0	13
2022	14	20	34	0	21
<b>Referral</b>					
2024	6	4	10	0	0
2023	1	9	10	0	0
2022	0	5	5	0	0
<b>Weapons Law Violation</b>					
<b>Arrest</b>					
2024	0	0	0	0	1
2023	0	0	0	0	1
2022	1	1	2	0	0
<b>Referral</b>					
2024	0	2	2	0	0
2023	0	0	0	0	0
2022	0	2	2	0	0

<b>Total Unfounded**</b>	
2024	1
2023	0
2022	3

**Hate Crimes \*\*\***

2024 - Two (2) on campus residential larcenies characterized by religion.

- One (1) on campus intimidation characterized by race.
- One (1) on campus residential vandalism characterized by sexual orientation.
- One (1) on campus residential vandalism characterized by gender identity.

2023 - One (1) on campus residential intimidation characterized by sexual orientation.

- One (1) public property simple assault characterized by sexual orientation.

2022 - One (1) on campus residential larceny characterized by gender identity.

\* Total on campus crimes includes residence hall incidents.

\*\* Unfounded means that a sworn or commissioned law enforcement officer has investigated the reported incident and determined the incident to be false or baseless. Unfounded crimes are not counted in any other category.

\*\*\* Hate crimes include the offenses listed above in addition to the following offenses: larceny/theft, simple assault, intimidation, damage / vandalism of property. Categories of bias Are: gender, race, religion, ethnicity, gender identity, national origin, sexual orientation, and disability.

## 2024 CLERY CRIME DEFINITIONS

**Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

**Manslaughter by Negligence:** the killing of another person through gross negligence.

**Robbery:** the taking or attempting to take anything from value of 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 or probably would result in a serious potential 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 a 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 joy riding)

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

**Domestic Violence:** The term "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 who is 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 violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence:** The term "dating violence" means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.

**Stalking:** The term "stalking" means 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.

**Weapon Law Violations:** 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; all attempts to commit any of the aforementioned.

**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, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance 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; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**NOTE:** The above listed crime definitions from the Uniform Crime Reporting Handbook 2004(Summary Reporting Statistics)

### Sex Offenses

**Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving

consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

*NOTE: As of 2013 crime statistics, the Rape definition is based on the Uniform Crime Reporting Handbook 2004(Summary Reporting Statistics). The remaining Sex Offenses Definitions are from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program*

### **Hate Crimes**

UNI is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

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

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

### ***Bias Types: Race - Gender - Religion - Ethnicity - National Origin - Sexual Orientation - Gender Identity - Disability***

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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. For example, when a subject assaults a victim, it is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

# 2025 ANNUAL FIRE SAFETY REPORT



UNI is committed to fire safety and fire protection standards. To report a fire, call the Department of Public Safety at 319-273-2712. For the inclusion of fires in the annual statistics in the Fire Safety Report, students and employees should report all fires to the UNI Police. If you have questions about fire protection requirements or wish to have an inspection made by someone, call the Risk Management and Environmental Health & Safety Office at 319-273-5800.

The Iowa State Fire Marshal's Office inspects and enforces the fire protection regulations on campus. The State Fire Marshal's Office is the authority having jurisdiction on campus and will make periodic inspections of University buildings. The University Fire & Loss Control Coordinator conducts fire and life safety inspections of all University buildings at a minimum of once annually. Correcting the conditions found in these inspections is a cooperative effort of the building occupants and Facilities Management skilled trades unit.

Employees can find information on how to access fire safety information for their specific area and general fire safety tips on the university's Risk Management website ([risk.uni.edu](http://risk.uni.edu)). Students living in University Housing & Dining facilities receive access (via email and online) to the Guide to Living on Campus which contains safety tips and information on University Housing & Dining policies and procedures. Resident Assistants attend a fire and life safety training that involves fire prevention, evacuation, fire hazards, educational content for residents, and fire extinguisher operation. UNI is designated as a No Smoking campus; therefore, smoking is prohibited on the grounds and in all buildings (including residences).

UNI Policy 7.04 informs the campus community of the University's Fire Safety guidelines. These guidelines apply to all University buildings (including residence halls). The policy addresses open flames, electrical appliances, holiday decorations, and ceremonial fires. It also contains information on procedures to follow in the event of a fire.

### **Response to Fires and Fire Alarms**

- Try to remain calm and **DO NOT ENTER AN AREA THAT MAY BE DANGEROUS.**
- Pull the fire alarm and begin evacuation of the building in accordance with the fire plan.
- Call Campus Police (911 or 319-273-2712)
- Assure complete evacuation using assistance from others (floor monitors).
- Monitor situation until all clear is given by Campus Police. **DO NOT LET UNAUTHORIZED PEOPLE ENTER THE BUILDING**



## 7.04 Fire Safety

### Purpose:

To establish general policies regarding the use of open flames, pyrotechnics (including fireworks), electrical appliances, holiday decorations and ceremonial fires, to establish a process for seeking exceptions and to identify responsibilities of students, faculty and staff for building evacuation.

### Policy Statement:

Public Safety is responsible for responding to fire alarms and to assist with building evacuation.

Facilities Management is responsible for scheduling annual inspections and upkeep of alarms and fire safety equipment, including fire extinguishers and fire suppression systems in General Fund and Auxiliary Buildings. The University's Fire and Safety Specialist will conduct periodic inspections of buildings and identify fire safety deficiencies that need to be corrected.

University Housing & Dining (UHD) is responsible for the upkeep of fire extinguishers for all UHD properties. The University's Fire and Safety Specialist will conduct periodic inspections of UHD buildings and identify fire safety deficiencies that need to be corrected.

The Environmental Health and Safety Office is responsible for developing fire evacuation plans for the University's facilities and can assist departments with developing evacuation and sheltering plans specific to each department. Students, faculty, and staff are responsible for orienting themselves to the facilities they use, for making themselves aware of the posted evacuation plans for those buildings, for conducting activities in the safest possible manner and for adhering to the fire safety policies. "Facilities" include locations housing programs such as UNI-Center for Urban Education, the Metal Casting Center/TechWorks facility, Iowa Waste Reduction Center, etc.

Students, faculty, and staff **must evacuate a building when the fire alarm sounds** using the nearest exit or the exit farthest from the fire or smoke and not re-enter a building until authorized by UNI police officers. University facilities not located on campus come under the jurisdiction of the municipality in which they are located.

### Open Flames:

The use of an open flame is prohibited unless approved by the Safety Officer or designee. Information and a request for an open flame/pyrotechnic permit can be obtained by visiting: [risk.uni.edu/open-flame-permits](http://risk.uni.edu/open-flame-permits). Open flame equipment for instructional and maintenance purposes shall meet all safety requirements and reasonable precautions shall be taken in their operation to prevent personal injury and/or property damage.

### Pyrotechnics (Including Fireworks):

The use of pyrotechnics, including fireworks, is prohibited unless approved by the Safety Officer or designee. Information and a request for an open flame/pyrotechnic permit can be obtained by visiting [risk.uni.edu/open-flame-permits](http://risk.uni.edu/open-flame-permits); and see the "Support Guide".

### Grilling:

Refer to [Guidelines on Open Flame Policy and Recreational Grilling](#).

### Electrical Appliances:

1. All appliances must be UL (Underwriters Laboratories) listed.
2. Building light bulbs shall not be replaced with higher wattage bulbs than those for which the fixture was designed.
3. Room switches and outlets shall not be modified.
4. Electrical space heaters generally are not allowed in any University buildings. Exceptions to allow the use of space heaters can only be granted by authorization from the requesting employee's/student's division head ([8.11 Energy Efficiency Policy](#)). Should an exception be granted, space heaters must be connected directly to wall outlets and are to be disconnected at night or when leaving the area. Electric space heaters must be UL listed and equipped with tip over protection. The use of extension cords with space heaters is prohibited. Electrical heaters may not be used in residence halls unless authorized by the Executive Director of UHD or designee.

### Holiday Decorations:

1. Natural trees and resinous greenery are prohibited for use as holiday decorations in all university buildings, unless authorized by the Safety Officer or designee.
2. Artificial trees or other decorations must be flame proof.
3. All lighting used on artificial trees must be UL listed sets and be checked annually for frayed wires, loose connections and broken sockets.
4. Lighting on artificial trees and other decorations must be disconnected at night or when the area is expected to be vacant for longer than an hour.

### Ceremonial Fires:

Ceremonial fires are not allowed on University property. For religious burning practices, see Exceptions to Policies, below.

**Procedure:**

**Fire and Evacuation Procedures:**

1. In the event of a fire, immediately evacuate the building. Activate the fire alarm system on your way out of the building if possible.
2. Call 9-1-1 and identify where help is needed.
3. Close all windows and doors, if possible, prior to leaving the room. **Students in residence hall rooms should turn off lights, close windows, and close and lock the door.**
4. **Do not use any elevator** during building evacuation.

**Non-Residential Facilities:**

**During a fire evacuation, individuals with disabilities** not on ground level during a fire evacuation should go to the nearest stairwell making sure any fire doors are closed behind them. Each supervisor should be aware of any physically impaired personnel in their work areas and any special assistance needed to safely evacuate them. Persons with disabilities who may require assistance in an emergency evacuation and their supervisor(s) should prepare a personal evacuation plan. This applies to all forms of impairments and whether it is permanent or temporary. When a fire is reported, the caller should inform emergency personnel of any persons with disabilities inside the building.

University or Cedar Falls police and/or fire personnel will check stairwells as soon as possible after arriving to assist persons with disabilities.

**Residential Facilities:**

**Residents in residential buildings who are not capable of exiting the room without assistance of another should remain in their room until firefighters arrive to assist them. Residence Hall Professional Staff, Resident Assistants and other personnel shall have a list of rooms where residents are located and provide that information immediately to the first firefighters to arrive.**

**Personal Safety:**

1. Students, faculty and staff should make themselves aware of the locations of fire alarms, fire extinguishers and various exit routes from the offices, classrooms, laboratories and residence halls they frequent.
2. Students, faculty and staff can visit the Office of Risk Management and Environmental Health and Safety website at <https://risk.uni.edu> for detailed information about fire safety and procedures. The Environmental Health and Safety Office will schedule fire safety instruction when requested.

**Exceptions to Policies:**

Requests for exceptions shall be directed to the University Safety Officer. Requests need to be accompanied by an open flame/pyrotechnic permit request. Requests shall identify the specifics of the exception and the area where an exception is requested. The Safety Officer or designee may require an inspection of devices, etc. and the area for which the exception is requested prior to ruling on the request.

*Office of Risk Management and Environmental Health and Safety, approved May 16, 2017*

*University Council, approved November 27, 2017*

*President and Executive Management Team, approved December 11, 2017*

## **FIRE ALARMS**

- a. Activation of the protective system shall occur by any or all of the following means but is not limited thereto:
  - i. Manual fire alarm initiation
  - ii. Automatic heat detection
  - iii. Automatic smoke detection
- b. Extinguishing system operations

- c. Each manual fire alarm station on a system shall be accessible, unobstructed, visible, and of the same general type.
- d. The general evacuation alarm shall operate throughout the entire building.
- e. Audible alarm indicating devices shall be of such character and so distributed as to be effectively heard
- f. The fire alarm and heat/smoke detection system shall be tested periodically and the results of the test recorded.

#### **PORTABLE FIRE EXTINGUISHERS**

- a. Portable fire extinguishers shall be chosen for the class of fire expected.
- b. Extinguishers mounted in cabinets, wall recesses, or brackets shall be placed in such a manner that the operating instructions shall face outward. Extinguishers shall not be obstructed or obscured from view, and cabinets housing extinguishers shall not be locked.
- c. Extinguishers shall be periodically checked and/or maintained, tagged, and dated.
- d. In general fire extinguishers must be mounted such that travel distance to an extinguisher does not exceed 75 feet in a building equipped with a fire sprinkler system and 50 feet in buildings not protected by a fire sprinkler system.

#### **UNIVERSITY HOUSING & DINING**

When a fire is discovered, residents should pull the alarm and immediately notify the UNI Police at 319- 273-2712 or call 911.

Whenever an alarm sounds, residents are required to leave the hall. When leaving a room, if possible, residents should:

- turn off lights.
- put shades up and open curtains.
- leave all room doors leading to the hallways closed and locked (for security reasons).
- close fire doors.

Do not use the elevators during evacuation of the residence hall. Leave the hall by the nearest exit and/or the exit farthest from the fire or smoke when the alarm is sounded.

Residents should remain at least 50 feet away from the building or the area designated by housing staff. Be aware of incoming emergency vehicles and avoid congregating in parking lots, drives, or roads. Residents may not re-enter until an "all-clear" signal is given by UNI staff or fire department officials.

Fire drills are performed four times per academic calendar, the first to occur 10 days from when classes start.

## **FUTURE FIRE SAFETY PLANS**

Currently, there UNI has no plans for future improvements in fire safety in residence halls. However, fire systems upgrades are included whenever residence halls are renovated. All residential facilities are inspected and monitored, and any deficiencies found are addressed.



**UNI RESIDENTIAL FACILITIES  
2025 FIRE SAFETY EQUIPMENT & 2024 FIRE DRILLS**

Resident Hall		Fire Alarm Monitoring Done Onsite	Fully Automatic Sprinkler	Automatic Fire Alarm System (horn/strobes)	Audible Directional Assist	Smoke Detectors (single Station)	Fire Extinguishers	Posted Evacuation Signs	Number of Evacuation (Fire) Drills per Year (2024)
Bender	2005 Campus Street	X	X	X	X		X	X	4
Dancer	2001 Campus Street	X	X	X	X		X	X	4
Hagemann	2800 Hudson Road	X	X	X	X		X	X	4
Jennings Court Apts. (Bld. A)	3900 Jennings Drive					X	X		0
Jennings Court Apts. (Bld. B)	3900 Jennings Drive					X	X		0
Jennings Court Apts. (Bld. C)	3900 Jennings Drive					X	X		0
Jennings Court Apts. (Bld. D)	3900 Jennings Drive					X	X		0
Jennings Court Apts. (Bld. E)	3900 Jennings Drive					X	X		0
Lawther	1300 W 23rd Street	X	X	X	X		X	X	4
Noehren	2900 Hudson Road	X	X	X	X		X	X	4
Rider	2801 Ohio Street	X	X	X	X		X	X	4
Residence on the Hill (ROTH)	3800 Jennings Drive	X	X	X	X		X	X	4
Shull	2901 Ohio Street	X	X	X	X		X	X	4
Panther Village 1	1501 W 30th Street	X	X	X	X		X	X	4
Panther Village 3	1501 W 31 <sup>st</sup> Street	X	X	X	X		X	X	4
Trailside Apts. (Bld. 1)	2124 W. 27 <sup>th</sup> Street		X			X	X	X	n/a *
Trailside Apts. (Bld.2)	2124 W. 27 <sup>th</sup> Street		X			X	X	X	n/a *
Trailside Apts. (Bld. 3)	2124 W. 27 <sup>th</sup> Street		X			X	X	X	n/a *
Trailside Apts. (Bld. 4)	2124 W. 27 <sup>th</sup> Street		X			X	X	X	n/a *
Trailside Apts. (Bld. 5)	2124 W. 27 <sup>th</sup> Street		X			X	X	X	n/a *
Trailside Apts. (Bld. 6)	2124 W. 27 <sup>th</sup> Street		X			X	X	X	n/a *
Trailside Apts. (bld. 7)	2124 W. 27 <sup>th</sup> Street		X			X	X	X	n/a *
Trailside Apts. (Bld. 8)	2124 W. 27 <sup>th</sup> Street		X			X	X	X	n/a *
Trailside Apts. (Bld. 9)	2124 W. 27 <sup>th</sup> Street		X			X	X	X	n/a *
Trailside Apts. (Bld. 10)	2124 W. 27 <sup>th</sup> Street		X			X	X	X	n/a *
H #2	1233 W. 22nd Street					X	X	X	0
H #31	2604 College Street					X	X		0
H #21 (Alpha Phi)	1209 W. 22nd Street	X	X	X			X		4
H # 22 (Alpha Sigma Tau)	1215 W. 22nd Street	X	X	X			X		4
H #25 (Gamma Phi)	2115 Merner Avenue	X	X	X			X		4

\* UNI purchased the apartments in 2025, therefore, there is no information on 2024 fire drills.

**2024 Residential Fire Statistics**

<b>Residential Facility</b>	<b>Address</b>	<b>Total Number of Fires</b>	<b>Fire Number</b>	<b>Date of Fire</b>	<b>Time of Fire</b>	<b>Cause</b>	<b># of Injuries Requiring Medical Treatment</b>	<b># of Deaths</b>	<b>Value Of Property Damage</b>
Bender	2005 Campus Street	0	0	n/a	n/a	n/a	0	0	n/a
Campbell	1301 W 23rd Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Dancer	2001 Campus Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Hagemann	2800 Hudson Road	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Jennings Court Apts. (Bld. A)	3900 Jennings Drive	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Jennings Court Apts. (Bld. B)	3900 Jennings Drive	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Jennings Court Apts. (Bld. C)	3900 Jennings Drive	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Jennings Court Apts. (Bld. D)	3900 Jennings Drive	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Jennings Court Apts. (Bld. E)	3900 Jennings Drive	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Lawther	1300 W 23rd Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Noehren	2900 Hudson Road	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Panther Village 1	1501 W 30th Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Panther Village 3	1501 W 31st Street	0	0	n/a	n/a	n/a	0	0	n/a
Rider	2801 Ohio Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Residence on the Hill (ROTH)	3800 Jennings Drive	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Shull	2901 Ohio Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
H #2	1233 W. 22nd Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
H #31	2604 College Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
H #21 (Alpha Phi)	1209 W. 22nd Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
H #22 (Alpha Sigma Tau)	1215 W. 22nd Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
H #25 (Gamma Phi)	2115 Merner Avenue	0	0	n/a	n/a	n/a	n/a	n/a	n/a

**2023 Residential Fire Statistics**

Residential Facility	Address	Total Number of Fires	Fire Number	Date of Fire	Time of Fire	Cause	# of Injuries Requiring Medical Treatment	# of Deaths	Value Of Property Damage
Bender	2005 Campus Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Dancer	2001 Campus Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Hagemann	2800 Hudson Road	1	1	02/20/23	0910	Electrical	0	0	\$0 - \$99
Jennings Court Apts. (Bld. A)	3900 Jennings Drive	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Jennings Court Apts. (Bld. B)	3900 Jennings Drive	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Jennings Court Apts. (Bld. C)	3900 Jennings Drive	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Jennings Court Apts. (Bld. D)	3900 Jennings Drive	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Jennings Court Apts. (Bld. E)	3900 Jennings Drive	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Lawther	1300 W 23rd Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Noehren	2900 Hudson Road	1	1	05/06/23	1000	Cooking	0	0	\$0 - \$99
Panther Village 1	1501 W 30th Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Panther Village 3	1501 W 31st Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Rider	2801 Ohio Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Residence on the Hill (ROTH)	3800 Jennings Drive	1	1	01/14/23 - 01/18/23	0800-2359	Electrical	0	0	\$0 - \$99
Shull	2901 Ohio Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
H #24	1233 W. 22nd Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
H #31	2604 College Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
H #21 (Alpha Phi)	1209 W. 22nd Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
H # 22 (Alpha Sigma Tau)	1215 W. 22nd Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
H #25 (Gamma Phi)	2115 Merner Avenue	0	0	n/a	n/a	n/a	n/a	n/a	n/a

**2022 Residential Fire Statistics**

Residential Facility	Address	Total Number of Fires	Fire Number	Date of Fire	Time of Fire	Cause	# of Injuries Requiring Medical Treatment	# of Deaths	Value Of Property Damage
Bender	2005 Campus Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Dancer **	2001 Campus Street	1	1	11/16/22	1058	Electrical	0	0	\$10,000 - \$24,999
Hagemann	2800 Hudson Road	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Jennings Court Apts. (Bld. A)	3900 Jennings Drive	1	1	04/17/22	2130	Electrical	0	0	\$100-\$999
Jennings Court Apts. (Bld. B)	3900 Jennings Drive	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Jennings Court Apts. (Bld. C)	3900 Jennings Drive	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Jennings Court Apts. (Bld. D)	3900 Jennings Drive	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Jennings Court Apts. (Bld. E)	3900 Jennings Drive	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Lawther	1300 W 23rd Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Noehren	2900 Hudson Road	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Panther Village 1	1501 W 30th Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Panther Village 3	1501 W 31st Street	1	1	01/13/22	1700 - 2359	Cooking	0	0	\$0
Rider	2801 Ohio Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Residence on the Hill (ROTH)	3800 Jennings Drive	0	0	n/a	n/a	n/a	n/a	n/a	n/a
Shull	2901 Ohio Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
H #2	1233 W. 22nd Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
H #31	2604 College Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
H #21 (Alpha Phi)	1209 W. 22nd Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
H # 22 (PIKE)	1215 W. 22nd Street	0	0	n/a	n/a	n/a	n/a	n/a	n/a
H #25 (Gamma Phi)	2115 Merner Avenue	0	0	n/a	n/a	n/a	n/a	n/a	n/a

\*\* Fire occurred in the Towers Center Dining Facility which is between Dancer Hall and Bender Hall.

### Jennings Court Apts.

<b>Building</b>	<b>Address</b>	<b>Apartments</b>
Bld. A	3900 Jennings Ave.	3901 - 3908
Bld. B	3900 Jennings Ave.	3909 - 3916
Bld. C	3900 Jennings Ave.	3917 - 3924
Bld. D	3900 Jennings Ave.	3925 - 3932
Bld. E	3900 Jennings Ave.	3933 - 3940

### Trailside Apts.

<b>Building</b>	<b>Address</b>	<b>Apartments</b>
Bld. 1	2124 W. 27 <sup>th</sup> St.	0111 – 0134
Bld. 2	2124 W. 27 <sup>th</sup> St.	0211 – 0234
Bld. 3	2124 W. 27 <sup>th</sup> St.	0311 – 0334
Bld. 4	2124 W. 27 <sup>th</sup> St.	0411 – 0434
Bld. 5	2124 W. 27 <sup>th</sup> St.	0511 – 0534
Bld. 6	2124 W. 27 <sup>th</sup> St.	0611 – 0634
Bld. 7	2124 W. 27 <sup>th</sup> St.	0711 – 0734
Bld. 8	2124 W. 27 <sup>th</sup> St.	0811 – 0834
Bld. 9	2124 W. 27 <sup>th</sup> St.	0911 – 0934
Bld. 10	2124 W. 27 <sup>th</sup> St.	1011 – 1034

# APPENDIX

## Process A: Policy 13.02

### RESOLUTION PROCESS FOR ALLEGED SEXUAL HARASSMENT VIOLATIONS OF POLICY 13.02 DISCRIMINATION, HARASSMENT, AND SEXUAL MISCONDUCT (KNOWN AS “PROCESS A”)

*See Policy 13.02 for Definitions*

#### **1. Overview**

The University of Northern Iowa (referred to as “University” or “UNI”) will act on any report or Formal Complaint alleging violation of UNI Policy 13.02 Discrimination, Harassment, and Sexual Misconduct (“the Policy”) that is received by the Title IX Coordinator<sup>1</sup> or any other Official with Authority (OWA) by applying these procedures, known as “Process A.”

These procedures apply **only** to allegations of sexual harassment that, if true, would meet the definition of Title IX Sexual Harassment as defined in Section 14 of the Policy. Process A applies to University programs and activities within the United States.

See Process B for a description of the procedures applicable to the resolution of other forms of prohibited conduct. Process B can also apply to sexual harassment (including sexual assault, dating violence, domestic violence, and stalking, as defined above) when jurisdiction does not fall within Process A, as determined by the Title IX Coordinator.

#### **2. Initial Assessment**

Following receipt of a report or Formal Complaint of an alleged violation of the Policy, the Title IX Coordinator<sup>2</sup> engages in an initial assessment, typically within one to five business days. The Title IX Coordinator will contact the Complainant to discuss resources and options, to ensure they are aware of the right to have an Advisor, and to offer Supportive Measures.

When a report is received, the Title IX Coordinator seeks to determine if the person impacted chooses to file a Formal Complaint.

- If they do not choose to do so, the Title IX Coordinator determines whether to initiate a Formal Complaint.
- If a Formal Complaint is received, the Title IX Coordinator works with the Complainant to determine next steps.
- If an Informal Resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for Informal Resolution and may seek to determine if the Respondent is also willing to engage in Informal Resolution.

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<sup>1</sup> All references herein to a Title IX Coordinator also include a designee of the Title IX Coordinator.

<sup>2</sup> If circumstances require, the President or Title IX Coordinator will designate another person to oversee the process below should an allegation be made about the Coordinator or the Coordinator be otherwise unavailable or unable to fulfill their duties.

- If a Formal Complaint Process is requested, the Title IX Coordinator determines if the alleged misconduct falls within the scope of the Title IX regulations.<sup>3</sup>
- If it does, the Title IX Coordinator will initiate the investigation.
- If it does not, the Title IX Coordinator will “dismiss” the complaint, and may refer the matter for resolution under Process B. Please note that dismissing a complaint under the Title IX regulations does not limit the University’s authority to address a Formal Complaint with an appropriate process and remedies.

### **3. Dismissal (Mandatory and Discretionary)**<sup>4</sup> -

The University must dismiss a Formal Complaint, if it is determined that:

- The conduct alleged in the Formal Complaint would not constitute Title IX Sexual Harassment as defined in Section 14 of the Policy even if proved; or
- The conduct alleged did not occur in an educational program or activity controlled by the University (including buildings or property controlled by recognized student organizations) and/or the University does not have control of the Respondent; or
- The conduct alleged did not occur against a person in the United States; or

The University may dismiss a Formal Complaint or any allegations therein if, at any time during the investigation or hearing:

- A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein; or
- The Respondent is no longer enrolled in or employed by the University; or
- The Title IX Coordinator determines that specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

Upon any dismissal, the University will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

The decision regarding a dismissal of a Formal Complaint may be appealed by either party under the procedures in Section 30 below.<sup>5</sup>

### **4. Right to an Advisor**

The parties may each have an Advisor of their choice present with them for all meetings, interviews, and hearings within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor. Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a hearing.

The Advisor may be a friend, mentor, family member, attorney, advocate, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose an Advisor from inside or outside of the University community.

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<sup>3</sup> At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in the education program or activity of the University.

<sup>4</sup> These dismissal requirements are mandated by the 2020 Title IX Regulations, 34 CFR Part 106.45.

<sup>5</sup> A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

The University may permit parties to have more than one Advisor upon special request to the Title IX Coordinator. The decision to grant this request is at the sole discretion of the Title IX Coordinator and will be granted equitably to all parties.

The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from the University, the Advisor will be trained by the University and be familiar with the University's resolution process.

If the parties choose an Advisor from outside the pool of those identified by the University, the Advisor may not have been trained by the University and may not be familiar with University policies and procedures.

The parties are expected to inform the Title IX Coordinator of the identity of their Advisor as soon as possible.

A party may elect to change their Advisor during the process and is not obligated to use the same Advisor throughout. The parties are expected to provide timely notice to the Title IX Coordinator if they change their Advisor at any time. Parties are expected to inform the Title IX Coordinator of the identity of their hearing Advisor at least two (2) business days before the hearing.

As a public entity, the University honors the Weingarten rights of employees. For parties who are entitled to union representation, the University will allow the unionized employee to have their union representative (if requested by the party) as well as an Advisor of their choice present for all meetings. To uphold the principles of equity, the other party will also be permitted to have two Advisors.

#### **a. Advisors in Hearings/University-Appointed Advisor**

Under Title IX regulations, a form of cross examination questioning of the parties and witnesses is required during the hearing, but the questioning must be conducted by the parties' Advisors. The parties are not permitted to directly question each other or any witnesses. If a party does not have an Advisor for a hearing, the University will appoint a trained Advisor for the limited purpose of conducting any questioning of the other party or witnesses.

A party may reject this appointment and choose their own Advisor, but they may not proceed at a hearing without an Advisor. If the party's Advisor will not conduct questioning, the University will appoint an Advisor who will do so, regardless of the participation or non-participation of the advised party in the hearing itself. Questioning of the parties and witnesses will also be conducted by the Decision Maker(s) during the hearing.

#### **b. Advisor Violations of University Policy**

All Advisors are subject to the same University policies and procedures, whether or not they are members of the University community. Advisors are expected to advise their advisees without disrupting proceedings. The Advisor may not make a presentation or speak on behalf of their advisee during any meetings or proceedings except to conduct questioning during the designated portion of a hearing.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by these procedures will be warned only twice. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the proceeding will be ended, and/or other appropriate measures will be implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance.

#### **c. Sharing Information with the Advisor**

The University expects that the parties may wish to have the University share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals as they wish.

The University also provides a release form that authorizes the University to share such information directly with a party's Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before the University is able to share records with an Advisor.

If a party requests that all communication be made through their attorney and/or Advisor, the University will not comply with that request. The University will communicate directly with the party.

#### **d. Expectations of an Advisor**

The University generally expects an Advisor to adjust their schedule to allow them to attend University meetings when planned, but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

The University may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient, reasonable, and available.

### **5. Informal Resolution Process**

Prior to implementing Informal Resolution, a Complainant must submit a Formal Complaint. The University will provide the parties with written notice of the specific allegations and any sanctions or measures that may result should the Respondent be found responsible following the conclusion of the Formal Process, including information regarding any records that will be maintained or shared by the University. Further clarification of details provided in the notice is provided in Section 7.

If after notice of a Formal Complaint, either party wishes to initiate Informal Resolution they should contact the Title IX Coordinator. The Title IX Coordinator determines if Informal Resolution is appropriate under the circumstances. Informal Resolution is not available to resolve allegations that a University employee sexually harassed a student.

The University will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

As part of the Informal Resolution Process, the Respondent may accept responsibility for violating policy, accept a sanction, and end the resolution process.

Any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Complaint Process.

The Title IX Coordinator maintains records of any Informal Resolution that is agreed upon by the parties, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions.

Results of complaints resolved by Informal Resolution are not subject to appeal.

## **6. Process Team**

The Formal Complaint Process relies on a team of trained professionals, including the Title IX Coordinator, Deputy Coordinators, Facilitators, Investigators, Decision Makers, Appeal Officers, and Advisors, to carry out the process. The list of current team members can be found at [civilrights.uni.edu/about/title-ix-team](https://civilrights.uni.edu/about/title-ix-team).

### **a. Process Team Member Roles**

Members of the Process Team are trained on a regular basis in accordance with Title IX regulations.<sup>6</sup> Members are selected to serve in the following roles corresponding with their training and at the discretion of the Title IX Coordinator:

- Intake of and initial guidance pertaining to complaints;
- Advisor to the parties;
- Facilitator for Informal Resolution;
- Initial assessment;
- Investigator;
- Hearing Facilitator (process administrator, no decision making role);
- Decision Maker regarding the complaint; and/or
- Appeal Officer.

### **b. Process Team Member Appointment**

The Title IX Coordinator, in consultation with the President, appoints the Process Team<sup>7</sup>, which acts with appropriate independence and impartiality. Although members of the Process Team may be trained in a variety of skill sets and rotate amongst the different roles listed above in different cases, the University can also designate permanent roles for individuals in the Team, using others as substitutes or to provide greater depth of experience when necessary. This process of role

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<sup>6</sup> The materials used to train all members of the Process Team are publicly posted here: <https://civilrights.uni.edu/about/title-ix-team>.

<sup>7</sup> This does not preclude the University from having all members of the Process Team go through an application and/or interview/selection process.

assignment may be the result of particular skills, aptitudes, or talents identified in members of the Team that make them best suited to particular roles. The University may also choose to outsource any of the above roles to external consultants as long as such consultants are appropriately trained.

## **7. Formal Complaint Process: Notice of Investigation and Allegations**

The Title IX Coordinator will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent upon commencement of the Formal Complaint Process. This facilitates the Respondent’s ability to prepare for the initial interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant.

The NOIA will include:

- A meaningful summary of all of allegations;
- The identity of the involved parties (if known);
- The conduct allegedly constituting Title IX Sexual Harassment;
- The date and location of the alleged incident(s) (if known);
- The specific policy implicated;
- A description of the applicable procedures;
- A statement of the potential sanctions/responsive actions that could result;
- A statement that the University presumes the Respondent is not responsible for the alleged conduct unless and until the evidence supports a different determination;
- A statement that determinations of responsibility are made at the conclusion of the Formal Complaint process;
- A statement that the parties may have an Advisor of their choice, who may be, but is not required to be an attorney;
- A statement that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained through the investigation;
- A statement informing the parties that the University’s Policy 13.02 prohibits knowingly making false statements, including knowingly submitting false information during the resolution process;
- A statement about the University’s policy on retaliation;
- Detail on how the parties may request disability accommodations during the process;
- A link to the University’s Sexual Misconduct Options and Resources Guide;
- The name(s) of the Investigator(s), along with a process to identify to the Title IX Coordinator, in advance of the interview process, any conflict of interest that the party believes the Investigator(s) may have; and
- An instruction to preserve any evidence that is directly related to the allegations.

If, in the course of an investigation, the University decides to investigate allegations that are not included in the NOIA, the University will provide notice of the additional allegations to the parties whose identities are known.

The NOIA will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official University records, or emailed to the parties’ University-issued email or designated accounts.

Once mailed, emailed, and/or received in person, notice will be presumptively delivered.

## **8. Resolution Timeline**

The University will make a good faith effort to complete the resolution process in a timely manner. The Title IX Coordinator will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

The University may undertake a short delay in its investigation (several days to a few weeks) if law enforcement requests to temporarily delay the investigation.

## **9. Ensuring Impartiality**

No individual materially involved in the administration of the resolution process [including the Title IX Coordinator, Investigator(s), and Decision Maker(s)] may have a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) and Decision Maker(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable. If so, another person will be assigned to that role. If the bias or conflict relates to the IX Coordinator, concerns should be raised with the University President who will review the concern. If the President finds the assigned Title IX Coordinator to have a bias or conflict of interest, another person will be assigned to the role of the Title IX Coordinator.

The Formal Complaint Process involves an objective evaluation of all relevant evidence obtained through this process. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

The University operates with the presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of this process.

## **10. Investigation Process**

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record. However, the University, not the parties, has the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility.

The Investigator(s) will:

- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible.

- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose.
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions.
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
- Provide regular status updates to the parties throughout the investigation.
- Write a comprehensive investigation report summarizing the relevant evidence without making any conclusions or recommendations as part of the report.
- At least ten (10) days prior to any hearing, provide the parties and their respective Advisors, if any, an electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the University does not intend to rely in reaching a determination, for a ten (10) business day review and comment period. The parties may elect to waive the full ten days.
- Make any necessary revisions and finalize the report. The Investigator(s) should document all rationale for any changes made after the review and comment period.
- Share the report with the Title IX Coordinator and/or legal counsel for their review and feedback.
- Share the final report with all parties and their Advisors through electronic transmission or hard copy at least ten (10) business days prior to a hearing.

### **11. Remote Investigation Interviews**

Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Zoom or similar technology may be used for interviews if the Investigator(s) determines that timeliness or efficiency dictates a need for remote interviewing. The University will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

### **12. Recording of Interviews**

It is standard practice for Investigators to record all interviews conducted as part of the Formal Complaint Process. The transcript of each interview will be provided to the respective Parties and witnesses for their review after each interview. Transcripts will be considered as evidence.

All involved parties must be made aware of the audio and/or video recording. No unauthorized audio or video recording of any kind is permitted during investigation meetings.

### **13. Evidentiary Considerations in the Investigation**

The investigator(s) will not consider evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

The Investigator(s) will not use a party's confidential medical records unless the party has provided a release for such information to be utilized in the investigation and resolution process.

#### **14. Referral for Hearing**

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing. The Title IX Coordinator will select an appropriate Decision Maker. The Decision Maker will not have had any previous involvement in the complaint process, including intake, investigation, or any informal process. The Title IX Coordinator may not serve as a Decision Maker.

The hearing will convene at a time determined by the Decision Maker. The hearing cannot be less than ten (10) business days from the conclusion of the investigation--when the final investigation report is transmitted to the parties--unless all parties and the Decision Maker agree to an expedited timeline.

#### **15. Notice of Hearing**

No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the Decision Maker will send notice of the hearing to the parties via email, mail, or hand delivery. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision Maker(s) and parties to see and hear a party or witness answering questions. Such a request must be made to the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, including the identity of the Decision Maker. Any party may object to any Decision Maker on the basis of demonstrated bias. Any objection to the Decision Maker must be made in writing to the Title IX Coordinator at least five (5) business days prior to the hearing. The Title IX Coordinator will determine whether the Decision Maker has an impermissible conflict of interest or bias.
- Information on how the hearing will be recorded and how the parties may access the recording after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. For compelling reasons, the Decision Maker may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present at the hearing to ask any questions the party may desire to ask. The party must notify the Title IX Coordinator if they do not have an Advisor, and the University will appoint an Advisor.
- A copy of all the materials provided to the Decision Maker about the matter, unless they have been provided to the parties already.
- An invitation to each party to submit to the Title IX Coordinator an impact statement pre-

hearing that will be provided to the Decision Maker for the purpose of determining sanctions only upon finding the Respondent(s) responsible for violating the policy.

- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least five (5) business days prior to the hearing.

## **16. Pre-Hearing Meetings**

The Decision Maker may convene a pre-hearing meeting(s) with the parties and their Advisors to invite them to submit the questions or topics they wish to ask or discuss at the hearing, so that the Decision Maker can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this does not preclude the Advisors from asking a question for the first time at the hearing or from asking for a reconsideration based on any new information or testimony offered at the hearing. The Decision Maker must document and share with each party their rationale for any exclusion or inclusion at any pre-hearing meeting.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator unless all parties and the Decision Maker assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and Decision Maker do not assent to the admission of the evidence newly offered at the hearing, the Decision Maker may delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence before the hearing can proceed further.

The Decision Maker, **only** with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony was adequately summarized by the Investigator(s) in the investigation report, their testimony is not material to any disputed question of fact, or their testimony or the credibility of the witness is not disputed by a party or by the testimony of another witness.

At each pre-hearing meeting with a party and their Advisor, the Decision Maker will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, a party may argue that evidence identified in the investigation report as directly related but not relevant by the Investigator(s) may be relevant. The Decision Maker may rule on these arguments pre-hearing and will exchange those rulings with both/all of the parties prior to the hearing to assist in preparation for the hearing.

## **17. Alternative Hearing Participation Options**

If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator at least five (5) business days prior to the hearing.

The Title IX Coordinator can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

## **18. Evidentiary Considerations in the Hearing**

Any evidence that the Decision Maker determines is relevant may be considered with the exception of questions or evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If a party or witness does not submit to questioning at the hearing, the Decision Maker cannot draw an inference regarding responsibility based solely on a party's or witness's absence from the hearing or refusal to answer questions.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only considered at the sanction stage of the process and is shared with the Decision Maker only if the Respondent is found responsible.

The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision Maker at the sanction stage of the process only if a determination of responsibility is reached.

After the hearing, the Decision Maker renders a determination based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated the Policy as alleged.

## **19. Hearing Procedures**

Participants at the hearing will include the Decision Maker, the hearing Facilitator, the Investigator(s) who conducted the investigation, the parties (or the president or designee, and one additional organizational representative when an organization is the Respondent), Advisors to the parties, any witnesses, anyone providing authorized accommodations or assistive services, and anyone else authorized to be present by the Title IX Coordinator.

The Decision Maker will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Decision Maker will allow each witness who has relevant information to appear at a portion of the hearing in order to respond to questions from the Decision Maker and the parties (through their Advisor), after which time each witness will then be excused. Witnesses who are not a party or Advisor to a party will not be allowed to observe or participate in other portions of the hearing.

## **20. Joint Hearings**

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Complainant and/or Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

#### **21. The Order of the Hearing – Introductions and Explanation of Procedure**

The Decision Maker explains the procedures and introduces the participants. The Decision Maker then conducts the hearing according to the hearing script. At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by a hearing Facilitator appointed by the Title IX Coordinator. The hearing Facilitator may attend to: logistics of rooms for various parties/witnesses as they wait; flow of parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

#### **22. Investigator Presents the Final Investigation Report**

The Investigator(s) will then present a summary of the final investigation report, by identifying questions of fact that are contested by the parties or witnesses and those that are not, and will be subject to questioning by the Decision Maker and the parties (through their Advisors). The Investigator(s) will be present during the entire hearing. Investigator(s) will refrain from testifying regarding their opinions on whether or not a party should be found responsible for the alleged conduct.

#### **23. Testimony and Questioning**

Once the Investigator(s) present(s) the report and responds to questions, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Decision Maker. Each party and witness will submit to questioning by the Decision Maker(s) and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Decision Maker. The Advisor, who will remain seated during questioning, will pose the proposed question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the Decision Maker upon request if agreed to by all parties and the Decision Maker), the proceeding will pause to allow the Decision Maker to consider the proposed question, and the Decision Maker will determine whether the question is relevant.

The Decision Maker will then state their decision on the record and advise the party/witness to whom the question was directed, accordingly. The Decision Maker will explain any decision to exclude a question as not relevant.

#### **24. Refusal to Submit to Cross-Examination Questioning and Inferences**

Any party or witness may choose not to offer evidence and/or answer questions at the hearing, either because they do not attend the hearing, or because they attend but refuse to participate in some or all of the questioning.

The Decision Maker can only rely on whatever relevant evidence is available through the investigation report and/or hearing in making the ultimate determination of responsibility. The Decision Maker has the discretion to consider and assign weight to any statement or evidence of a party or witness in reaching a determination regarding responsibility. The Decision Maker, considering the totality of the circumstances, also has the discretion to consider and assign weight to any statement appearing in documents such as police reports, Sexual Assault Nurse Examiner (SANE) documents, medical reports, and other documents, even if those documents contain statements of a party or witness who does not submit to questioning during the hearing.

The Decision Maker may not draw any inference solely from a party's or witness's absence from the hearing or refusal to submit to questioning.

## **25. Hearing Recordings**

Hearings are recorded by the University for purpose of review in the event of an appeal. The parties, witnesses, or Advisors may not record the proceedings.

The Decision Maker, the parties, their Advisors, and appropriate administrators of the University will be permitted to listen to the recording in a secure environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

## **26. Decision Making, Standard of Proof, and Notice to Parties**

The Decision Maker will determine whether the Respondent is responsible or not responsible for the policy violation(s) in question using the preponderance of the evidence standard of proof.

When there is a finding of responsibility on one or more of the allegations, the Decision Maker may then consider the previously submitted party impact statements in determining appropriate sanction(s).

The Decision Maker will ensure that each of the parties has an opportunity to review any impact statement submitted by the other party(ies). The Decision Maker may – at their discretion – consider the statements, but they are not binding.

The Title IX Coordinator will provide the Decision Maker with any impact statements received and any pertinent conduct history collected from the appropriate administrators. The Decision Maker will determine the appropriate sanction(s) in consultation with the Title IX Coordinator who will, in turn, consult with appropriate administrators. Appropriate administrators typically include the Provost (for matters pertaining to faculty), the Director of Human Resources (for employees), and the Dean of Students (for students).

The Decision Maker will then prepare a Written Determination and deliver it to the Title IX Coordinator.

This Written Determination will include the following:

- Identification of the allegations potentially constituting Title IX Sexual Harassment;
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the Policy to the facts;

- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the Complainant; and
- The University's procedures and permissible bases for the Complainant and Respondent to appeal.

This Written Determination must be submitted to the Title IX Coordinator within five (5) business days of the conclusion of the hearing, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties. Upon receipt of the Written Determination from the Decision Maker, the Title IX Coordinator will promptly transmit the Written Determination simultaneously to the parties.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official University records, or emailed to the parties' University-issued email or otherwise approved account. Once mailed, emailed, and/or received in person, notice will be presumptively delivered.

## **27. Statement of the Rights of the Parties**

- The right to an equitable investigation and resolution of all credible allegations of prohibited discrimination, harassment, or retaliation made in good faith to University officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by University officials.
- The right to have University policies and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct.
- The right not to be discouraged by University officials from reporting discrimination, harassment, and/or retaliation to both on-campus and off-campus authorities.
- The right to be informed by University officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by University authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by University law enforcement and/or other University officials.

- The right to be informed of available interim actions and Supportive Measures, such as counseling; advocacy; health care; legal, student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- The right to a University-implemented no-contact order (or a university no-trespass order against a non-affiliated third party) when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct.
- The right to be informed of available Supportive Measures to assist with changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such Supportive Measures may include, but are not limited to:
  - Relocating an on-campus student's housing to a different on-campus location;
  - Assistance from University staff in completing the relocation;
  - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation);
  - Visa/immigration assistance;
  - Exam, paper, and/or assignment rescheduling or adjustment;
  - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive);
  - Transferring class sections;
  - Temporary withdrawal/leave of absence (may be retroactive);
  - Campus safety escorts; and
  - Alternative course completion options.
- The right to have the University maintain such actions for as long as necessary and for Supportive Measures to remain private, provided privacy does not impair the University's ability to provide the Supportive Measures.
- The right to receive sufficiently advance written notice of any meeting or interview involving the other party, when possible.
- The right to ask the Investigator and Decision Maker to identify and question relevant witnesses, including expert witnesses.
- The right to provide the Investigator and Decision Maker with a list of questions that, if deemed relevant by the Investigator or Decision Maker, may be asked of any party or witness.
- The right not to have irrelevant prior sexual history or character information admitted as evidence.
- The right to know the relevant and directly related evidence obtained and to respond to that evidence.
- The right to fair opportunity to provide the Investigator with their account of the alleged misconduct and have that account be on the record.
- The right to receive a copy of the investigation report, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.
- The right to respond to the draft investigation report, including comments providing any additional relevant evidence after the opportunity to review the draft investigation report, and to have that response on the record with the final investigation report.
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports of alleged policy violations addressed by Investigators, Title IX Coordinators, and Decision Makers who have received relevant training.

- The right to preservation of privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any University representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to the use of the appropriate standard of evidence (preponderance of the evidence) to make a finding after an objective evaluation of all relevant evidence.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- The right to have an impact statement considered by the Decision Maker following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale of the decision (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by the University is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the University.
- The right to a fundamentally fair resolution as defined in these procedures.

## **28. Sanctions**

In the event a Decision Maker finds a Respondent responsible for violating the Policy, the Decision Maker should consider the following factors when determining a sanction:

- The nature, severity of, and circumstances surrounding the violation(s);
- The Respondent's disciplinary history;
- Previous findings involving similar conduct;
- The need for sanctions to bring an end to the discrimination, harassment, and/or retaliation;
- The need for sanctions to prevent the future recurrence of discrimination, harassment, and/or retaliation;
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community;
- The impact on the parties; and
- Any other information deemed relevant by the Decision Maker.

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested. The Title IX Coordinator is responsible for effective implementation of any sanctions determined by a Decision Maker.

## a. Student Sanctions<sup>8</sup>

One or more of the following sanctions may be imposed upon a Respondent for being found responsible for a violation of Policy 13.02. Sanctions determined will be proportionate to the severity of the violation and to the cumulative conduct history of the Respondent. Sanctions may be noted on a Respondent's official academic transcript when the outcome requires the student's separation from the University for any period of time.

- 1.) **University**
  - a.) **Warning:** Official written notice of a violation of the Student Conduct Code, intended to draw attention to the fact that an individual's behavior violated University policy. Further violations may result in further disciplinary action and more severe sanctioning.
  - b.) **Disciplinary Probation:** Official notice of a violation of the Student Conduct Code indicating that the student is no longer within good social or behavioral standing with the university.
  - c.) **Suspension Held in Abeyance:** Separation from the University is paused for the period of the suspension. During this time other assigned sanctions must be completed as outlined. Failure to complete the other assigned sanctions as outlined or allegations of similar misconduct may result in immediate implementation of the suspension.
  - d.) **Disciplinary Suspension:** Separation from the University for a specified period of time. Eligibility to return as a student is contingent upon completion of specific conditions noted at the time of suspension.
  - e.) **Disciplinary Expulsion:** Permanent separation from the University.
- 2.) **Academic**
  - a.) **Registration Adjustment:** A review of a student's registration for current or upcoming semester(s) that may result in changes to their course schedule to address the impact the misconduct had on the health and wellbeing of another university community member.
  - b.) **Rescinding of Admission:** Admission to the University is rescinded for fraud, misrepresentation, or other serious violations committed by a student prior the start of attendance.
  - c.) **Withholding Degree:** Withholding a degree otherwise earned until the completion of the student conduct process, including the completion of sanctions imposed, if any.
  - d.) **Revocation of Degree:** With the agreement of the Provost and Executive Vice President for Academic Affairs, a degree awarded from the University may be revoked for fraud, misrepresentation, or other violations of university standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- 3.) **Educational**
  - a.) **Work Service:** Required completion of a specific number of unpaid service hours to the University or an approved external agency.

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<sup>8</sup> The Student Sanctions section is from UNI Policy 3.02 *Student Conduct Code*. Certain decisions will require consultation with the Title IX Coordinator in addition to the respective administrative positions noted in specific sanctions.

- b.) **Alcohol Education:** Required educational activity designed to address the behavior the student was found responsible for with relation to alcohol policies while providing further education, a fee may be associated.
  - c.) **Drug Education:** Required educational activity designed to address the behavior the student was found responsible for with relation to drug policies while providing further education, a fee may be associated.
  - d.) **Other Educational Requirement(s):** Completion of a specific opportunity or activity deemed appropriate to the offense, focused on enhancing personal and/or community development.
  - e.) **Parental Notification:** Notice that a student's parent(s) or guardian(s) will receive communication of their students' involvement in the student conduct process.
- 4.) **Behavioral**
- a.) **Trespass:** Loss of access to a physical space or location.
  - b.) **Loss of Privileges:** Denial of specific privileges related to the violation(s) for a specific period of time. Limitation or exceptions may include but are not limited to (1) ineligibility to hold any office in any student organization by the University, (2) ineligibility to hold an elected or appointed office at the University, or (3) ineligibility to represent the University at an official function, event or intercollegiate competition as a player, manager, or student coach.
  - c.) **No Contact:** Directions to have no contact, by any means, with another university community member.
  - d.) **Deactivation:** Deactivation of a student organization or group associated with the university including a loss of all/any associated privileges for a specified period of time.
  - e.) **Restriction:** Loss of the ability to utilize a service or entity.
  - f.) **Restitution:** Requirement to provide compensation for damage caused to the University or another person's property. This is not a fine, but rather a repayment for labor costs and/or the value of the property destroyed, damaged, or stolen.
  - g.) **Fine:** A cost assessed to the student for reasonable expenses related to the misconduct.
- 5.) **Housing**
- a.) **Housing Reassignment:** Reassignment to another university housing facility.
  - b.) **Housing Suspension:** Separation from the University Housing & Dining for a specified period of time. Eligibility to return as a resident is contingent upon completion of specific conditions noted at the time of suspension.
  - c.) **Housing Expulsion:** Permanent separation from University Housing & Dining, including the privilege of living in or visiting any housing structure.

#### **b. Employee Sanctions/Responsive Actions**

Responsive actions for an employee who has engaged in discrimination, harassment, and/or retaliation include one or more of the following:

- Warning – verbal or written;
- Performance Improvement Plan;
- Enhanced supervision, observation, or review;
- Required counseling;
- Required training or education;

- Reduction in pay/salary decrease;
- Denial of pay increase;
- Loss of oversight or supervisory responsibility;
- Demotion;
- Transfer;
- Reassignment;
- Delay of tenure track progress;
- Assignment to new supervisor;
- Restriction of stipends, research, and/or professional development resources;
- Suspension with pay;
- Suspension without pay;
- Termination; and
- Other Actions: In addition to or in place of the above sanctions/responsive actions, the University may assign any other responsive actions as deemed appropriate.

## **29. Withdrawal or Resignation While Charges Pending**

### **a. Students**

Should a student Respondent decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the University, the resolution process typically ends, as the University no longer has disciplinary jurisdiction over the withdrawn student.

However, the University will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely.

### **b. Employees**

Should an employee Respondent resign while the investigation of a Formal Complaint is pending, the resolution process typically ends, as the University no longer has disciplinary jurisdiction over the resigned employee.

However, the University will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

Should the employee be rehired by the University, the employee may be placed on administrative leave until the completion of the resolution process.

## **30. Appeals**

Any party may file an appeal. Any appeal must be submitted in writing to the Title IX Coordinator within five (5) business days of the delivery of the Notice of Outcome.

A single Appeal Officer will decide the appeal. No Appeal Officer will have been involved in the process of the complaint previously, including any prior appeal relating to a decision to dismiss the Formal Complaint.

#### **a. Grounds for Appeal**

Appeals can only be made on one or more of the following grounds:

- 1) Procedural irregularity that affected the outcome of the matter;
- 2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or
- 3) The Title IX Coordinator, Investigator(s), or Decision Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

Any appeal must summarize the grounds for the appeal. If the appeal does not assert one or more of the permissible grounds for appeal, the appeal will be denied by the Appeal Officer and the parties and their Advisors will be notified in writing of the denial and the rationale.

If the appeal asserts one or more of the permissible grounds for appeal under these procedures, then the Appeal Officer will notify the other party(ies) and their Advisors, and the Title IX Coordinator.

The other party(ies) and their Advisors will be mailed, emailed, and/or provided a hard copy of the appeal and be given five (5) business days to submit a written response to the Appeal Officer. All responses will be forwarded by the Appeal Officer to all parties for review and comment. Any reply to the response to the Appeal must be filed with the Appeal Officer within five (5) business days.

The Appeal Officer will review the appeal, any responses to the appeal, any reply statements filed, the Written Determination, and any information or evidence considered by the Decision Maker or Investigator in the course of the Formal Complaint process, and the Appeal Officer will render a decision in no more than five (5) business days, barring exigent circumstances. All decisions apply the preponderance of the evidence standard.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground for appeal and rationale for each decision.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' University-issued email or otherwise approved account. Once mailed, emailed and/or received in person, notice will be presumptively delivered.

#### **b. Sanctions Status During the Appeal**

Any sanctions determined by the Decision Maker as a result of the hearing are stayed pending completion of the appeal process. Supportive Measures may be continued or reinstated, subject to the same Supportive Measure procedures in Section 27 above.

If any of the sanctions are to be implemented immediately post-hearing, but prior to the completion of the appeal, then emergency removal procedures (detailed in Policy 13.02) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.

### **c. Appeal Considerations**

Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.

Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.

An appeal is not an opportunity for Appeal Officers to substitute their judgment for that of the original Decision Maker(s) merely because they disagree with the finding and/or sanction(s).

The Appeal Officer may consult with the Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultation will be maintained.

Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Decision Maker(s) for further investigation and/or reconsideration.

Once an appeal is decided, the outcome is final. Further appeals to the University are not permitted except in the case of a remand for a new investigation, and/or new determination by a Decision Maker. A party may choose to file an appeal to the State of Iowa Board of Regents, as provided for by the Board's policy and procedures.

In rare cases where a procedural error cannot be cured by the original Decision Maker (as in cases of bias), the Appeal Officer may order a new hearing with a new Decision Maker.

In cases in which the appeal results in reinstatement to the University or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

### **31. Failure to Comply with Sanctions, Remedies, and/or Responsive Actions**

All Respondents are expected to comply with any assigned sanctions issued through this resolution process within the timeframe specified by the final Decision Maker (including the Appeal Officer).

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the University and may be noted on a student's official transcript or employee's personnel file.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

### **32. Recordkeeping**

The University will maintain for a period of at least seven (7) years records of:

- a. Each Title IX sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
- b. Any disciplinary sanctions imposed on the Respondent;
- c. Any remedies provided to the Complainant designed to restore or preserve equal access to the University's education program or activity;
- d. Any appeal and the result therefrom;
- e. Any Informal Resolution and the result therefrom;
- f. All materials used to train Title IX Coordinators, Investigators, Decision Makers, and any person who facilitates an Informal Resolution process. The University will make these training materials publicly available on the University's website; and
- g. Any actions, including any Supportive Measures, taken in response to a report or Formal Complaint of Title IX sexual harassment, including:
  - 1) The basis for all conclusions that the response was not deliberately indifferent;
  - 2) Any measures designed to restore or preserve equal access to the University's education program or activity; and
  - 3) If no Supportive Measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The University will also maintain any and all records in accordance with state and federal laws.

### **33. Disabilities Accommodations in the Resolution Process**

The University is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the University's resolution process.

Anyone needing such accommodations or support should contact the Title IX Coordinator, who will review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full participation in the process.

### **34. Revision**

These procedures supersede any previous procedures addressing harassment, discrimination, sexual misconduct, and/or retaliation under Title IX or similar law or policy and will be reviewed and updated annually by the Title IX Coordinator. The University reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate academic schedules. The Title IX Coordinator may also vary procedures materially with notice (on the [civilrights.uni.edu](http://civilrights.uni.edu) website, with the appropriate effective date identified) upon determining that changes to law, regulation, or best practices support procedural alterations not reflected in these procedures.

If laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent law, regulations, or holdings.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.