

# Minnesota West Community & Technical College

## Campus Security & Fire Safety Annual Report 2019

### Campus Locations



Canby



Granite



Jackson



Pipestone



Worthington

### Center Locations



Luverne

Marshall

**Reporting Period**  
**January 1, 2018 to December 31, 2018**

**A member of Minnesota State**  
**An affirmative Action Equal Opportunity Educator/Employer**

**[http://www.mnwest.edu/images/about-us/reports/security\\_report.pdf](http://www.mnwest.edu/images/about-us/reports/security_report.pdf)**

**Compiled by the Safety Director**

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## DIRECTORY OF IMPORTANT PHONE NUMBERS

**EMERGENCY ..... 911**

**Campus Phone Number (Canby, Granite Falls, Jackson, Pipestone, Worthington).... 1-800-658-2330**

Marshall Center..... 507-537-7051

Luverne Center..... 507-449-2772

**Community Information and Referral ..... 211 OR**  
**(24/7 phone access for all Minnesota West Campuses) 1-800-543-7709**

### **Crisis Support Hot Line Numbers**

Canby ..... 800-658-2429

Granite Falls..... 800-992-1716

Jackson, Pipestone, Worthington ..... 800-642-1525

Marshall New Horizons Crisis Center ..... 800-658-2429

Luverne ..... 800-658-2429

### **Sexual Assault Hotline**

Canby & Granite Falls ..... 888-564-4894

Jackson, Pipestone, Worthington ..... 800-376-4311

Marshall New Horizons Crisis Center ..... 800-881-7493

Luverne ..... 507-283-9917

**Poison Control ..... 800-222-1222**

### **Help Lines/Counseling**

Western Human Development Center ..... 800-658-2429

Western Human Development Center Granite Falls..... 320-564-2238

Crisis and Drug Abuse ..... 800-392-0280

Southwest Crisis Center ..... 507-283-9917

**MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE**  
**CAMPUS SECURITY REPORT**  
**January 1, 2018 to December 31, 2018 Reporting Period**

**Welcome**

Minnesota West Community and Technical College (Minnesota West) is committed to providing students with a quality education. The faculty, administration and staff are partners with students in this effort. There are many services and resources available to assist students. The following pages contain Minnesota West's annual compliance and security report. This information is distributed to registered students annually in compliance with several federal and state laws including the Drug-Free Schools and Community Act, the Student Right to Know Act, the Campus Security Act, the Drug-Free Workplace Act and the Family Educational Rights and Privacy Act. This document is available in alternate format upon request. All students and staff are encouraged to familiarize themselves with these compliance reports. This document contains additional information about topics that contribute to a positive campus environment.

**Preparing the Annual Security Report**

The Safety Director prepares this report to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Crimes Statistics Act of 1998. This report is prepared in cooperation with local law enforcement agencies responsible for providing service to our campus locations along with faculty and staff. Campus crime, arrest and referral statistics include those reported to Minnesota West deans, designated campus security authority, and local law enforcement agencies. Minnesota West does not have any law enforcement or public safety employees on campus.

The annual report includes reported crimes alleged to have occurred on the campus, at facilities owned or leased by Minnesota West and/or recognized student organizations and the immediately adjacent surrounding public area. In order to accurately report crimes alleged to have occurred on public areas immediately adjacent to the campus, the Safety Director annually requests crime statistics from local law enforcement agencies. A record of these inquiries is housed with the Safety Director.

The annual report includes the following reports of crime:

Murder and non-negligent manslaughter  
Negligent Manslaughter  
Sex offenses  
    Forcible  
    Non-Forcible  
Robbery  
Aggravated Assault  
Burglary  
Arson  
Motor Vehicle Theft  
Arson  
Larceny Theft  
Simple Assault  
Intimidation  
Destruction/Damage/Vandalism of Property  
Domestic Violence  
Dating Violence  
Stalking

The report also includes arrests or persons referred for campus disciplinary action for the following:

Liquor law violations  
Drug abuse violations  
Weapons possession

In addition to the crimes described above, other reported crimes involving bodily injury to any person, and reported crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property in which the victim is intentionally selected because of the actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability of the victim, must be reported as hate crime statistics and are recorded as such in this report.

The annual security report may be viewed on the Minnesota West web site at [http://www.mnwest.edu/images/about-us/reports/security\\_report.pdf](http://www.mnwest.edu/images/about-us/reports/security_report.pdf).

### **Maintenance of Daily Crime Log**

The Safety Director maintains a crime log, recording all crimes reported. The crime log includes information such as the nature, date, time, and general location of each crime, and the disposition of the complaint if known. The log includes reported crimes that occurred on campuses, at facilities owned or leased by Minnesota West and/or recognized student organizations and at immediately adjacent surrounding public areas.

All entries shall, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, be open to public inspection during normal business hours. Any portion of the log older than sixty (60) days must be available within two (2) business days of the initial request being made to the Safety Director. If new information regarding a log entry becomes available to the Safety Director, the log entry is updated accordingly to reflect the most current information available.

The crime log is housed with the Safety Director and may be requested for review at any time.

### **Issuance of Timely Warnings**

The dean or designee is responsible for issuing a timely warning, or “Crime Alert” to members of the college community in cases of reported murder, non-negligent manslaughter, negligent manslaughter, sex offenses (forcible or non-forcible), robbery, aggravated assault, burglary, arson, motor vehicle theft and any bias-motivated crimes, where the dean or the dean's designee determines there is a serious or continuing threat to the college community.

Timely warnings or “Crime Alerts” are used to inform the community that an incident has been reported. These reports may be from members of the college, community, or received directly from the local police department. Crime alerts contain general information about the incident and how incidents of a similar nature might be prevented. The names of victims are not published and are held as confidential.

In cases warranting a timely warning, crime alerts are posted on campus digital signage and sent out via campus email.

### **Emergency Notification**

In the instance of an immediate threat to campus, alerts may be distributed utilizing our emergency notification system, StarAlert. StarAlert can send phone, email, and SMS text messages to multiple points of contact for every individual in the system. All college community members are automatically enrolled in the StarAlert system for all campuses, but do have the option to opt out of the system or campus notification system. Additionally, if deemed prudent and necessary, the college may utilize other methods of

communication such as the campus website, campus social media pages, campus email, and the campus public address system where available to expedite communication process.

Records of all timely warnings and emergency notifications issued are maintained with the Safety Director.

- **Star Alert** - is an email and text messaging alert system for emergency and weather related situations that occur on a campus and/or learning center of Minnesota West. Staff at each campus and site location has access to post messages to the emergency system. The system sends a text message and/or email to all registered users when an emergency message is initiated by the authorized personnel.
- **Informacast** - IP Phone emergency announcement system allows campus receptionists to alert all areas within a campus of an emergency situation. The secure system allows personnel to over-ride any in-progress phone calls and access all IP phones' built-in speaker capability with an emergency announcement.

### **Communications**

*Following is the college policy for communications in the event of an emergency incident on any of the five campuses of Minnesota West.*

It is the full intention of this college to be forthright, honest and prompt with all communications to the college community, the general public and all media representatives in the event an emergency incident should occur.

All decisions regarding communications are made in the best interest of the college, the students and the employees, regarding each individual's right to privacy, personal security, legal issues and the public's right to know.

The dean directs all inquiries concerning the emergency incident to the director of marketing, enrollment and communication without any comments being made to those inquiring. Only the College President or the director of marketing, enrollment and communications can release any official college information regarding the emergency incident.

Emergency communication with students, faculty, staff and the campus communities will be available on the Minnesota West website. If an emergency is in effect, this will be noted under Cancellations/Alerts on the home page at [www.mnwest.edu](http://www.mnwest.edu). Text messaging of emergency information will also be utilized as appropriate.

### **Campus Security Statement of Policies**

Minnesota West has a variety of policies and procedures relating to campus security, and it expressly reserves the right to modify or adopt additional policies or procedures at any time without notice. Such changes may appear in successive issues of this report.

Minnesota West encourages all students and college community members to be fully aware of the safety issues on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

### **Steps to Ensure Prompt and Accurate Crime Reporting**

If you are a victim of a crime or witness to a crime:

Call 911 for any emergency including medical assistance, fires, suspicious people or activities, crime reports, traffic accidents, or illegal activities. Contact the dean after emergency personnel have been called.

When reporting a crime or other incident in progress be sure to provide the dispatcher with the following information:

The nature of the criminal activity or incident

The location of the criminal activity or incident

The number of persons involved

A description of the offender(s), including;

Gender

Approximate age

Race

Height/Weight

Hair

-Color

-Style

-Facial Hair

Attire

-Color

-Style

-Distinguishing logos

Other distinguishing physical features- such as scars and tattoos

Vehicle Description

Year, make and model

License plate number and state

Note the direction of travel of offenders or vehicles and report those to the and 911.

Preserve the crime scene: Do not touch any items involved in the incident. Close off the area of the incident and do not allow anyone in the crime area until dean and/or police arrive.

Minnesota West does not limit the time for reporting a crime. However, we strongly urge you to report a crime soon as possible. This gives the best opportunity to collect evidence that can form a stronger case for potential prosecution and greatly assists the dean or local law enforcement in performing a better investigation of the allegation.

### **How to Report a Crime**

All reports of a crime should be made to the dean's office. Everyone on campus (including students, faculty, staff and visitors) is encouraged to immediately report any potential criminal activity to the dean's office and/or the local police department (NOTE: Minnesota West does not have campus law enforcement). Individuals reporting to Minnesota West who also wish to file a complaint with the local police department will be provided with assistance from Minnesota West.

Minnesota West normally requires a written complaint to begin the investigation process. Minnesota West makes exceptions, when necessary, including cases presenting clear danger to the victim and/or the college.

The dean serves as the primary liaison for campus security with all law enforcement agencies. Depending on many factors of crime reporting, the college may or may not hold reports of crime in confidence and may be required by law to release information based on the events or nature of the crime. Whenever possible Minnesota West will protect the identity of crime victims.



When reports regarding dangerous circumstances are made to the dean, or other administrator on duty, he/she decides if a threat exists to the college community and if necessary, consults with law enforcement. Dependent on the interpretation of danger, the college community is notified.

### **Voluntary Confidential Reporting**

Reporting can be made anonymously and reports do not have to include the reporting party's information. While we cannot guarantee confidentiality, Minnesota West makes every effort possible to maintain it to the extent allowable by law. Reports made in this manner help the dean to more accurately assess and track the nature of crime.

The College is obligated to report crimes that pose a serious or on-going threat in the form of "Timely warnings" or crime alerts to the college community. The Crime Alert will not identify the reporting person or victim.

If a crime is determined to pose a serious or on-going threat to the college community the college reserves the right to investigate the report to the extent possible with the information available.

Those who report crimes will never be required to file a police report.

### **College's Response to Reports**

All allegations are investigated. These investigations may be made in conjunction with the city police department or the county sheriff's department.

When alleged perpetrators are identified as students, the case is forwarded to the dean for investigation and appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during or after the student code of conduct process.

### **Campus Security Authorities**

All employees who become aware of an allegation of violation of college policy, Student Code of Conduct, or civil or criminal law are encouraged to report the allegation to their supervisor and to dean. While we prefer that reports are made directly to dean, the college community can also make a report of crime to any campus security authority on campus.

Campus security authority is defined as: An official of an institution who has significant responsibility for student and campus activities, including, but not limited to College President, Provost, Athletic Director/s, Deans, Director of Marketing, Enrollment and Communication, Director of Technology and Distance Learning, Financial Aid Director, Dean of Nursing, Registrar, Dean of Customized Training/Continuing Education, Human Resources Director, as well as any assistants and associates.

Campus security authorities do not investigate crime reports. They ensure that any alleged crimes that they are made aware of are forwarded to the dean for investigation.

### **Pastoral and Professional Counselors**

Minnesota West does not have any pastoral or professional counselors.

### **Security Considerations in Maintenance of Campus Facilities**

Campus Safety Committees annually perform safety checks of the campus facilities to ensure the continued safety of the campus. Items routinely inspected include: doors and locks, fire and intrusion alarms, safety equipment (i.e. fire extinguishers, Automated External Defibrillators (AED), first aid equipment), communications equipment, lighting, and landscaping.

Students, faculty, staff and visitors are encouraged to report needed building repairs or maintenance to the dean.

### **Authority of Campus Security Personnel**

Minnesota West does not have any law enforcement or public safety employees on campus.

### **Campus Relationship with local law enforcement**

Dean works closely with the local police department and state and federal law enforcement agencies to track and respond to on-campus or near-campus criminal activity. Each campus of Minnesota West has a written a Memorandum of Understanding that outlines how it will cooperate with its local law enforcement agency to prevent and investigate crimes occurring on campus or at college sponsored events.

The local police department regularly communicates crimes occurring around campus through email.

### **Emergency Response Policy**

Minnesota West issues timely warnings/crime alerts in an effort to notify community members about certain crimes in and around our community. For the purpose of this policy, “timely manner” generally means within 24 hours after an incident has been brought to College Safety Director’s attention. It is further a Minnesota West policy to maintain compliance with applicable features of the Jeanne Cleary Disclosure of Public Safety Policy and Campus Crime Statistics Act as mandated by the Department of Education. When making a “timely warning” to the college community, the identity of the victim must be withheld as confidential.

### **Evacuation Procedure**

#### **Preparing for evacuation**

- Know your building’s floor plan. Know where the stairs and fire extinguishers are located. Floor plans are posted in all common rooms.
- Determine in advance the nearest exit from your work location and the route you follow to reach that exit in an emergency. Know the locations of alternate exits from your area.
- If you work in an office, know exactly how many doors you pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors as you pass so you know when you reach the exit door.

#### **During an evacuation**

- If time and conditions permit, secure your workplace and take with you important personal items such as car keys, purse, medication, glasses.
- Follow instructions from emergency personnel.
- Check doors for heat before opening. (Do not open door if hot.)
- WALK – do not run. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells; stay to the right.
- Assist people with disabilities.
- Move to your assembly point unless otherwise instructed.

#### **If relocating outside the building**

- Move quickly away from the building.
- Watch for falling glass and other debris.
- Stay with your group.
- Keep roadways and walkways clear for emergency vehicles.
- If you have relocated away from the building, DO NOT RETURN until notified that it is safe to do so.

- Whenever the fire alarms/strobes are activated, occupants **MUST** evacuate the building and reassemble at a designated assembly point. Occupants on floors above the ground floor must use emergency exit stairwells to leave the building. **DO NOT USE ELEVATORS.**
- For certain emergencies such as a bomb threat or a natural gas leak, the fire alarms/strobes may not be activated. Instead, campus maintenance walks through the building and orders the occupants to evacuate.
- Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and assembly points for their area.
- Building maintenance personnel are responsible to assist and direct building occupants in assigned areas to the fire exit stairwell and confirm that all occupants have evacuated the areas. The building maintenance personnel report to an authorized emergency responder that an area is clear. Authorized emergency responders are from a fire department or police department. Responders should try to remain calm and give clear evacuation instructions to keep existing groups together.
- Dean identifies any Minnesota West employees with disabilities who may need consideration and assistance during an evacuation. At least two staff members should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a “Safe Area of Rescue.” The escort should remain with the disabled person at the landing to provide additional assistance.
- Deans are responsible to identify any student(s) with disabilities that would need consideration and assistance during an evacuation. At least two students should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person is evacuated. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a “Safe Point of Rescue.” The escorts should remain with the disabled person at the landing to provide additional assistance. The assigned escorts will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

All faculty, staff and students are informed of the evacuation routes and stairwell locations for all campus buildings they frequently occupy. Evacuation maps and information are posted throughout the campus. The college emergency preparedness drills are conducted at least twice per year. The purpose of these announced or unannounced drills is to prepare building occupants for an organized evacuation in case of an emergency. Emergency response and evacuation procedures are disseminated as appropriate prior to or after the drill events. Drills may cover a range of scenarios including fire, severe weather, active shooter, bomb threat, etc. If public safety, law enforcement or fire department personnel are on scene, follow their directions. Documentation of such drill activity is maintained by the dean.

### **Fire Evacuation Procedures**

- Observe flashing strobe lights and emergency sirens sound in the event of a fire.
- Calmly exit the building via the nearest exit.
- Do not use elevators.
- Obey staff directions and assistance.
- Evacuate to a safe distance and remain outside until the all clear message is given.

### **Severe Weather Shelter Procedures**

- Consult the college floorplan that is available in every classroom advising the college community to proceed to the nearest Severe Weather Shelter area.
- Proceed calmly to the designated severe weather shelter area in your building.
- Obey staff directions and assistance.
- Remain in the Severe Weather Shelter area until the all clear message is delivered.

### **Campus Lockdown Procedure**

- In the event of an emergency or incident which has the potential for direct or immediate harm to the college community, the dean or designee may lockdown the campus.
- Proceed to the nearest classroom or enclosed area and secure yourself inside.
- Shut off all sources of light (i.e. lights, computer monitors, television screens, etc.)
- Stay away from windows and doors.

### **Policies and procedures for safe access to buildings:**

- Keys are issued to authorized faculty, staff and students only.
- Building doors **should not be blocked open** when the doors are locked.
- Individual academic buildings are normally open at 7:00 a.m. until after evening classes and for scheduled weekend classes and special events. Employees and students in buildings after normal working hours should be able to produce a college I.D. upon request.
- Building evacuation is mandatory for all fire alarms and bomb threats.
- Faculty or staff who appear to be the last persons in a building should ask unauthorized people to leave the premises. Employees should close and lock windows before leaving the building.

### **Policies and procedures for safe access to residence halls:**

Minnesota West does not provide or operate residence halls or any type of housing for its students on the Worthington, Jackson, Granite Falls, or Pipestone Campuses. At Carr Hall in Canby, students are given the following information:

Your personal safety and the security of your belongings are of utmost importance to us. The policies in place are all designed to protect and promote your well-being. As a resident, you are also responsible for your security and that of your fellow residents in the on-campus living community. Please practice all safety procedures in your daily habits, including locking your room door, not propping security doors open and reporting suspicious behaviors. Your positive actions can make a difference in the safety of your living environment.

### **Monitoring and Recording Activity at Off-Campus Locations**

Minnesota West includes all off-campus student organizations' reported crime statistics in its annual Security Report.

### **Illegality of Alcoholic Beverages on Campus and Enforcement of Underage Drinking Laws**

Students are subject to the Student Code of Conduct while participating in school sponsored activities at off campus locations- any violations of the Student Code of Conduct while participating in any such activities are investigated. Minnesota West prohibits the unlawful possession, consumption (use), sale, or distribution of alcohol by all students and employees and enforces all applicable drinking/liquor laws and policies on campus, including federal law, Minnesota state law. The only exception is for special events authorized by the Minnesota State Board of Trustees.

**Students** who are found to be in possession of an open container or consuming alcohol while on campus are subject to disciplinary action for violating the Student Code of Conduct. If students are not cooperative, local law enforcement may be called to assist, and the student may be subject to citation or arrest.

**Employees** who are found to be in possession of an open container or consuming alcohol while on campus are subject to disciplinary action.

**Non-students/non-employees** who are found to be in possession of an open container or consuming alcohol while on campus may be asked to leave campus, may be prohibited from returning for one year, and if,

uncooperative, local law enforcement may be called to assist, and the individual may be subject to citation or arrest.

The state of being under the influence of alcohol is prohibited in all Minnesota West campus buildings.

**Students** who are believed to be under the influence of alcohol are subject to disciplinary action for violating the Student Code of Conduct.

**Employees** who are believed to be under the influence of alcohol are subject to disciplinary action.

**Non-students/non-employees** who are believed to be under the influence of alcohol may be asked to leave campus, may be prohibited from returning for one year, and if uncooperative, local law enforcement may be called to assist and the individual may be subject to citation or arrest.

### **Illegality of Drugs on Campus and the Enforcement of Federal and State Drug Laws**

Minnesota West forbids the possession, use, or distribution of illegal drugs on campus. This includes but is not limited to possession, sale, and use, growing, manufacturing and making of narcotic drugs. Exceptions would be drugs prescribed by a doctor's order.

The state of being under the influence of a controlled substance is prohibited in all Minnesota West campus buildings.

**Students** who are believed to be under the influence of a controlled substance are subject to disciplinary action for violating the Student Code of Conduct.

**Employees** who are believed to be under the influence of a controlled substance are subject to disciplinary action.

**Non-students/ non-employees** who are believed to be under the influence of a controlled substance may be asked to leave campus, may be prohibited from returning for one year, and, if uncooperative, local law enforcement may be called to assist, and the individual may be subject to citation or arrest.

Minnesota West enforces federal, state, and local drug laws regarding the use, possession, and sale of illegal drugs and drug paraphernalia.

For petty misdemeanor crimes, such as possession of marijuana, the following actions will be taken:

**Students** who are found to be in violation of the law are subject to disciplinary action for violating the Student Code of Conduct. If students are not cooperative, local law enforcement may be called to assist, and the student may be subject to citation or arrest.

**Employees** who are found to be in violation of the law while on campus are subject to disciplinary action.

**Non-students/ non-employees** who are found to be in violation of the law while on campus may be asked to leave campus, may be prohibited from returning for one year, and, if uncooperative, local law enforcement may be called to assist, and the individual may be subject to citation or arrest.

For misdemeanor and felony level drug crimes the local law enforcement are contacted.

### **Disclosures to Victims of Crimes of Violence or Non-forcible Sex Offenses**

Minnesota West, upon written request, discloses to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by Minnesota West against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Minnesota West will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **Sexual Violence Policy**

Minnesota West follows the Minnesota State Board Policy 1B.3 Sexual Violence and System Procedures 1B.3.1 Sexual Violence Procedures.

#### **Part 1. Policy statement.**

Sexual violence, domestic and dating violence, and stalking are an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota West. Minnesota West is committed to eliminating sexual violence in all forms and takes appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, or other Minnesota West policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota West provides reporting options, an investigative and disciplinary process, and prevention training or other related services as appropriate.

**Application of policy to students, employees, and others.** This policy applies to all Minnesota West students and employees and to others, as appropriate, where incidents of sexual violence on Minnesota West property have been reported. Reports of sexual violence committed by a student at a location other than on Minnesota West property are covered by this policy pursuant to the factors listed in Board Policy 3.6, Part 2. Reports of sexual violence committed by a Minnesota West employee at a location other than campus property are covered by this policy.

Reports of sexual violence committed on Minnesota West property by individuals who are not students or employees are subject to appropriate actions by Minnesota West, including, but not limited to, pursuing criminal or civil action against them.

Complainants of sexual violence may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Allegations of discrimination or harassment are governed by Board Policy 1B.1.

#### **Part 2. Definitions.**

**Subpart A. Sexual violence.** Sexual violence includes a continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence. Prompt reporting is encouraged.

**Subpart B. Sexual assault.** "Sexual assault" means an actual, attempted, or threatened sexual act with another person without that person's consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota West student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as "date rape" or "acquaintance rape." This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.



2. Involvement in any sexual act when the victim is unable to give consent.
3. Intentional and unwelcome touching, or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

**Subpart C. Dating and relationship violence.** Dating and relationship violence includes physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota state law.

**Subpart D. Stalking.** Stalking is conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause a reasonable person to fear for her or his safety or the safety of others or to suffer substantial emotional distress.

**Subpart E. Consent.** Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

**Subpart F. Non-forcible sex acts.** Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

**Subpart G. Minnesota West property.** "Minnesota West property" means the facilities and land owned, leased, or under the primary control of Minnesota West.

**Subpart H. Employee.** "Employee" means any individual employed by Minnesota West, including student workers.

**Subpart I. Student.** The term "student" includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit at Minnesota West;
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with Minnesota West; or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are not Minnesota West employees and are not enrolled in the institution but live in a Minnesota West residence hall.
6. Minnesota West educates the campus community about sexual assaults, relationship and dating violence, and stalking during new student orientation on campus with a power point presentation and for online students with our online video modules.

## **If You Are the Victim of a Sexual Assault**

Go to a safe place.

If you are on campus, contact a dean or designee. Even if you do not want to file a report, they will arrive on scene and ensure your safety. Your safety is our priority.

If you would like to file a report with the college, even if the assault didn't occur recently, a dean or designee will interview you to gather your statement. If you would like to pursue action through the college, your statement will be forwarded to the College Provost/Safety Director for investigation.

You may also report the incident to any college employee, however all college employees who are designated as campus security authorities have a duty to report knowledge of incidents of sexual violence to the college administration. You may still request confidentiality.

Timely and prompt reporting of a crime of sexual violence within 72 hours is critical in preserving evidence important in proving a criminal case against the assailant. If you have been the victim of a sexual assault do not bathe, brush your teeth, use the toilet, or change clothing.

If you have been the victim of a sexual assault, you should seek medical attention immediately, even if you do not want to report the incident to the police.

Forensic exams are paid for by the county in which the assault was committed. Sexual Assault Nurse Examiners provide an exam to:

- Collect and save evidence that will be needed if you choose to report your sexual assault to law enforcement.
- Evaluate your risk for pregnancy and discuss safe prevention options.
- Evaluate your risk of contracting a sexually transmitted infection and offering you medication to reduce that risk.
- Further evaluate and document any injuries (if you have injuries that require treatment, the nurse will ask the emergency department staff to evaluate and treat your injuries; this examination is separate from the one done to collect evidence), and
- Provide you with resources to help during your recovery. This will include advocate services, agencies for medical follow-up, information about reporting this crime to law enforcement, information about the Crime Victims Reparations Fund and many other resources.

You may file a police report with the appropriate law enforcement agency. If you would like assistance in filing a police report the Minnesota West staff can assist you.

In order to reduce contact between you and the alleged assailant, the college will, upon your request, attempt to provide a change in classes if the accommodation is reasonably available. Requests to arrange for a change in class schedule can be made to the Title IX Officer.

You may contact the Minnesota Crime Victims Reparations Board at 651-201-7300. The Crime Victims Reparations Board provides financial help to victims and their families for losses incurred as a result of a violent crime. You may also visit <https://dps.mn.gov> for additional information.

You may request information and resources regardless of where the sexual assault occurred and who was involved.



**Procedures for Campus Disciplinary Action for Sex Offenses:**

Survivors of sexual assaults or those witnessing any type of sexual violence are encouraged to report the incident to a dean. The Provost's Office is the office of official record for reports of sexual assault, as it is in all reported law violations. A report with a dean can ensure that proper steps are taken to guarantee the safety of the survivor as well as the safety of the college community as a whole. Filing a report with a dean also initiates a Title IX/sexual violence investigation through the college. It can also initiate the college disciplinary process and is an option for any person wishing to report a case of student misconduct.

The college does not normally take any disciplinary action against a member of the college community without a written complaint and the assistance of the reporting party in the disciplinary process. However, the college may use its discretion to investigate without the assistance of the reporting party where there is a clear danger to the survivor or the college community or where other reasons exist.

If a dean or designee determines that a continued threat exists, he or she is required to release information about the reported sexual assault to the college community. Taking care to protect the identity of the survivor, a dean releases only information regarding the location, date and time of the assault, and any information that might help identify the accused party. The dean informs the college community of the reported sexual assault and may use such resources as flyers, email notices, and social media to communicate this information.

In order for the college to proceed with an investigation, a written complaint (whether by the victim or a witness) must be filed with the Title IX Officer. After receiving a report/complaint, the Title IX Officer shall take the steps listed below:

1. Select a designated officer to complete the investigation. This designated officer is specifically trained to handle cases of reported sexual assaults and who receives annual training on issues relating to sexual assault, as well as training on how to conduct an investigation that not only protects the safety of the survivor but also promotes accountability. The designated officer completes the following steps, unless otherwise noted.
2. Conduct a prompt, fair, and impartial investigation into the complaint, including appropriate interviews with witnesses, accused party, reporting person(s), and survivor(s). Per the Student Code of Conduct both the survivor and suspect are allowed to have an advisor, attorney or supportive companion present during meetings with the designated officer. However, this individual may not participate in any questioning or advocate on behalf of the student. The investigation will also consist of reviewing all evidence, including the dean reports, video footage, and any physical evidence available.
3. Investigate the complaint without identifying the complainant to others involved;
4. Inform the survivor, accused party, witnesses and other involved individuals of the prohibition against retaliation and reprisal.
5. Create, gather and maintain investigative documentation as appropriate.
6. Disclose appropriate information to others only on a need-to-know basis consistent with state and federal law, and provide a data privacy notice (Tennessee warning) to those involved in accordance with state law.
7. Inform the survivor and accused party of the status of the investigation at reasonable times until final disposition of the complaint.
8. Conduct further investigation as deemed appropriate by the designated officer; prepare an investigation report for review by Title IX Officer.
9. Take additional investigative measures as requested by the Title IX Officer.
10. Provide sufficient information to the accused party consistent with federal and state data privacy laws to allow the accused party to respond to the substance of the complaint.
11. The designated officer forwards a completed investigation summary to the Title IX Officer who will serve as the decision-maker in the case.

12. Notify the survivor and the accused party of the outcome of the investigation, appeal options available, any changes to the results before they are final, and when the results become final- this is achieved by sending outcome correspondence at the same time. Both the complainant and respondent are notified of the final determination with respect to the alleged sex offense and any sanction that is imposed against the respondent.

The survivor and the accused party may appeal the decision of the decision-maker. An appeal must be filed in writing with the President or designee within ten (10) business days after notification of the decision.

The college uses a preponderance of evidence standard of evidence in determining violations of the Student Code of Conduct and Sexual Violence policy. Students who are found to have violated the Sexual Violence policy could face suspension or expulsion from the college or some other consequence.

Upon the completion of the investigation, the file shall be deposited in a secure location in the office of the Safety Director. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

### **Dating Violence, Domestic Violence and Stalking**

Minnesota West prohibits acts of dating violence, domestic violence and stalking and takes allegations of these crimes very seriously. The perpetration of acts of dating violence, domestic violence, and stalking are criminal law violations as well as violations of the Minnesota West Student Code of Conduct and non-discrimination policy. Minnesota West takes action to hold all students accountable under the applicable policies.

#### **If you are a victim of dating violence, domestic violence, or stalking:**

Go to a safe place.

If you are on campus contact a dean, even if you do not want to file a report, your safety is our priority.

If you would like to file a report with the college, contact a dean, even if the incident didn't occur recently. An investigator will interview you to gather your statement. If you would like to pursue action through the college's investigation process your statement is forwarded to the dean's office.

You may also report the incident to any college employee, however all college employees who are designated as campus security authorities have a duty to report knowledge of incidents of dating violence, domestic violence or stalking to a dean. You may still request confidentiality.

Timely and prompt reporting of a crime of dating violence, domestic violence or stalking within 72 hours is critical in preserving evidence important in proving a criminal case against your abuser. Document any injuries and damage to personal property. Save any text messages, e-mails, or voice mail messages left by your abuser. If you are being stalked document the stalking behavior when and where it occurred and how it impacted you.

If you have been injured, you should seek medical attention immediately, even if you do not want to report the incident to the police.

You may file a police report with the appropriate law enforcement agency. If you would like assistance in filing a police report the Minnesota West staff can assist you.

Minnesota West does not have counselors available on campus, but will provide referral services upon request.

In order to reduce contact between you and your abuser, the college, will, upon your request, attempts to provide a change in classes if the accommodation is reasonably available. Requests to arrange for a change in class schedule can be made to a dean.

You may contact the Minnesota Crime Victims Reparations Board at 651-201-7300. The Crime Victims Reparations Board provides financial help to victims and their families for losses incurred as a result of a violent crime. You may also visit <https://dps.mn.gov> for additional information.

You may request information and resources regardless of where the incident occurred and who was involved.

**Procedures for Campus Disciplinary Action for Dating Violence, Domestic Violence, and Stalking:**

Survivors of dating violence, domestic violence or stalking, or those witnessing any type of behavior that may be classified as dating violence, domestic violence, or stalking are encouraged to report the incident to a dean. The Provost's Office is the office of official record for reports of dating violence, domestic violence, and stalking, as it is in all reported law violations. A report with the dean's office can ensure that proper steps are taken for the safety of the survivor as well as the safety of the college community as a whole. Filing a report with a dean can also initiate the college disciplinary process and is an option for any person wishing to report a case of student misconduct. Survivors and witnesses may also report these matters directly to the dean. For cases of dating violence and domestic violence the college's Title IX process is utilized as per the Sexual Violence Policy.

The college will normally not take disciplinary action against a member of the college community without a written complaint and the assistance of the reporting party in the disciplinary process. However, the college may use its discretion to investigate without the assistance of the reporting party where there is a clear danger to the survivor or the college community or where other reasons exist.

If the dean or designee determines that continued threat exists, the dean is required to release information about the reported incident of dating violence, domestic violence, or stalking to the college community. Taking care to protect the identity of the survivor, the dean releases only information regarding the location, date and time of the incident, and any information that might help identify the accused party. The dean informs the college community of the reported incident and may use such resources as flyers, email notices, and social media to communicate this information.

In order for Minnesota West to proceed with an investigation, a written complaint (whether by the victim or a witness) must be filed with the dean. After receiving a report/complaint the following steps are taken.

1. The Title IX Officer will select a designated officer to complete the investigation. This designated officer is someone who is specifically trained to handle cases of domestic violence, dating violence, and stalking and who receives annual training on issues relating to dating violence, domestic violence, and stalking. The designated officer also receives training on how to conduct an investigation that not only protects the safety of the survivor but also promotes accountability. The designated officer completes the following steps, unless otherwise noted.
2. Conduct a prompt, fair, and impartial, investigation into the complaint, including appropriate interviews with witnesses, accused party, reporting person(s), and survivor(s). Per the Student Code of Conduct both the survivor and suspect are allowed to have an advisor, attorney or supportive companion present during meetings with the designated officer. However, this individual may not participate in any questioning or advocate on behalf of the student. The investigation will also

consist of reviewing all evidence, including dean reports, video footage, and any physical evidence available.

3. Investigate the complaint without identifying the complainant to others involved.
4. Inform the survivor, accused party, witnesses and other involved individuals of the prohibition against retaliation and reprisal.
5. Create, gather and maintain investigative documentation as appropriate.
6. Disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice (Tennessee warning) to those involved in accordance with state law.
7. Inform the survivor and accused party of the status of the investigation at reasonable times until final disposition of the complaint.
8. Conduct further investigation as deemed appropriate by the designated officer; prepare an investigation report for review by the decision maker.
9. Take additional investigative measures as requested by the college provost.
10. Provide sufficient information to the accused party consistent with federal and state data privacy laws to allow the accused party to respond to the substance of the complaint.
11. The designated officer forwards a completed investigation summary to the college provost.
12. Notify the survivor and the accused party of the outcome of the investigation, appeal options available, any changes to the results before they are final, and when the results become final- this is achieved by sending outcome correspondence at the same time. Both the complainant and respondent are notified of the final outcome and any sanction that is imposed against the respondent.

The survivor and the accused party may appeal the decision of the decision-maker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision.

The college uses a preponderance of evidence standard of evidence in determining violations of the Student Code of Conduct and Sexual Violence policy. Students who are found to have violated the Sexual Violence policy could face suspension or expulsion from the college or some other consequence.

Upon the completion of the investigation, the file shall be posited in a secure location in the Safety Director office.. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

#### **Warning Signs of an Abusive Relationship:**

- Is your partner jealous of the time you spend with friends, family or co-workers?
- Does your partner forbid or limit your time spent with friends, family or co-workers?
- Does your partner constantly criticize and belittle things that you do or say?
- Does your partner say cruel and hurtful things to you, or make fun of you in front of others?
- Is your partner cruel to animals and/or people, and does he/she seem to enjoy or be insensitive to their emotional or physical pain and suffering?
- Does your partner tell you how to spend your money or control the amount of money you have?
- Does your partner interfere with your ability to be at work on time or at all and/or harass you at work?
- Are you sometimes afraid of your partner and what he/she might do?
- Does your partner break object, throw objects at you or your children, or damage property?
- Does your partner threaten to harm you, your children, family or friends?
- Does your partner cause you or your children physical pain and/or injury?
- Does your partner use force, hold or throw you down or demand sex regardless of how you feel?

If you answered yes to any of these questions, you may be in an abusive relationship or at risk of becoming involved in an abusive relationship.

Source: <http://www.alexandrahouse.org/domestic-violence-resources/warning-signs-of-an-abusive/>

### **Reducing the Risk of Sexual Assault:**

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. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cash money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. 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 find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (call 911)
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink unattended, just get a new one.
12. 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.
13. 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 have had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. 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 and 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.
16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgement before doing anything you may regret later.

**Bystanders:**

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. They 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 of the ways to be an active bystander. If you or someone else is in immediate danger, call 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 the Annual Security Report or other resources for support in health, counseling, or with legal assistance.

**Education and Training**

The College provides education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, self-defense courses, and informational workshops as well as Minnesota State web-based training for students and employees.

**Location of Law Enforcement Agency Information Regarding Registered Sex Offenders**

The Federal Campus Sex Crimes Prevention Act, effective October 28, 2002, requires institutions of higher education to issue a statement advising the college community where law enforcement agency information provided by a state regarding registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

The Minnesota Bureau of Criminal Apprehension administers a predatory offender registration and tracking program. Information regarding this program can be found at the following website:  
<http://www.dps.state.mn.us/bca>.

Any questions regarding the program may be directed to the Criminal Assessment Program at 1-888-234-1248 or 651-793-7070

General information on registration requirements and notification procedures can be found at the following website: <http://www.dps.state.mn.us/bca/bca.html>

In addition, information regarding registered sex offenders may be obtained through the Minnesota Department of Corrections at 651-642-0200. An offender locator, for offenders that have the highest risk for re-offense, can be accessed from the Minnesota Department of Corrections website:  
<http://www.doc.state.mn.us>

The Safety Director will post information regarding level 3 sex offenders on its website at  
<http://www.mnwest.edu/index.php/student-services/safety>.

**Crime Definitions:**

- **Murder** - The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter** Killing of another person through gross negligence.

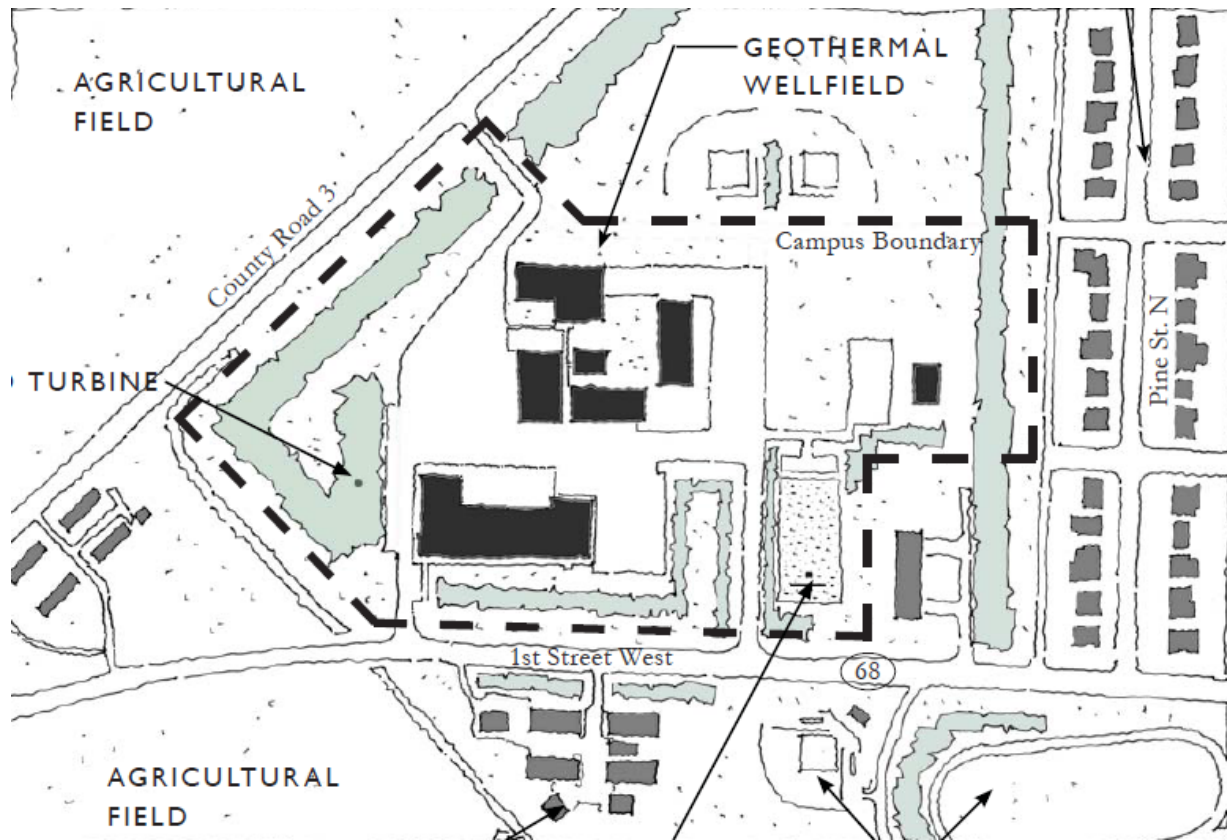


- **Gross Negligence** – Intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.
- **Forcible Sex Offense** - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent; to include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.
- **Non-forcible Sex Offense** - Unlawful, non-forcible sexual intercourse or other sexual act; to include incest and statutory rape.
- **Incest** – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Domestic Violence** – Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person 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 receiving grant monies, or by any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction.
- **Dating Violence** – Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) 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** – 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 emotional distress.
- **Robbery** – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **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, sever laceration, or loss of consciousness.
- **Threats/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 physical attack.
- **Burglary** – The unlawful entry into a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the above.
- **Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where person not having lawful access even though the vehicles are later abandoned; including joyriding, taking automobiles.)
- **Larceny/Theft** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles or automobile accessories, shoplifting, pocket picking or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- **Arson** – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Destruction / Damage / Vandalism to Property** – To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

- **Alcohol Violations** - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
- **Drug Abuse Violations** - Violation of Federal, 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, heroine, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Weapons 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; and all attempts to commit any of the above.
- **Hate Crimes** - A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation or ethnicity/national origin. For Clery purposes, hate crimes include any offense in the following list that is motivated by bias:
  - **Murder and**
  - **Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g. color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g. Asians, blacks, whites).
  - **Gender** – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
  - **Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g. Catholics, Jews, Protestants, atheists).
  - **Sexual orientation** – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
  - **Ethnicity/National Origin** – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who shares common or similar traits, languages, customs and traditions (e.g. Arabs, Hispanics).
  - **Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.



## Canby Campus



On Campus Property:

Campus	1011 First Street West
Carr Hall – Student Housing	1011 First Street West

Off Campus Property: - None

Public Property – None

**Crime Statistics – Canby Campus**

Category	Venue	2016	2017	2018
<b>1. Murder &amp; Non- Negligent Manslaughter</b>	On Campus	0	0	0
	Student Housing	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>2. Negligent Manslaughter</b>	On Campus	0	0	0
	Student Housing	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>3. Sex Offenses:</b>				
	<b>Forcible</b>			
	On Campus	0	0	0
	Student Housing	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
	<b>Non-forcible</b>			
<b>4. Robbery</b>	On Campus	0	0	0
	Student Housing	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>5. Aggravated Assault</b>	On Campus	0	0	0
	Student Housing	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>6. Burglary</b>	On Campus	0	0	0
	Student Housing	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

<b>7. Arson</b>	On Campus	0	0	0
	Student Housing	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>8. Motor Vehicle Theft</b>	On Campus	0	0	0
	Student Housing	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

<b>Hate Crimes</b>	<b>Venue</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>9. Simple Assault</b>	On Campus	0	0	0
	Student Housing			
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>10. Intimidation</b>	On Campus	0	0	0
	Student Housing			
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>11. Motor Vehicle Theft</b>	On Campus	0	0	0
	Student Housing			
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>12.Larceny Theft</b>	On Campus	0	0	0
	Student Housing		0	
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>13.Destruction/damage/ vandalism of Property</b>	On Campus	0	0	0
	Student Housing			
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>14.Any other crime involving bodily injury</b>	On Campus	0	0	0
	Student Housing			
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

15. Arrest For: Liquor Law Violation	Venue	2016	2017	2018
	On Campus	0	0	0
	Student Housing	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
Drug-related Violations	On Campus	0	0	0
	Student Housing	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
Weapons possession	On Campus	0	0	0
	Student Housing	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
16. Disciplinary Referrals: Liquor Law Violations				
	On Campus	0	0	0
	Student Housing	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
Drug-related violations	On Campus	0	0	0
	Student Housing	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

Category	Venue	2016	2017	2018
<b>17. Domestic Violence</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>18. Dating Violence</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>19. Stalking</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

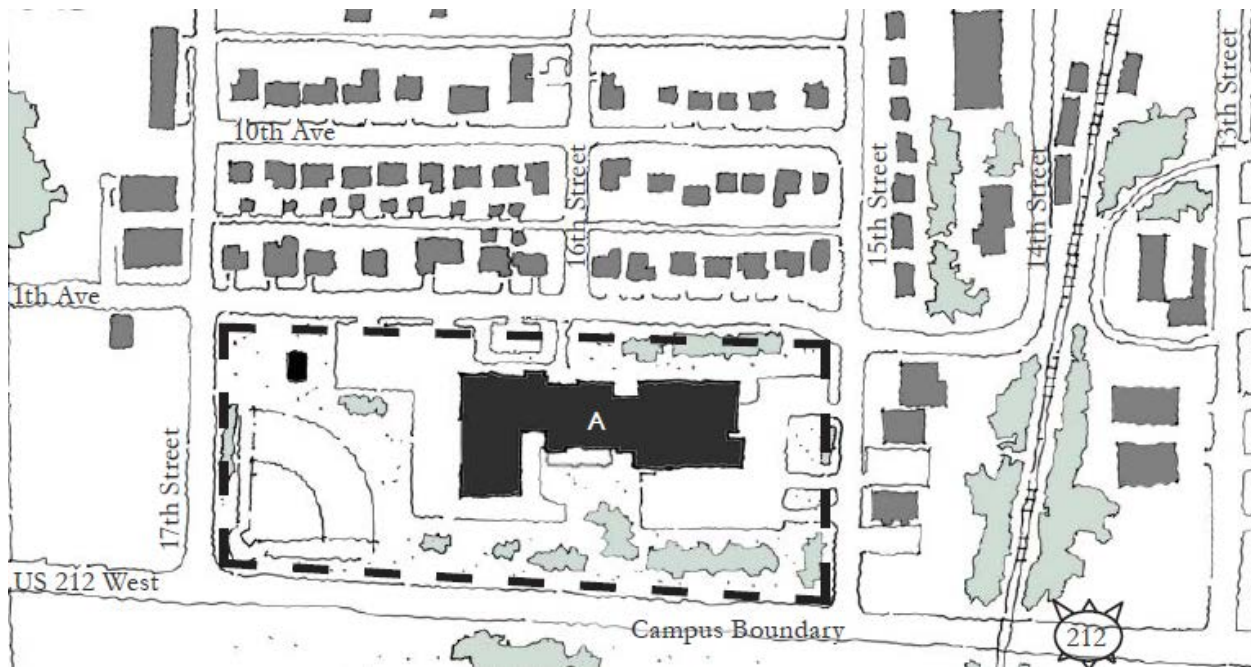
### Bias Motivated Crimes

The following table depicts reported crimes which were motivated by bias. In addition to murder/non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offences, arson, robbery, aggravated assault, burglary and motor vehicle theft the crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are included in the list of crimes that must be reported as hate crime statistics if there is evidence that the crime was perpetrated by the offender's bias towards the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability.

Year	Crime	Bias Motivation	Location
2018	0	0	
2017	0	0	
2016	0	0	

*The above are reports of alleged criminal activity and do not necessarily constitute an arrest or conviction.*

## Granite Falls



On Campus Property:

Campus	1593 11 <sup>th</sup> Avenue
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Off Campus Property: - None

Public Property – None

**Crime Statistics – Granite Falls Campus**

Category	Venue	2016	2017	2018
<b>1. Murder &amp; Non- Negligent Manslaughter</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>2. Negligent Manslaughter</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>3. Sex Offenses: Forcible</b>	On Campus	0	0	1
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>Non-forcible</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>4. Robbery</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>5. Aggravated Assault</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>6. Burglary</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>7. Arson</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>8. Motor Vehicle Theft</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0



<b>Hate Crimes</b>	<b>Venue</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>9. Simple Assault</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>10. Intimidation</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>11. Motor Vehicle Theft</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>12.Larceny Theft</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>13.Destruction/damage/ vandalism of Property</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>14.Any other crime involving bodily injury</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

15. Arrest For: Liquor Law Violation	Venue	2016	2017	2018
	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
Drug-related Violations	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
Weapons possession	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
16. Disciplinary Referrals: Liquor Law Violations	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
Drug-related violations	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
Weapons possession	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

Category	Venue	2016	2017	2018
17. Domestic Violence	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
18. Dating Violence	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
19. Stalking	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

### Bias Motivated Crimes

The following table depicts reported crimes which were motivated by bias. In addition to murder/non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offences, arson, robbery, aggravated assault, burglary and motor vehicle theft the crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are included in the list of crimes that must be reported as hate crime statistics if there is evidence that the crime was perpetrated by the offender's bias towards the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability.

Year	Crime	Bias Motivation	Location
2018	0	0	
2017	0	0	
2016	0	0	

*The above are reports of alleged criminal activity and do not necessarily constitute an arrest or conviction.*



## Jackson Campus



Site 1: Main Campus

Site 2: Line Worker Property

On Campus Property:

Campus (Site 1)	401 West Street
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Off Campus Property:

Powerline Field (Site 2)	Riverside Drive
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Public Property – None

### Crime Statistics – Jackson Campus

Category	Venue	2016	2017	2018
<b>1. Murder &amp; Non- Negligent Manslaughter</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>2. Negligent Manslaughter</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>3. Sex Offenses: Forcible</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>Non-forcible</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>4. Robbery</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>5. Aggravated Assault</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>6. Burglary</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>7. Arson</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>8. Motor Vehicle Theft</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

<b>Hate Crimes</b>	<b>Venue</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>9. Simple Assault</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>10. Intimidation</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>11. Motor Vehicle Theft</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>12.Larceny Theft</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>13.Destruction/damage/vandalism of Property</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>14.Any other crime involving bodily injury</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

Category	Venue	2016	2017	2018
<b>15. Arrest For: Liquor Law Violation</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>Drug-related Violations</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>Weapons possession</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>16. Disciplinary Referrals: Liquor Law Violations</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>Drug-related violations</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>Weapons possession</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0



Category	Venue	2016	2017	2018
17. Domestic Violence	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
18. Dating Violence	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
19. Stalking	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

### Bias Motivated Crimes

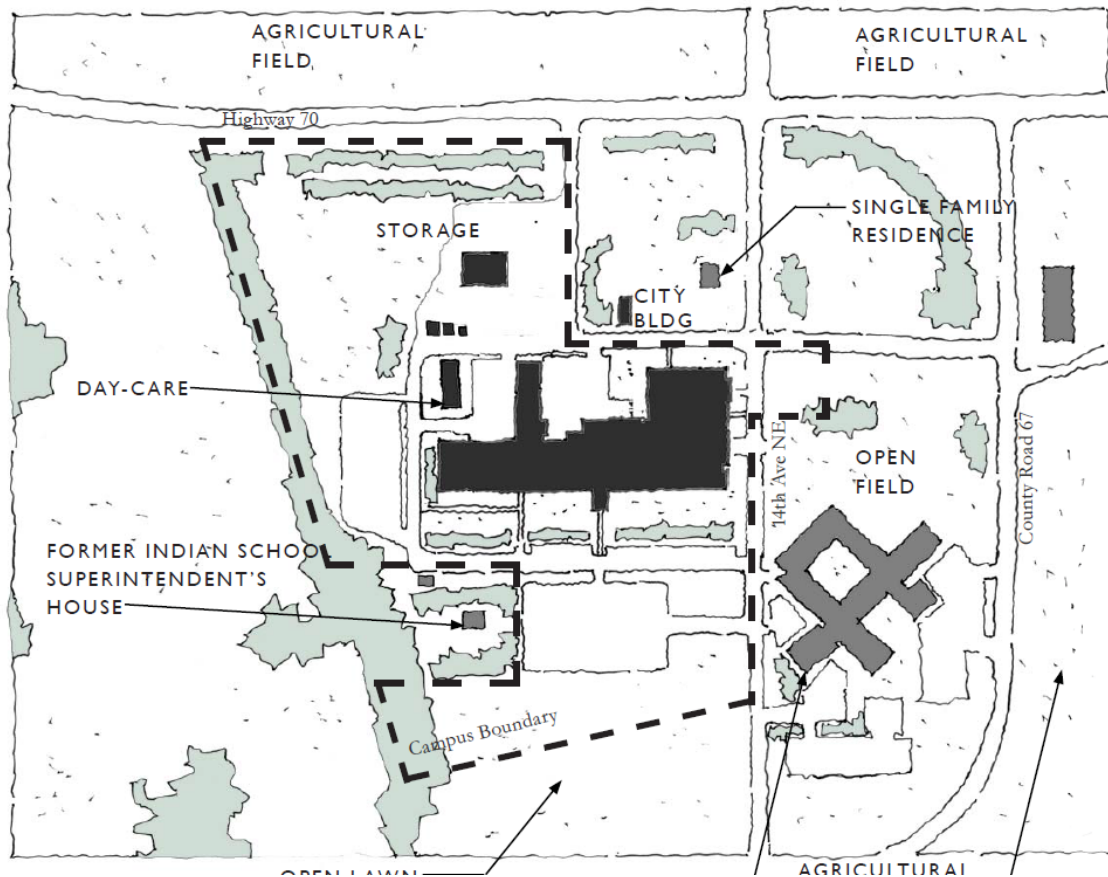
The following table depicts reported crimes which were motivated by bias. In addition to murder/non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offences, arson, robbery, aggravated assault, burglary and motor vehicle theft the crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are included in the list of crimes that must be reported as hate crime statistics if there is evidence that the crime was perpetrated by the offender's bias towards the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability.

Year	Crime	Bias Motivation	Location
2018	0	0	
2017	0	0	
2016	0	0	

*The above are reports of alleged criminal activity and do not necessarily constitute an arrest or conviction.*



## Pipestone



On Campus Property:

Campus	1314 North Hiawatha Avenue
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Off Campus Property: - None  
Public Property – None

**Crime Statistics – Pipestone Campus**

Category	Venue	2016	2017	2018
<b>1. Murder &amp; Non- Negligent Manslaughter</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>2. Negligent Manslaughter</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>3. Sex Offenses: Forcible</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>Non-forcible</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>4. Robbery</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>5. Aggravated Assault</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>6. Burglary</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>7. Arson</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>8. Motor Vehicle Theft</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

<b>Hate Crimes</b>	<b>Venue</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>9. Simple Assault</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>10. Intimidation</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>11. Motor Vehicle Theft</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>12.Larceny Theft</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>13.Destruction/damage/ vandalism of Property</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>14.Any other crime involving bodily injury</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

15. Arrest For: Liquor Law Violation	Venue	2016	2017	2018
	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
Drug-related Violations	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
Weapons possession	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
16. Disciplinary Referrals: Liquor Law Violations	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
Drug-related violations	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
Weapons possession	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

Category	Venue	2016	2017	2018
17. Domestic Violence	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
		0	0	
18. Dating Violence	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
		0	0	
19. Stalking	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

### Bias Motivated Crimes

The following table depicts reported crimes which were motivated by bias. In addition to murder/non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offences, arson, robbery, aggravated assault, burglary and motor vehicle theft the crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are included in the list of crimes that must be reported as hate crime statistics if there is evidence that the crime was perpetrated by the offender's bias towards the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability.

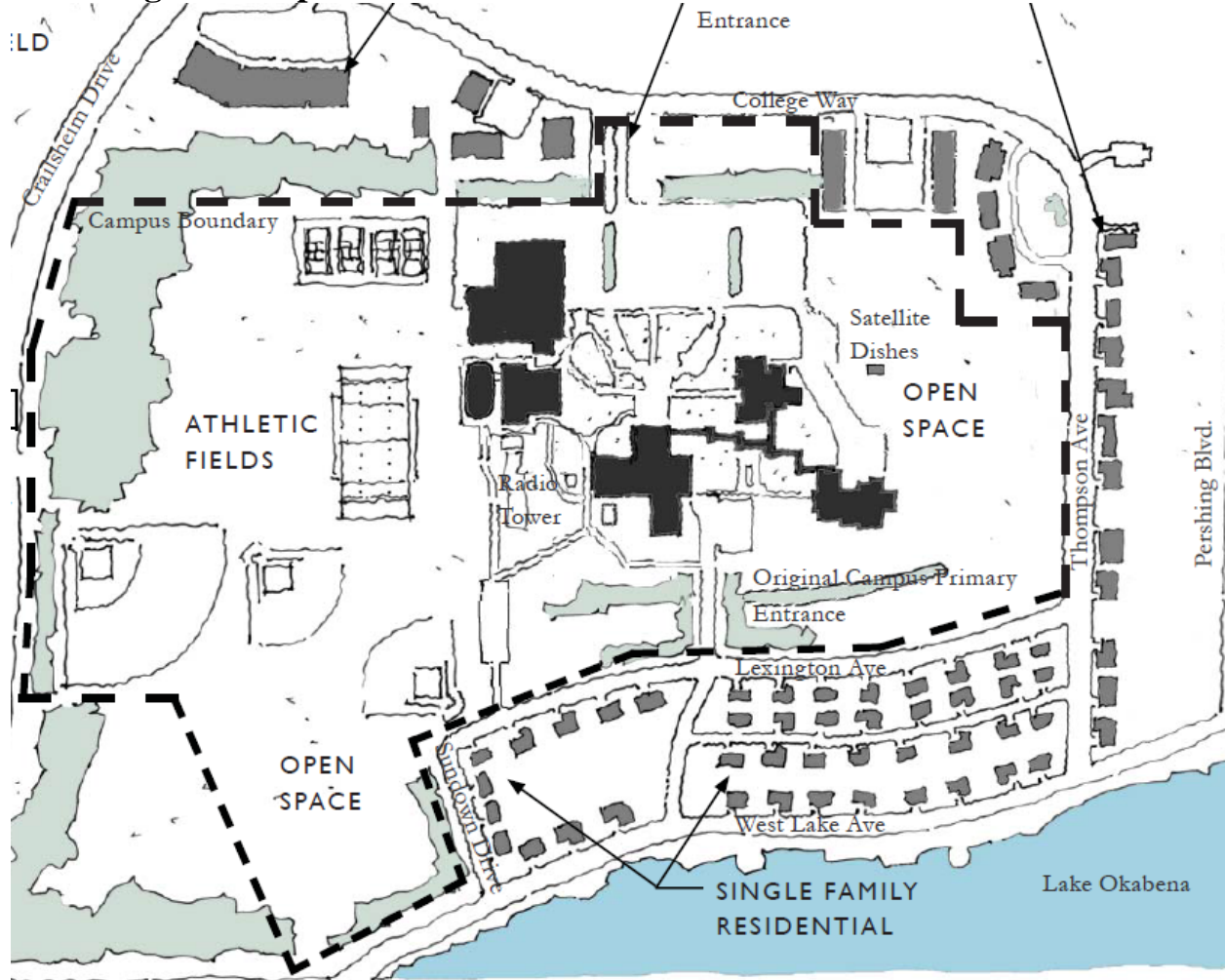
Year	Crime	Bias Motivation	Location
2018	0	0	
2017	0	0	
2016	0	0	

*The above are reports of alleged criminal activity and do not necessarily constitute an arrest or conviction.*





## Worthington Campus



On Campus Property:

Campus	1450 Collegeway
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Off Campus Property:

Center for Career Education	1215 3 <sup>rd</sup> Avenue
Trojan Athletic Field	Off Oxford Street between Oslo St & Marine Ave

Public Property – None

**Crime Statistics – Worthington Campus**

<b>Category</b>	<b>Venue</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>1. Murder &amp; Non- Negligent Manslaughter</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>2. Negligent Manslaughter</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>3. Sex Offenses: Forcible</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>Non-forcible</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>4. Robbery</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>5. Aggravated Assault</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>6. Burglary</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>7. Arson</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>8. Motor Vehicle Theft</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

<b>Hate Crimes</b>	<b>Venue</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>9. Simple Assault</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>10. Intimidation</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>11. Motor Vehicle Theft</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>12.Larceny Theft</b>	On Campus	0	1	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>13.Destruction/damage/ vandalism of Property</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>14.Any other crime involving bodily injury</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

15. Arrest For:	Venue	2016	2017	2018
<b>Liquor Law Violation</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>Drug-related Violations</b>	On Campus	0	0	0
	In or on a non-campus building/property	1	1	0
	On public property	0	0	0
<b>Weapons possession</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>16. Disciplinary Referrals:</b>				
	<b>Liquor Law Violations</b>			
	On Campus	0	0	0
	In or on a non-campus building/property	1	0	0
<b>Drug-related violations</b>	On public property	0	0	0
	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
<b>Weapons possession</b>	On public property	0	0	0
	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

Category	Venue	2016	2017	2018
17. Domestic Violence	On Campus	0	0	0
	In or on a non-campus building/property	1	0	0
	On public property	0	0	0
		0	0	0
18. Dating Violence	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
		0	0	0
19. Stalking	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

### Bias Motivated Crimes

The following table depicts reported crimes which were motivated by bias. In addition to murder/non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offences, arson, robbery, aggravated assault, burglary and motor vehicle theft the crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are included in the list of crimes that must be reported as hate crime statistics if there is evidence that the crime was perpetrated by the offender's bias towards the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability.

Year	Crime	Bias Motivation	Location
2018	0	0	
2017	0	0	
2016	0	0	

*The above are reports of alleged criminal activity and do not necessarily constitute an arrest or conviction.*

**Crime Statistics - Luverne Education Center for Health Careers – 311 North Spring St., Luverne**

<b>Category</b>	<b>Venue</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>1. Murder &amp; Non- Negligent Manslaughter</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>2. Negligent Manslaughter</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>3. Sex Offenses: Forcible</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>Non-forcible</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>4. Robbery</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>5. Aggravated Assault</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>6. Burglary</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>7. Arson</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>8. Motor Vehicle Theft</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0



<b>Hate Crimes</b>	<b>Venue</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
<b>9. Simple Assault</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>10. Intimidation</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>11. Motor Vehicle Theft</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>12.Larceny Theft</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>13.Destruction/damage/ vandalism of Property</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
<b>14.Any other crime involving bodily injury</b>	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

15. Arrest For: Liquor Law Violation	Venue	2016	2017	2018
	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
Drug-related Violations	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
Weapons possession	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
16. Disciplinary Referrals: Liquor Law Violations	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
Drug-related violations	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
Weapons possession	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

Category	Venue	2016	2017	2018
17. Domestic Violence	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
		0	0	0
18. Dating Violence	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0
		0	0	0
19. Stalking	On Campus	0	0	0
	In or on a non-campus building/property	0	0	0
	On public property	0	0	0

### Bias Motivated Crimes

The following table depicts reported crimes which were motivated by bias. In addition to murder/non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offences, arson, robbery, aggravated assault, burglary and motor vehicle theft the crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property are included in the list of crimes that must be reported as hate crime statistics if there is evidence that the crime was perpetrated by the offender's bias towards the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability.

Year	Crime	Bias Motivation	Location
2018	0	0	
2017	0	0	
2016	0	0	

*The above are reports of alleged criminal activity and do not necessarily constitute an arrest or conviction.*

**Redwood Falls Center – 403 South Mill Street, Redwood Falls (Campus Location Closed 2015; records are no longer kept in this report)**

## FIRE SAFETY REPORT

All fires that occur on Minnesota West Campus property should be reported to the dean. The Safety Director will keep and maintain a fire safety log, recording all fires in on-campus student housing facilities, including the nature, date, time, and general location of each fire, cause, injuries, and property damage. If there is a fire in a college building or on college-owned and operated property, the following guidelines are suggested:

1. Activate the nearest fire alarm to warn other occupants of the building to evacuate.
  2. **Call the Fire Department (911). Do not assume someone else is making this call.**
  3. Evacuate the rooms.
  4. Leave the lights on.
  5. Close, but do NOT lock or block the doors.
  6. Assist those with mobility impairments to the nearest stairwell in the building (make sure stairwell doors are closed).
    - Have them wait on the landing.
- Note: Stairwells are checked by the Fire Department and are constructed to provide a higher degree of protection.
- Immediately notify the police or fire department if a disabled individual is waiting on a stairwell landing.

CAUTION: The building fire alarm will sound in the building, but the alarm does not automatically notify emergency personnel. Someone must report the alarm via telephone to fire/police authorities -- by calling 911; and also to

Statistics and Information Regarding Fires in Residence Halls January 1, 2018 – December 31, 2018							
Resident Hall	Number of Fires	Date	Time	Cause	No. of Injures Requiring Treatment	Deaths related to Fire	Value of Property Damage
<b>Blue Jay Villas</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Carr Hall</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

Statistics and Information Regarding Fires in Residence Halls January 1, 2017 – December 31, 2017							
Resident Hall	Number of Fires	Date	Time	Cause	No. of Injures Requiring Treatment	Deaths related to Fire	Value of Property Damage
<b>Carr Hall</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

Statistics and Information Regarding Fires in Residence Halls January 1, 2016 – December 31, 2016							
Resident Hall	Number of Fires	Date	Time	Cause	No. of Injures Requiring Treatment	Deaths related to Fire	Value of Property Damage
<b>Carr Hall</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

### **Policy & Procedure for Reporting a Missing Student**

It is the policy of Minnesota West to actively investigate and report a missing student who is enrolled and resides in college facilities at the college. Members of the college community should immediately report a missing person to the police department by calling 911. Within the college, responsibility for investigation of a missing person report rests with the dean. There is no waiting period for reporting a missing person. The dean carefully records and investigates the factual circumstance surrounding the disappearance in accordance with this policy and procedure.

The college has established a Missing Student Emergency Contact database, where residential students may register a confidential emergency contact to be notified in the event they are reported missing. Registration in the database is voluntary, but is strongly encouraged. The information provided is treated in a confidential manner and will only be used by college officials and local police to aid in locating a student who has been reported missing or where disclosure is legally required by a search warrant or subpoena. The registration form is provided to all residents at a mandatory orientation.

If the Dean, after an investigation, determines that an on-campus residential student has been missing for 24 hours, he/she will, within 24 hours after making such a determination, notify both the student's designated contact person and local law enforcement that the student is missing. If such student is under the age of 18 and is not emancipated, the Dean or designee will also notify the student's parent or legal guardian within the 24 hours period or after they have determined that the student is missing. Notice to others will be in compliance with applicable FERPA regulations.

The lead law enforcement agency in missing person cases originating from college's on-campus housing facilities is the police department. The college will notify the police department within 24 hours of determining that an on-campus resident student has been missing for 24 hours.

Reports of students missing from off-campus residences will be referred to the police department having jurisdiction over the student's local residence, if known, or if the student's permanent residence is a local residence and cannot be determined.

### **Missing Student Emergency Contact Information**

The purpose of this form is to allow you to register a confidential emergency contact to be used in the event you are reported missing. The dean is responsible for investigating reports of missing persons on campus and will use the information provided only in an attempt to locate you in the event you are reported missing under the policy. This information will be accessible to local law enforcement. You are not required to supply this information; however, if you do not supply the information, Minnesota West may be delayed or unable to make appropriate contacts if you are reported missing.

The information you provide will remain active for six years unless changed by you. To change your confidential emergency contact information, contact the campus resource specialist to register a different contact. For other questions on the use of this form, contact the dean, for the missing person policy.

#### **Student's Information**

Name	
Student ID Number	
Cell Phone Number	
Home Phone Number	
College Address	

#### **Primary Emergency Person's Contact Information**

Name	
Relationship	
Phone Number	
Alternate Phone Number	
Email	
Address	

#### **Secondary Emergency Person's Contact Information (optional)**

Name	
Relationship	
Phone Number	
Alternate Phone Number	
Email	
Address	



## **Carr Resident Hall & Blue Jay Villas (New in 2018)**

### **Safety and Security**

Your personal safety and the security of your belongings are of utmost importance to us. The policies in place are all designed to protect and promote your well-being. As a resident, you are also responsible for your security and that of your fellow residents in the on-campus living community. Please practice all safety procedures in your daily habits, including locking your apartment door, not propping security doors open and reporting suspicious behaviors. Your positive actions can make a difference in the safety of your living environment.

### **Canby Community Police Department & Worthington Police Department**

The Canby/Worthington Police Department are here to maintain the security of the on-campus apartments. Officers are on duty 24 hours a day, 365 days a year. Please dial **911** if you have any concerns about your safety. Police officers work closely with our college community to assure your safety at all times.

### **Personal Property Loss or Damage**

Minnesota West is **not liable for property belonging to residents which may be lost, stolen or damaged in any way; nor does it carry insurance to cover such losses.** Residents should check with their parents and insurance agency regarding insurance coverage. It is not wise to leave large sums of money or objects with great monetary or sentimental value unsecured in your room. Items which you bring should be marked, and when possible, the serial number recorded. **Always lock your apartment.** If something is missing, the theft should be reported to the dean for completion of an incident report. The Canby Police Department should be contacted as well. Any lost items found should be taken to the campus resource specialist where it will be stored for thirty (30) days, after which they will be disposed of.

### **Room Entry**

The right to privacy should not be violated. However, the entry into, and/or search of, the living quarters of a student may be conducted by the following people for the purposes and under the procedures detailed below:

1. By civil law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
2. By Minnesota West officials in the performance of judicial duties and in accordance with Minnesota West procedures governing search and seizure.
3. By Minnesota West officials during vacations to ensure that health, fire, and safety regulations are maintained.
4. By authorized college personnel or agents to make improvements and repairs and to provide routine maintenance services and for fire/life/safety/damage inspections. The college shall give at least 24 hours' notice of such entry. When a resident completes a damage report, no notice is necessary.
5. By authorized college personnel in emergency situations to protect the health and welfare of the residents or to make emergency repairs to prevent damages to the property of the student and the college.
6. Out of consideration for neighboring residents when an unattended stereo is playing or alarm clock is ringing.
7. When the door is open and a violation of the college policy is in plain view.
8. Your written permission will allow authorized Minnesota West personnel to show your apartment to visiting prospective students. Every attempt will be made to notify you 24 hours in advance.

### **Apartment Safety and Security Doors**

Apartment doors are locked for your personal safety and the security of your property. Please carry your key with you when leaving your room. Tampering with and/or propping doors open endangers residents and property belonging to the college and its community.

## **Tornado Safety Information**

### **BEFORE THE TORNADO**

A tornado watch highlights an area where tornadoes are likely to develop. Continue your normal activities during a tornado watch, but keep track of the latest weather reports, and be ready to get to a shelter. Tornadoes develop quickly.

### **IN THE HOME**

Go to the basement. Get under a table, work bench, or some other sturdy furniture to protect yourself from falling debris. A stairwell is also a good place to hide during a tornado.

### **IF YOU CANNOT GET TO A BASEMENT**

Go to a small, interior room on the lowest floor. Closets, bathrooms and interior halls afford the best protection in most cases. Get under something sturdy or cover yourself with blankets, and stay away from windows.

### **IN AN APARTMENT, SCHOOL OR OFFICE BUILDING**

Move to the lowest level, to the innermost room — or go to a pre-designated shelter area. Stay away from windows! In a hallway, crouch down and protect your head from flying debris. Avoid areas with glass and large expanses of roof with no supports.

### **IN A MOBILE HOME, CAR, TRUCK OR OTHER VEHICLE**

Abandon your mobile home or vehicle as quickly as possible and find a sturdy shelter — preferably a permanent structure. Avoid bridges - they act as wind tunnels. People who try to escape a tornado by driving away in a vehicle often don't make it.; they get caught in deadly winds.

## **Personal Security Recommendations**

Campus staff is available to assist you in protecting yourself. You can help protect yourself by being aware of your surroundings and by taking appropriate steps to avoid crime from happening.

### **Protect your property**

- Personal property (purses, backpack, laptop etc.) should never be left unattended. Take such items with you if you are leaving the classroom or offices.
- Lock your door whenever you leave your work area. Always lock your car doors.
- Protect all valuables in your classroom or office. Do not leave valuables in plain view.
- Take valuables home with you during vacations.
- You are encouraged to open a savings or checking account rather than allow large sums of money to accumulate. If you open a checking account, remember the number of the last check written. The theft of a single check can go undetected until a bank statement discloses a forgery.
- Park your bike where you can keep an eye on it if possible. Always lock your bike. There are several good anti-theft devices available. Case-hardened heavy locks and chains afford the best protections. License your bike (It is the law.)

### **Protect your automobile**

- Always lock your car doors and never leave your keys in the vehicle.
- Try to park your car in a well-lit area.
- Avoid leaving property where it is visible.
- If you should be followed into your driveway, stay in your car with the doors locked.
- Check interior of the car before getting in.
- Never pick up hitch hikers.

### **Protect yourself on the street**

- Avoid walking alone at night.
- Refrain from taking shortcuts, walk where there is plenty of light and traffic.

- Be observant of things around you. If someone is following you, go to the nearest house or store.
- Walk near the curb and avoid passing close to shrubbery, dark doorways and other places of concealment.
- Do not hitch hike.
- If a car approaches you and you feel threatened, scream and run in the direction opposite to the one the car is going.
- When arriving home by taxi or private auto, ask the driver to wait until you are inside.
- Do not jog in secluded areas.

### **Protect yourself on campus**

- If after hours, you are working alone in an isolated area, lock yourself in and let someone know you are there.
- If you notice suspicious activity or behavior, contact the city Police Department immediately. Dial 911.
- To keep your valuables safe, lock your door when you leave, even if only for a moment. Purses and backpacks are common targets.
- Park your car as near the school building as possible during daytime hours.

### **Protect yourself in your home or apartment**

- Lock your doors and windows.
- Require anyone coming to your door to identify themselves. Always check the I.D. of any repairperson, salesperson, or police officer who wishes to come inside.
- If you suspect your home has been broken into, leave immediately and call the police from a neighbor's phone.
- Do not hide a key outside. Keys are too easily found.
- Do not allow solicitors to enter an apartment or house without an appointment.
- Keep a list of important numbers by the phone.

### **Help us protect you**

- Watch for suspicious persons in and around college buildings and in parking lots. Do not pursue them. Call campus authorities immediately.
- Suspicious Activity:
  1. If you see any suspicious activity or people on or near campus, call campus authorities immediately. Do not assume that what you observe is an innocent activity or that it has already been reported.
    - a. Do not assume the person is a visitor or college staff member that you have not seen before.
  2. Suspicious people may be:
    - a. Loitering about at unusual hours and locations, running, especially if something of value is being carried.
    - b. Exhibiting unusual mental or physical symptoms. The person(s) could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
    - c. Carrying property that might be suspicious, depending on the circumstances, going from room to room trying door handles.
    - d. Report all thefts and property loss immediately to campus authorities.
    - e. Be security conscious at all times.

### **Alcohol and Other Drug Use – Policy 4.20.1**

Minnesota West Community & Technical College, along with the State of Minnesota, recognizes that alcoholism and other drug dependencies are a significant social problem with a potential for causing severe effects to the state's workforce. We recognize that we have a responsibility to maintain a drug free workplace. We further recognize that drug dependency may be an illness. Consistent with this understanding, however, we have an obligation to ensure that our employees perform their jobs efficiently, safely and in a professional business-like manner.

To that end, Minnesota West will follow the State of Minnesota Policy and applicable union contracts when dealing with Alcohol and Other Drug Use by State Employees. The State's policy can be found at <http://www.mmb.state.mn.us/policies-state>.

### **Code of Conduct – Policy 3.6**

Minnesota West Community & Technical College has a responsibility to provide a safe learning environment for all students. The College, therefore, reserves the right to take necessary and appropriate action to support and protect the safety and well-being of the College community: its students, faculty, staff, facilities, and its programs. Students are expected to abide by local, state, and federal laws, and the College's rules.

Should the violation of a civil or criminal law by a student involve College interests, the College has the right to proceed with disciplinary action without regard to civil or criminal proceedings. These regulations apply on campus and at all College sponsored activities, and at activities sponsored by College clubs or organizations, on or off-campus, except where specifically limited. Students shall be subject to College discipline for violation of any of the Student Code of Conduct, including hazing, that occurs on or off College-controlled premises at College approved or sponsored functions.

Any disciplinary action occurring with Minnesota West Community & Technical College will be administered in the context of a unified and coordinated set of campus regulations and processes to ensure fair, equitable, and legal outcomes.

#### **DEFINITIONS AND PROCEDURES FOR POLICY 3.6 ARTICLE I: DEFINITIONS**

- 1) "College" means Minnesota West Community & Technical College.
- 2) "Administrator" means the campus administrator who has been designated by the College President to be responsible for the administration of the Student Code.
- 3) "Cheating" includes, but is not limited to:
  - a) Using any unauthorized assistance in taking quizzes, tests, or examinations.
  - b) Using sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
  - c) Acquiring, without permission, tests or other academic material belonging to a member of the College faculty or staff
  - d) Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- 4) "Expulsion" means permanent denial of the privilege of enrollment at the College.
- 5) "Hazing" means an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization, or athletic team.
- 6) "Policy" means the written regulations of the College and the Minnesota State system as found in, but not limited to, the Student Code, Residence Life Handbook, the College and Minnesota State web pages, Minnesota State Policy Procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus, Minnesota State Policy and Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources, and the college catalog.
- 7) "Preponderance of evidence" means a standard of responsibility to show it is more likely than not that the code has been violated.
- 8) "Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the

selling of term papers or other academic materials.

- 9) "Student" includes all persons who:
  - a) Are enrolled in one or more courses, either credit or non-credit, through the College.
  - b) Withdraw, transfer, or graduate after alleged violations of the student conduct code.
  - c) Are not officially enrolled for a particular term but who have a continuing relationship with the College.
  - d) Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
  - e) Are living in a College residence hall although not enrolled in the institution.
- 10) "Student organization" means any number of persons who have complied with the formal requirements for recognition by the College.
- 11) "Summary suspension" means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the College community.
- 12) "Suspension" means denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.
- 13) "Chapter President" refers to the MSCF elected representative for respective campuses. There is a Northern and a Southern Chapter.

## ARTICLE II: PROSCRIBED CONDUCT

### A. Jurisdiction of the College Student Code

- 1) The College Student Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct in the following circumstances:
  - a) Hazing is involved.
  - b) The violation is committed while participating in a College sanctioned or sponsored activity.
  - c) The victim of the violation is a member of the College community.
  - d) The violation constitutes a felony under state or federal law.
  - e) The violation adversely affects the educational, research, or service functions of the College.
  - f) The administrator shall decide on a case by case basis whether the Student Code shall be applied to conduct occurring off campus.
- 2) Allegations of discrimination, harassment, and sexual violence shall be resolved pursuant to Minnesota State Policy 1B.1, Nondiscrimination in Employment and Education Opportunity, Procedure 1B.1.1, Report/Complaint of Discrimination/Harassment Investigation and Resolution, Policy 1B.3, Sexual Violence Policy, Procedure 1B.3.1, Sexual Violence Procedure. Allegations of fraud or dishonest acts shall be resolved pursuant to Minnesota State Policy 1C.2, Fraudulent or Other Dishonest Act.

### B. Conduct--Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct *in circumstances falling under the jurisdiction of this code* may be subject to the disciplinary sanctions outlined in Article III:

- 1) Acts of dishonesty, including but not limited to the following:
  - a) Furnishing false information to any College official, faculty member, or office.
  - b) Forgery, alteration, or misuse of any College document, record, or instrument of identification.
- 2) Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
- 3) Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person. Verbal and written harassment or intimidation via electronic media (email, text messaging, Interactive Television, Facebook, Twitter) will be considered misconduct and rules governing discipline will be applied.
- 4) Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.

- 5) Hazing.
- 6) Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 7) Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
- 8) Violation of any College or Minnesota State policy, rule, or regulation published in hard copy or available electronically on the College or Minnesota State website.
- 9) Violation of any federal, state or local law.
- 10) Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
- 11) Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by College or Minnesota State regulations), public intoxication, or violation of Minnesota State Policy and Procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
- 12) Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
- 13) Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- 14) Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
- 15) Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community. Disorderly Conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
- 16) Any violation of the College Computer Use Policy or Minnesota State Policy and Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources.
- 17) Abuse of the Student Conduct System, including but not limited to:
  - a) Failure to obey the notice from a Student Conduct Panel or College official to appear for a meeting or hearing as part of the Student Conduct System.
  - b) Falsification, distortion, or misrepresentation of information before a Student Conduct Panel.
  - c) Disruption or interference with the orderly conduct of a Student Conduct Panel proceeding.
  - d) Institution of a student conduct code proceeding in bad faith.
  - e) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
  - f) Attempting to influence the impartiality of a member of a Student Conduct Panel prior to, and/or during the course of, the Student Conduct Panel proceeding.
  - g) Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Panel prior to, during, and/or after a student conduct code proceeding.
  - h) Failure to comply with the sanction(s) imposed under the Student Code.
  - i) Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
- 18) Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.



### C. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of Administration. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

## ARTICLE III: STUDENT CONDUCT CODE PROCEDURES

### A. Investigation and Informal Process

- 1) Any member of the College community may file a written complaint alleging that a student or student organization has violated student conduct proscriptions. Any complaint should be submitted as soon as possible after the event takes place. Persons filing complaints shall be informed of their rights under the *Minnesota Data Practices Act*. Following the filing of a complaint against a student or student organization, the Administrator shall conduct an investigation of the allegations.
- 2) If the complaint seems unwarranted, the Administrator may discontinue proceedings.
- 3) If there is sufficient evidence to support the complaint, the Administrator shall offer the accused student an opportunity to resolve the alleged violation at an informal meeting. Prior to this meeting, the student shall be given written notice of the specific complaint against him/her and the nature of the evidence available to support the complaint and provided with a copy of the code of conduct. During the meetings the Administrator shall review the complaint and the evidence with the student and allow the student to present a defense against the complaint. Within a reasonable time period following the meeting, the Administrator shall inform the accused student in writing of his/her decision whether a violation of the code was established by a preponderance of evidence and any applicable sanction as well as options available for an appeal and/or a formal hearing. The [Tennessean Warning](#) form regarding confidentiality shall be used at the outset of interviews.
- 4) A student who is subject to a sanction of expulsion or suspension, except summary suspension, for more than nine days may agree to accept the sanction, or may request a formal hearing prior to implementation of the sanction. Other sanctions shall be accepted or may be appealed in accordance with the institution's appeal procedures.
- 5) If the accused student fails to appear for the informal hearing, the Administrator may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of an action taken.
- 6) A sanction shall not become effective during the time in which a student seeks an appeal or formal hearing, unless, in the discretion of the administrator, it is necessary to implement an immediate sanction for the safety and welfare of the college community.

### B. Formal Hearing

- 1) The College President or designee determines the composition of the Student Conduct Panel. The Student Conduct Panel shall consist of two students, two faculty, and the appointed Administrator. The Chapter President will appoint three faculty from each campus to serve for one year; two will be called for a hearing. The Student Senate on each campus will appoint from its body three students to be trained to sit on the panel; two will be assigned per hearing. One student will accompany the presiding Campus Administrator or designee from another campus, and the other student will be from the campus/center where the accused student is registered. Student Conduct Panel Hearings shall be conducted by the Student Conduct Panel according to the following guidelines:
  - a) Student Conduct Panel Hearings normally shall be conducted in private and chaired by a college Administrator not of the campus involved in the proceedings.



- b) Students or organizations referred for a formal hearing shall be given adequate advance notice in writing of the time, place, and date of the hearing. A student or organization's failure to appear at the hearing shall not prevent the hearing from proceeding as scheduled.
- c) Within a reasonable time prior to the hearing, the student must be informed in writing of the complaint, the evidence to be presented against him/her, a list of witnesses, and the nature of their testimony.
- d) In hearings involving more than one accused student or organization, the Administrator in charge of the hearing, at his or her discretion, may permit the hearing concerning each student to be conducted either separately or jointly.
- e) The student shall be given the opportunity to speak in his/her own defense, to present witnesses and to question any witnesses and to have an advocate present. The advocate may provide advice to the student, but may not participate in any questioning. When there is likelihood that a student involved in conduct proceedings will face criminal prosecution for a serious offense, it may be advisable that the student have an attorney as the advocate.
- f) A written notice of findings and conclusions shall be provided to the student within a reasonable time after the hearing. The notice shall inform the student of any sanction to be imposed. The notice shall also contain information regarding the applicable appeal process.
- g) The hearing Administrator may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by conducting the interviews in separate facilities, using a visual screen, and/or granting permission for witnesses to participate by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means as determined to be appropriate.

#### C. Sanctions

- 1) The following sanctions may be imposed upon any student found to have violated the Student Code:
  - a) Warning-A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b) Probation-A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. *The college may impose specific written conditions for the probation.*
  - c) Loss of Privileges-Denial of specified privileges for a designated period of time.
  - d) Restitution-Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - e) Discretionary Sanctions-Work assignments, essays, service to the College, or other related discretionary assignments.
  - f) Residence Hall Suspension-Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - g) Residence Hall Expulsion-Permanent separation of the student from the residence halls.
  - h) Suspension-Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified. Suspension for disciplinary reasons shall be noted on the transcript per the authorization of the Campus Administrator.
  - i) Expulsion-Permanent denial of the privilege of enrollment at the College. Expulsions for disciplinary reasons shall be noted on the transcript per authorization of the Campus Administrator.
  - j) Revocation of Admission and/or Degree-Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

- k) Withholding Degree-The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
- 2) More than one of the sanctions listed above may be imposed for any single violation.
- 3) The following sanctions may be imposed upon groups or organizations:
  - a) Those sanctions listed above.
  - b) Loss of selected rights and privileges for a specified period of time.
  - c) Deactivation: loss of all privileges, including College recognition, for a specified period of time.

#### D. Summary Suspension

In certain circumstances, the Administrator may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. A summary suspension may be imposed only when, in the judgment of the Administrator, the accused student's presence on the College campus would constitute a threat to the safety and well-being of members of the college community. To the greatest extent possible before implementing the summary suspension, the accused student shall be given oral or written notice of the intent to impose summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. However, the refusal of a student to accept or acknowledge this notice shall not prevent the implementation of a summary suspension. Notice of the summary suspension shall be provided in writing to the student. After the student has been summarily suspended, the student shall be provided an opportunity for a formal or informal hearing within the shortest reasonable time period, not to exceed nine (9) school or business days. During the summary suspension, the student may not enter the campus without obtaining prior permission from the Administrator.

#### E. Appeals

- 1) A decision reached by the Student Conduct Panel or a sanction imposed by the Administrator in charge of the hearing may be appealed by the accused student(s) or complainant(s) to the College Provost within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Administrator or his or her designee.
- 2) Except as required to explain the basis of new information, an appeal shall be limited to a review for one or more of the following purposes:
  - a) To determine whether the Informal or Formal Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b) To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
  - c) To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  - d) To consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Informal or Formal Hearing.
- 3) If a student's appeal is not upheld, the matter shall be considered final and binding upon all involved except in cases involving sanctions of suspension for 10 days or longer. Students shall be informed by an Administrator of their rights to a contested case hearing under Minnesota State Statute 14.57. The Administrator will explain the procedure for initiating the process.

## ACADEMIC INTEGRITY POLICY

Academic integrity, one of the most important values in higher education, requires that each student's work represents his/her own personal efforts and that the student acknowledges the intellectual contributions of others. Minnesota West Community & Technical College students are expected to honor the requirements of this policy. The following are unacceptable academic practices that are policy violations.

### Definitions

The prevailing forms of academic dishonesty are cheating, plagiarism, collusion, and the submission of false information regarding admission, readmission, and academic appeals of petitions.

**Cheating** in the instructional setting is the unauthorized use or exchange of information by students in meeting academic standards or requirements; examples include, but are not limited to, the following:

- Copying other's work during an examination.
- Using unauthorized notes or aids during an examination.
- Taking an examination for another student.
- Collaboration with any other person during a test without authority.
- Unauthorized assistance on a take home examination.
- Arranging for another student to take an examination.
- Attempting to obtain, or knowingly obtaining, using, buying, selling, transporting or soliciting in whole or in part the contents of an unreleased test or information about an unreleased test.
- Bribing any other person to obtain an unreleased test or information about an unreleased test.
- Submitting substantial portions of work for credit in more than one course, without consulting the instructors.
- Submitting research and assignments prepared by others (e.g., purchasing the services of a commercial term paper company).
- Altering or forging an official college document.

**Plagiarism** is representing another person's words or ideas as one's own without proper attribution or credit. Other people's words or ideas must be given adequate documentation whether used in direct quotation or in summary or paraphrase. Plagiarism includes, but is not limited to, quoting written or oral materials without citation on an exam, term paper, homework, or other written materials or oral presentations for an academic requirement; submitting a paper purchased from a term paper service as one's own; submitting anyone else's work as one's own. Any form of plagiarism constitutes an act of cheating.

**Collusion** is an agreement by two or more people to commit an act of academic dishonesty. The College will not attempt to distinguish between students who cheat or plagiarize and those who allow such behaviors to occur. A student who intentionally assists another in the act of cheating or plagiarism is subject to disciplinary action for academic dishonesty.

### Procedure:

- 1) The faculty member will confront the student regarding the specific charge, meet with the student to discuss the charge, consider the evidence, and hear the student's explanation.
- 2) If the faculty member determines that the student has violated the Academic Integrity Policy, the faculty member will inform the student of the consequences of the violation and the course-related sanctions the faculty member will impose. A course instructor, convinced that an act of academic dishonesty has occurred, has the authority to implement any of the following responses:
  - a) Reprimand.
  - b) Assignment of substitute and/or additional work.
  - c) Reexamination.
  - d) Lowering the grade of the assignment and/or course.
  - e) Failure and/or dismissal from the course.
  - f) Report to Administration.
- 3) Referrals to Administrators

- a) Should the academic offense be so egregious that it warrants further sanctions, the issue must be referred to the Campus Administrator, Vice President of Instruction, or Provost of the College by completing the Academic Integrity Infraction form.
- b) The Provost will inform the student in writing that the report has been filed. The Provost or other Presidential designee may impose sanctions in addition to those imposed by the faculty.
- c) The student has the right to appeal the sanctions by using the process outlined in the Grade Appeal Form.
- d) The Campus Administrator is responsible for keeping records regarding the adjudication.

**Appeals:**

If the student disagrees with either the determination of a violation of the policy or with the sanction, the student may appeal the instructor decision. Refer to the Grade Appeal Form.

**Notification of Rights under FERPA Records:** Minnesota West Community & Technical College maintains records about you in various places within the institution. For example, the admission office maintains records about you, as does the registrar.

Under the Minnesota Government Data Practices Act (MGDPA) and the Family and Educational Rights Privacy Act (FERPA), you have certain rights concerning the records which Minnesota West maintains.

**As a student you have the right to:**

- Inspect and review educational records maintained about you.
- Request an amendment to records about you for the purpose of correcting inaccurate, incomplete or misleading records.
- Request a hearing regarding your request if Minnesota West does not make the changes you desire.
- Place a written statement in your records explaining your disagreement with Minnesota West, if Minnesota West does not amend records after the hearing.
- Consent to disclosures of information that identifies you personally except to the extent that such disclosures are allowed without your consent under state and federal law.
- File a complaint with the U.S. Department of Education if the College fails to comply with FERPA regulations.
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You can contact the office that administers FERPA at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**Request for Non-Disclosure**

Directory information can be released without authorization unless you restrict release of the information by contacting the Registration & Records Office in writing or completing the Authorization to Withhold Directory Information.

To prevent printing of your address and telephone number in the Campus Directory, you must file this request in the Registration & Records Office prior to the deadline at the beginning of each fall semester. If you choose to restrict the release of your address and phone number, it will not appear in the graduation program.

**Note: Students who restrict directory information should be aware** that such restriction remains in effect until they formally notify the Registration & Records Office in writing to remove it, even after they

graduate or cease enrollment. Some students have experienced considerable inconvenience by restricting their directory information as Minnesota West is unable to verify degrees earned, dates of attendance, or enrollment status to any third parties (including future employers) while the restriction is in effect.

#### Directory Information

Minnesota West has designated the following as directory information:

1. Name.
2. Address.
3. Telephone number.
4. Major field of study.
5. Participation in officially-recognized activities and sports - including height and weight of athletes.
6. Classification (freshman, sophomore).
7. Enrollment status.
8. Dates of attendance or graduation.
9. Degrees, honors, awards and scholarships received.

#### Limited Directory Information

Minnesota West designates the following information as limited directory data: Student contact information, including personal email address, will be available to the Minnesota West Foundation.

Student contact information, including personal email address and starID, will be available to third party vendors that provide services for the college.

#### Release of Student Information

Students may authorize Minnesota West to release private information to individuals of their choosing by completing the Authorization to Release Student Information form. The form needs to be submitted to the Registration & Records Office in person with valid photo identification. This consent expires one year after the date the form is signed.

#### **Voter Registration**

Voting is a constitutional right for all citizens and Minnesota West has a responsibility to provide you with the voter register information you need.

You can only vote from the address where you “reside.” Your residence is the place you consider your home, from which you have no current intent to move. As a college student, if you consider your campus residence as your home, you may vote at that address. If you consider your parents’ address, or some other address as your home, you must vote from that address. Of course, you can only vote from one address in each election.

You can download a Minnesota Voter Registration Application from the Minnesota Secretary of State website and return it by mail to the address listed on the application or in person to the Nobles County Auditor. Forms are also available at each campus.

In Minnesota, you also have the right to register and vote on Election Day when you provide proof of residence. Details about registering on Election Day (including examples of proof of residence) are found on the Minnesota Secretary of State website.

If you are going to be somewhere other than your residence on Election Day, you can still vote by absentee ballot. Absentee ballot application and instructions are available at the Minnesota Secretary of State website.

### **Consumer Information/Student Right to Know – Policy 3.20.1**

Minnesota West Community & Technical College, in compliance with the Title VI of the Educational Amendments of 1976 to the Higher Education Act and subsequent Federal Legislation, will provide and disseminate consumer information to all prospective and enrolled students. This information shall include, but not be limited to the following: admission requirements, financial aid programs, costs, job placement, probation policy, campus crime statistics, student retention, refund policy, and transfer. Students who do not have a high school diploma or GED can obtain one while attending Minnesota West. The Campus Administrator, Registrar, or the Student Services staff on each campus are designated as the persons available to all enrolled students and prospective students to provide the following information upon request:

1. Accreditation, approval or licensing.
2. Graduation and transfer rates.
3. Campus crime statistics and security.
4. Campus policies concerning security and access to campus facilities.
5. Campus policies and procedures for reporting crime.
6. Information on campus programs on prevention of campus crime.
7. Information on alcohol abuse prevention programs.
8. Information on preventing sexual assault and awareness of issues regarding rape, acquaintance rape, and other forcible and non-forcible sexual offenses.
9. Information on student's options to notify authorities and assistance in help to notify authorities if the student requests such assistance.
10. Information on availability of on and off campus counseling, mental health and other student services for victims of sex offenses.
11. Information on how student changes can be made in a victim's academic situation should it be requested by the victim.
12. Information on campus disciplinary procedures for an alleged sexual offense and sanctions the college may impose following final determination of such a proceeding.
13. Information on the equity in athletics.

The major portion of this listing is made available upon request through publications and mailings provided by Minnesota West.