Year 2025 Annual Security Report
OUR COMMUNITY and OUR SAFETY

In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics, Higher Education Opportunity, and Campus VAWAActs:
Published – September 2026

Safety and security on the College campus are a natural source of concern for parents, students and College employees. Central Virginia Community College (CVCC) and the surrounding area are perceived to and do have a relatively low violent crime rate; however personal safety is dependent on every individual taking responsibility for him or herself, as well as for the community at-large. This document is provided annually in compliance with the Clery Act and the Violence Against Women Act of 2013 (VAWA), as amended. CVCC crime statistics are available in the Department of Public Safety and Police. The log contains the nature, date, time, general location and status of crimes and is available for review by the public upon request. Requests for inspection of the logs will be honored upon request immediately or within two business days. If requested, a hard copy of the Annual Security Report (ASR) will be provided at no charge to the requestor.

CVCC is actively engaged in activities to enhance the safety of its students, employees, and visitors and the security of its personal and physical property. A professionally trained and supervised police force is charged with campus safety and security, but all staff and students share the responsibility of making the CVCC campus a safe place to study, work, or visit. Staff and Students, as members of the CVCC community, are encouraged to report crimes, conduct violations, and incidents in a manner consistent with the expectations of the code of conduct. Emergencies, crimes, or suspicious activity should be reported immediately to Public Safety/Campus Police and, or when applicable, to any Campus Security Authority members. Confidential crime reports or suspicious activity may be made in-person or via the comment/complaint form at: Campus Police Comment/complaint Form | Central Virginia Community College

The purpose of a confidential report is to comply with an individual's wish to keep the matter confidential, while taking steps to ensure the future safety of the individual and the CVCC Community. With such information, the College can keep accurate records of the number of incidents involving students or staff, determine where there is a pattern of illegal or improper activity with regard to a particular location, method, or assailant, and if required alert the campus community to the potential danger. Reports filed in this manner may be counted and disclosed in the annual crime statistics for the institution. The college and CVCC Police Department encourage anyone who is the victim, witness or otherwise made aware of a crime to promptly report the incident to the police or a campus security authority. Notice can be made by calling 911, from campus phones or campus police at 434-832- 7700 or visiting the public safety office in Amherst 2605.

CVCC is one of twenty-three colleges that make up the Virginia Community College System (VCCS) and is governed by a layered structure that includes the State Board for Community Colleges, the Local Advisory Board, President's Cabinet, and the College Governance Council, with various committees that routinely make appropriate proposals and recommendations for approval.

The Safety and Security committee is one of the various campus committees and has a diverse membership to include the following representatives; Business and Allied Health faculty member, Building and Grounds Supervisor, Business Manager, Coordinator of Library Services, Chief of Police, Classified Staff representative, Emergency Management Coordinator, EMS Program Head, Humanities and Social Science faculty member, Science Math & Engineering faculty member, Student Activities Coordinator; and the Vice President (VP) of Finance and Administrative Services and the VP of Information Technology. The Local Board meets quarterly, the Cabinet meets bi-weekly and the various committees meet at predetermined intervals throughout the academic year.

Police Protection

CVCC provides full-service police protection to the campus community through its Office of Public Safety and Police. The jurisdiction of the college police includes, but is not limited to, the main campus, adjacent roads, off-site centers, and any properties controlled, leased, rented or managed by CVCC. The main campus consists of 104 acres and 7 buildings, an athletic field, tennis court, hiking trail and parking lots. The sworn and commissioned full-time police officers with comprehensive arrest and investigative powers, and campus security officers, the emergency management coordinator, and a dispatcher/support staff that perform administrative duties. The staff is supported by recorded video via surveillance cameras that monitor the main campus and the off-site centers 24 hours a day, seven days a week, and provides monitoring or surveillance during an emergency or for special events.

All CVCC Police Officers have completed the mandated Department of Criminal Justice Services (DCJS) training through one of the state criminal justice academies and have participated in specialized training in such areas as crime prevention, AED/CPR, active shooter response, internet crimes investigation, first-aid, adult mental health, breath alcohol operator, crisis intervention training (CIT), verbal de-escalation skills, defensive tactics, juvenile investigations, gang and terrorism awareness, substance abuse recognition, sexual assault, suicide prevention, threat assessment and VCIN/NCIC Operations. All CVCC Security Officers will be DCJS certified as

Campus Security Officers and receive training in AED/CPR and first aid. Campus Security Officers do not carry weapons and do not have arrest or investigative powers.

In addition to primary patrol, investigative and emergency management/response assignments, the department staff conducts a variety of crime prevention/safety response programs on topics such as responding to active shooter, dangerous person response, disruptive or dangerous persons, self-defense (when available), securing personal property, and sexual assault prevention, responding to campus emergencies and substance abuse as part of the college's comprehensive crime prevention, safety awareness and incident response efforts. Officers have jurisdiction and are required to conduct frequent and random checks of all main campus properties to include academic, administrative and support buildings, parking areas and athletic facilities.
The CVCC community is encouraged to protect their personal property by keeping items secured, maintaining a detailed inventory of valuable items, maintaining adequate personal insurance, and marking their property.

Also, staff and students are encouraged to engrave an easily identifiable number on your valuables, (ex: CVCC123456) student ID #, do not use your social security number.
CVCCPD coordinates or offers the community the following services or programs: personal escorts, personal safety programs and security presentations, motorist assist, and Lost and Found. Contact the public safety office at 434-832-7700 to participate in any of the aforementioned services.

The college police department maintains and utilizes automatic external defibrillators (AEDs). All sworn police officers, security and dispatch personnel within the department have been trained on the proper use of AEDs and basic life support techniques (Cardio-pulmonary resuscitation-CPR). Additionally, public access AEDs are located in the common areas of several buildings. All campus police officers are graduates of one of the affiliated regional criminal justice training academies, having completed Department of Criminal Justice Service (DCJS) basic performance-based training program, and are mandated to complete 40 hours of in-service training biennially. All are certified by the Virginia Department of Criminal Justice Services as police officers and are trained in all phases of law enforcement, including the use of aerosol sprays, batons, and various style/types of firearms. Officers carry standard issued or approved firearms at all times and must maintain firearms proficiency and perform semiannual classroom training, qualification and/or certification at a local firing range. The authority, responsibility, and training of CVCC law enforcement personnel are the same as required of any deputy sheriff or police officer in Virginia. Their jurisdiction includes all college-owned, leased, managed, or controlled CVCC properties, the adjacent streets, and sidewalks, and they have mutual- aid agreements with the Blue Ridge Regional Jail, Lynchburg Police Department (in progress), Virginia State Police (in progress) and Lynchburg Sexual Assault Response Team. Additionally, the CVCC Public Safety/Police Department has operational memorandums and works closely with the Liberty University Police (in progress), Amherst County, Appomattox County, Town of Bedford/Bedford County and Lynchburg Emergency Services. The mutual- aid agreements are established in accordance with VA Code 23.1-815 in which the respective agency(s) have agreed to assist CVCC with reasonable investigatory support orother assistance and general support as requested, reports of any felony sexual assault, medically or unattended deaths or any death resulting from an incident on CVCC property.

Personal Safety Tips

During presentations to students, staff, and community members as well as in special programs/trainings provided to enhance personal safety and security, individuals are encouraged to take the following personal safety tips seriously:

- Trust your instincts; if the place or situation does not feel right, it probably is not.
- Avoid working or studying alone in a building or any unsecured location at night.
- Use well- illuminated routes; avoid shortcuts and isolated areas when walking after dark.
- Do not walk alone after dark – request an escort.
- Carry a whistle or other noisemaker to use in an emergency or a potentially dangerous situation.
- Avoid being distracted by using your cellphone, laptops, or other devices in public.
- Never prop open exterior doors, allow others to tailgate or provide unauthorized or unknown individuals access.
- Never attach your name or address to access/ID cards or keys; if lost or stolen they may compromise your safety or lead to theft.
- Immediately report lost or misplaced access/ID cards and keys to campus police.
- Keep your vehicle in good operating condition and doors locked.
- Refrain from driving while intoxicated or consuming alcohol or drugs and/or riding with others that do.
- Refrain from using and/or overindulging in alcohol or drugs, or consume a drink that has been left unattended
- Do not leave property unattended, even for short periods.
- Engrave valuables and keep secured and keep them out of sight.
- Immediately report suspicious or criminal activity and report all crimes to the police.
- Be familiar with surroundings and know the quickest escape routes.
- Sign-up for the emergency text message alerts and heed all warnings issued.

Emergency Notification

CVCC is committed to the immediate notification of the campus community upon confirmation of a significant emergency or potentially dangerous situation involving an immediate threat to the health and safety of students, staff or visitors occurring on campus, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The CVCC Police has the initial responsibility for emergency notification activations upon confirmation that a credible, imminent and/or verifiable threat has, is, or likely will occur. The college has several pre-scripted text and voice messages on its multiple mass-communication systems, Alertus devices, Code Blue light phones, Code Blue devices, desktop alerts, email, TV monitors and text messaging notification systems. The activation of the system resides with the Chief of Police, Emergency Management Coordinator, or the senior Law–Enforcement officer on duty at the time of the event. If time allows the decision to activate may be the result of collaboration between the senior police official and others to include the Vice President of Academic and Student Affairs and/or the Vice President of Financial & Administrative Services. The following are non-exhaustive examples of incidents that may generate an emergency notification, as they may pose an immediate and/or significant threat to the campus community: armed intruder, bomb threat, chemical or hazardous material incident, dangerous animal/person, an explosion/fire, power outage or severe weather.

The comprehensive mass-communication system includes the following components, which may be activated independently or in-conjunction with each other component based on the circumstances, to notify the College community of the existence of an emergency, and provide updated information as necessary throughout the duration of any incident:

Alertus devices, emergency equipment, blue light phones, Code Blue devices, desktop alerts, e- mail, text, TV monitor displays, Facebook, weather radios and CVCC web page.

CVCC currently utilizes an Alertus device system that produces an audible signal and flashing lights to warn students, staff, and visitors on campus of actual and/or impending emergency situations or hazardous conditions. Thirty-eight (38) Alertus Devices, and twenty-eight (28) Code Blue devices/light phones are located throughout the main campus and the off-campus properties. In addition, CVCC utilizes seventeen (17) TV/Visix monitors that display the alert message and information when the e2campus mass notification system is activated for an emergency notification or warning. In addition, severe weather is monitored via various weather services and the use of NOAA weather radios in the public safety office. Additionally, CVCC utilizes five department controlled and/or public access/use AED's), two (EVAC Chairs), fire suppression systems in both campus cooking/kitchen locations and has fire extinguishers and smoke detectors strategically located throughout its facilities.

Forms of Alert/Mass Communication/Notifications

SMS TEXT MESSAGING –Members of the CVCC community can and are encouraged to register to receive text messages over their cell phones, pagers and/or e-mail accounts during a campus emergency through use of the following link: Subscriber Portal - User Log in (omnilert.net) The community is encouraged to sign-up for the alert notifications via blast emails, posters and during SDV and safety/security presentation to staff and students.
BLAST E-MAIL – E-mail will be distributed to the inbox of all members of the CVCC community with an email account to warn them of a campus emergency. Blast email gives the College the ability to expeditiously reach the entire campus community with critical information in the event of an emergency.

CVCC FACEBOOK and WEBSITE – The site, Central Virginia Community College will provide visitors with information and updates. The College may also utilize the Campus Information Phone line (434.832.7600), police loudspeakers, and/or PA system in the patrol vehicle and building coordinators to make notifications. Systematic tests of the Emergency Notification Systems are routinely conducted. The tests are announced to the campus and off-campus sites via a blast email. All members of the CVCC community are instructed to dial 911, from campus phones) or notify the campus police at 434-832-7700 of any situation or incidents on or near campus that involves a significant emergency or dangerous situation that may pose an immediate or on-going threat to the health and safety of the campus community.

Timely Warning Regarding Campus Security Risks

The College distributes timely notices about crimes so that students, faculty, staff, and others are made aware of any continuing risk. Information may be disseminated through campus publications, flyers, blast e-mails, website links, and Facebook. In the event that a situation arises, either on or off campus, that, in the judgment of the CVCC Chief of Police and Vice President of Academic and Student Affairs or their designee, constitutes an ongoing or continuing threat, a

campus wide "timely warning" will be issued. A mass e-mailing originating from the Chief of Police and/or Vice President of Academic and Student Affairs will be sent to all students', employees', and vendors' email accounts. Additionally, if the incident is determined to be an imminent and verifiable threat, then the alert/mass notification system will also be utilized to notify the campus community.

CVCC Care & Threat Assessment Team

The 2016 Virginia General Assembly revised statute 23.1-805, which requires public institutions of higher learning in Virginia to establish a violence prevention committee and a threat assessment team. The College Threat Assessment Team (TAT) meets when necessary unless called together to conduct a threat assessment. Threat assessment investigations and internal deliberations are confidential in nature to protect potential victims as well as the privacy of the subject(s) of the investigation. The assessments and reports are not eligible for release under the Freedom of Information Act and are exempt under Va. Code, 2.2-3705.4, 2.2-3706, 19.2-389, 23.1-805, and 32.1-127.03. The Team is charged with developing comprehensive fact-based assessments/evaluations of students, employees, or other individuals who may present a threat to the college or individuals engaged in CVCC activities, and is empowered to take timely and appropriate action, consistent with college policy and applicable law. The meetings are utilized to develop/discuss action plans, develop training programs, conduct team training and/or re-evaluate individualized programs or other plans of action. The TAT utilizes a standard protocol, and the following steps may be initiated in an evaluation: i*dentify the specifics of the alleged threat, evaluate the seriousness of the threat, intervene to reduce the risk of violence and follow-up to monitor and re-evaluate the effectiveness of the established plan.*

The team members are the Chief of Police; Dean of Student Services; Human Resources Director; Vice President for Academic and Student Affairs, Student Accessibility Coordinator, or another member of the Counseling Center. Academic Deans and other staff may be included as required for a specific evaluation. Campus Police should be immediately notified regarding any concern of violence or potential threat involving any staff, student, or visitor. CVCC has designated the TAT to serve as the Sex Offender Registry Review and Sexual Assault Review (SAR) team, as permitted by law.

The Care Team functions and meets independently of the Threat Assessment Team (TAT) and addresses or aids students regarding their academic, emotional, medical, social or personal concerns or needs. Additional Information regarding the TAT can be found at: Threat Assessment Team | Central Virginia Community College

Access and Security

The Department of Public Safety/Police works closely with Facilities Management to maintain safety and security in campus buildings. Walkways, parking lots, and areas around campus buildings are illuminated, and campus facilities and safety/security systems are inspected at regularly scheduled intervals. Safety hazards should be reported immediately to Public Safety at X 7700 or Facilities Management at X 7736. The College utilizes an ID card/access control system that permits authorized access to staff and selected vendors during non-business hours.

The main campus and off-campus centers are monitored with the use of 120 video surveillance cameras strategically placed throughout CVCC controlled, owned, leased, and managed campus buildings and some external locations. The video cameras are not routinely observed in

live/real- time but are recorded for playback. However, live viewing is occasionally performed for a specific incident or investigative purposes at the direction of the Chief of Police. Most of the main campus buildings are controlled by an ID access card system. To maximize safety and security, students and staff who lose or misplace their access card(s) are encouraged to report it immediately to the Office of Public Safety/Police. The ID access/entry card authorization will be deactivated to minimize the potential of an unauthorized use of a found card. A replacement card can be obtained from CVCC Library during normal business hours.

Emergency Call-Devices/Blue Light Phones

CVCC utilizes twenty-eight (28) code blue call devices that have direct connection to Campus Police on the exterior and interior of buildings on the main campus and off-site locations. The devices should only be used for emergencies/urgent calls as Campus Police will provide an emergency response when the boxes are activated. The devices will be transferred to the appropriate 911 center if campus police do not answer in 30 seconds. The Code Blue devices at the Appomattox, Amherst and Bedford Centers directly connect to the respective local police/sheriff offices. In addition, the devices' speaker systems are used to broadcast a voice message in the event of an emergency.

Emergency Management Procedures

The Public Safety Department will coordinate and conduct a minimum of one announced emergency notification/response drill, functional or full-scale exercise during each academic year. Additionally, a seminar, tabletop, workshop and/or other scenario-based discussion exercise is conducted with senior administrators and designated incident management staff members. An after-action report/improvement plan (AAR/IP) will be completed by the Emergency Management Coordinator and shared with senior college administrators after each drill, exercise, alert notification systems test or any actual significant campus emergency event. All public safety staff members and campus administrators/staff designated to the Incident Management Team (IMT) are strongly encouraged to complete the basic ICS/NIMS courses and manage campus events or situations in accordance with the ICS protocol. IMT members are charged with directing the overall response, management, and recovery efforts for significant emergency campus incidents. Emergency management/response procedures to include but not limited to active shooter event, evacuation, shelter-in-place and secure-in-place/lockdown protocols are shared with the campus community via the use of blast emails,

website posting and during convocation, SDV classes, course syllabus, new employee orientation and via other safety and security presentations: Campus Safety | Central Virginia Community College

Emergency and Campus Police Telephone Numbers

In the case of an emergency 911 may be reached from most cell phones or by dialing 911 from campus phones. The Lynchburg Communications dispatchers answer these calls. The on-campus emergency number is (832-7700), which directly connects any campus phone with the Campus Police Department. Campus Police is available to cellphones and other non- campus phones by dialing 434-832-7700.

The emergency number above can be used when fire, police, medical or emergency response is required, but the use of **911** or (**911** from campus phones) is strongly encouraged when immediate assistance is required during emergencies.

Contact	***Number***
EMERGENCY	**911**
Campus Emergencies/Info	434-832-7700
Lynchburg Police	434-455-6050
Appomattox Sheriff's Office	434-352-8241
Town of Bedford Police	540-586-7827
Amherst Town Police	434-946-9300
Virginia State Police, Appomattox Field Office	434-352-7128

Other Important Telephone Numbers	***Number***
Vice President for Academic and Student Affairs	434-832-7656
Dean of Student Services	434-832-7891

Alcohol and Drug Violations

CVCC is committed to work against the illicit use of drugs and alcohol among students and employees. CVCC police officers enforce all Virginia laws and college policies concerning the purchase, possession, consumption, sale and storage of alcoholic beverages and drugs, including the following: Individuals must be 21 years of age to buy, possess or drink alcoholic beverages; alcoholic beverages may not be sold or furnished to any person who at the time of sale or exchange is visibly under the influence of alcohol; falsely representing one's age for the purpose of purchasing or possessing alcohol is against state law; drunkenness and possession of open containers of alcohol in public areas are prohibited by law; the unlawful or unauthorized manufacture, distribution, dispensation, possession or use of alcohol and other drugs in the work place is prohibited; impairment in the work place from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes) is prohibited; alcoholic beverages may not be possessed, distributed or consumed at events open to the general College community and held on College property, except when specific approval has been obtained for the event in advance. Sponsors are responsible for assuring that all persons in attendance at an event comply with state alcohol law and College alcohol policy. No student or staff shall possess or distribute an illegal drug as defined by Virginia's Drug Control Act. Such possession or distribution is prohibited in any building or on any property owned or operated by CVCC. Possession is defined to include any area or property for which the student is responsible. Convictions for violations of these laws could result in fines, loss of driver's license, and/or imprisonment. CVCC sanctions may include penalties ranging from fines to suspension from the College. The College's established procedure for student discipline would be applied to any student suspected of violating this drug and alcohol policy. If the suspected student is found responsible of the

offense, the student would be subject to the following action as outlined in the student handbook: A one-year suspension for being found guilty of selling illegal substances on campus; Student Handbook | Central Virginia Community College

1. A one-semester suspension for being found guilty of the possession of illegal drugs on campus.
2. A one-semester suspension for a student found guilty of possession of alcohol on campus; and,
3. A suspension or probation period to be determined by the Student Conduct Committee for a student who is in possession of alcohol on campus and exhibits unruly or disorderly conduct on the campus or at a student function at which alcohol is served.
4. Appropriate action will be taken when a student receives due process through the Student Conduct Committee.

CVCC strives to maintain a safe, healthy, and efficient workplace free from drug and alcohol abuse. The College complies with federal and state regulations pertaining to the abuse of controlled substances including the *Drug-Free Workplace Act of 1988*, the *Drug-Free Schools and Communities Act of 1989* and the Commonwealth of Virginia Policy on Alcohol and Other Drugs. The Federal *Drug-Free Workplace Act* requires that the college inform employees that the unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited in the workplace. The workplace consists of any state-owned, controlled, or leased property, or the site where state work or college work is performed. Additionally, drunken or disorderly behavior on property owned or controlled by CVCC or at functions sponsored or supervised by the College is prohibited.

The following are the primary locations and properties owned, controlled, or leased by CVCC.
Main Campus, 3506 Wards Road, Lynchburg VA24502
Amherst Center, 200 Richmond Highway, Amherst VA 24521
Appomattox Center, 136 Carver Lane, Appomattox VA 24522
Bedford Center, 1633 Venture Boulevard, Bedford VA24523

Any employee who violates these prohibitions will be subject to disciplinary action up to and including discharge, and/or required to satisfactorily participate in a drug-abuse assistance or rehabilitation program at the discretion of management. As a condition of employment, each employee must abide by the terms of this prohibition and notify his/her supervisor of any criminal drug statute conviction no later than five days after such conviction. CVCC wishes to provide all reasonable assistance to faculty and staff in dealing with alcohol and drug problems. The imposition of disciplinary sanctions will occur only after an individual is offered an opportunity to correct and fails to effectively deal with his or her problem or where the employee has committed a serious violation of college policy or Federal and/or State law. The Commonwealth of Virginia Drug and Alcohol Policy can be viewed at: http://www.dhrm.virginia.gov/hrpolicies#
The DHRM provides assistance and training for state employees and information can be viewed at: http://www.dhrm.virginia.gov/employeeprograms/employeeassistance

Crime Prevention and Personal Safety/Security Programs

These programs are provided through a cooperative effort between Public Safety/Police, Counseling, and the Student Activities and Title IX Coordinator(s) throughout the academic year.

Alcohol Awareness/Stay Alive Campaign

This campaign/ initiative talks about the laws of drinking, the dangers of distracted driving to include texting and promotes seat belt use and other safe driving habits.

Civilian Response to Active Shooter Events (CRASE)

This program is conducted annually and provides staff and students information regarding how to respond to an active shooter event that occurs at any venue.

Student Lingo

This online program addressing the critical issues of sexual assault, relationship violence, stalking, and sexual harassment is provided to students each fall semester and with coordinated efforts throughout the academic year for new students and for new and returning faculty and staff.

Rape Aggression Defense (R.A.D.) (Offered When available)

This program is provided free to female students and faculty/staff and is an education and self-defense class. This 12-hour course is provided each fall and spring semester when available.

Recognizing and Responding to Disruptive and/or Threatening Students

This program provides faculty/staff information regarding de-escalation techniques and methods to effectively respond to situations that are disruptive or threatening in nature.

Student Development (SDV)

This course assists new students in the transition to college. It provides overviews of college policies, emergency response procedures, campus safety and security protocols, safety equipment and information, personal safety information, curricular offerings and other college resources available to students.

Surviving a Campus Tragedy (Offered when available)

This interactive presentation is provided to both staff and students participants and covers potential campus incidents with a focus on violent acts and/or violent incidents response. It provides information and incorporates scenarios that are specific to the CVCC campus.

Violence Against Women Act (VAWA)

This program provides information regarding best practices for preventing and responding to sexual violence to include but is not limited to dating violence, domestic violence, sexual assault, and stalking. It also includes information on safe and positive options for by-stander interventions, counseling options, disciplinary procedures, victims' advocacy and rights and recognizing warning signs of abusive behavior.

What Would You Do? (Offered when available)

This annually conducted scenario-based presentation provides faculty/staff and students with an opportunity to participate in scenario-based role playing for various types of concerning or dangerous situations.

Missing Student

Suzanne's Law, requiring local police to notify the National Crime Information Center (NCIC) when someone between 18 and 21 is reported missing, was signed into law in 2003 as part of the national "Amber Alert" The federal law is named after Suzanne Lyall, a State University of New York at Albany student who has been missing since 1998. Previously police were only required to report missing persons under the age of 18. Suzanne's Law is intended to encourage police to begin investigating immediately when college-age people disappear, instead of waiting a day, which has been a common practice. CVCC Police will immediately initiate an investigation. At minimum the following actions will be conducted, CVCC Police will attempt to verify whether the student has been attending classes, labs, and scheduled organizational or academic meetings or, if applicable, appearing for scheduled campus work shifts. However, since the student will be an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. CVCC Police will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law.

Mandated Child Abuse Reporters

In 2012, the Virginia General Assembly (SB239) added "any person employed by a public or private institution of higher education" to the list of "mandated reporters" set forth in 63.2-1509 of the code of Virginia. The code mandates CVCC employees who, in their professional or official capacity, have reason to suspect that a child is being abused or neglected are required to report instances of the suspected child abuse and/or neglect to the local Social Services Department or to the Virginia Department of Social Services (DSS) toll-free child abuse and neglect hotline at 1-800-552-7096. CVCC employees are encouraged to report to Campus Police and/or DSS any activity or incident involving minors which may be illegal or is harmful to the minor or others. https://law.lis.virginia.gov/vacode/63.2-1509/

General Security Procedures

The CVCC campus is well illuminated, and improvements in campus lighting are continually being addressed by safety/police and facilities management staff, including additional lightning as determined within parking lots, in areas with heavy landscaping and along sidewalks and pathways frequently traveled by students and/or staff.

Lighting, shrubbery pruning, and other safety evaluations are routinely conducted by members of public safety and facilities management. CVCC students, faculty, and staff have general access to academic, administrative, recreational and support facilities on campus. Most of the campus academic, administrative and support buildings are controlled by the I D / access card system. The public may attend cultural, educational, and recreational events on campus, with access limited to the facilities in which these events are scheduled. Campus police enforce the College's trespass policy. The College reserves the right to exclude all persons not conforming to acceptable behavior from these premises. Those who disregard this warning are to be considered for violation of criminal trespass (under Virginia code) and are liable for prosecution. Campus Police officers may serve verbal or written trespass notices on nonmembers of the College community present on campus and may make immediate arrests of persons in secure areas where they have no legitimate business. If a person served with a prior trespass notice reappears on campus, or if a person is found on campus property with no legitimate purpose, he or she is subject to immediate arrest. Firearms and dangerous weapons of any type are not permitted in campus facilities, except when carried by bona fide law enforcement officers within their jurisdictions or as otherwise provided under Virginia and federal law. Intentional use, possession or sale of firearms or other dangerous weapons by staff, students and visitors in campus buildings is strictly forbidden and is a violation of College policy as described in the following: Policies & Procedures | Central Virginia Community College

Police Crime Log Information

Crime Log information is maintained by Campus Police and if requested they may at no cost provide a hard copy of Crime and Arrest information for the most recent 60-day period during normal business hours, Monday through Friday, except during legal holidays and during times the college is officially closed. Any portion of the log beyond 60 days, if not immediately available, will be made accessible within two business days of a request for public inspection. The only exceptions in the posting of crimes reported and/or investigated are:

- If the disclosure is prohibited by law, or

• If the disclosure would jeopardize the confidentiality of the victim.
Posting of crimes reported and/or investigated may be temporarily withheld in some cases if the release of information would:
• Jeopardize an ongoing investigation,
• Jeopardize the safety of an individual,
• Cause a suspect to flee or evade detection, or
• Result in the destruction of evidence.

The information temporarily withheld from the log for any of the aforementioned justifications will be posted once the possibility of adverse or harmful effects is no longer likely to occur. The crime log includes all crimes or incidents reported to Campus Police for the main campus and off- site locations.

Policy on Hazing

Purpose

The purpose of this policy is to ensure that Virginia Community College System (VCCS) students enrolled at Central Virginia Community College (hereinafter "the College") are not subjected to hazing in any form. Hazing is inconsistent with the College's commitment to fostering an environment of learning, respect, and personal dignity. In addition to being prohibited in accordance with this policy, hazing is also a crime in the Commonwealth of Virginia as set forth in Code of Virginia § 18.2-56.

This policy applies to all individuals and groups associated with the College, including but not limited to students, faculty, staff, administrators, coaches, advisors, athletic teams, clubs, bands, fraternities, sororities, and other student organizations, consistent with the definitions herein.

Definitions

Hazing: Consistent with the Code of Virginia § 18.2-56 and federal law under the Stop Campus Hazing Act (SCHA), hazing is defined as any intentional, knowing, or reckless act, committed by a person or persons against another person or persons, regardless of the willingness of such person or persons to participate that:

- Occurs on or off College property;
- Is committed in connection with initiation into, affiliation with, or continued maintenance of membership in any Student Organization, or Student Organization with New Members; and
- That causes or creates a risk of physical bodily injury or psychological injury, above the reasonable risk encountered in the course of participation in the College or organization. Examples of physical or psychological injury include, but are not limited to, mental or physical harassment, bodily harm, humiliation, fatigue, degradation, ridicule, shock, or abuse.

Advisor: An individual employed by the College, whether directly or by contract, who acts in an official capacity as a sponsor to, advisor to, coach of, or supervisor of a student organization.

Student: Individuals enrolled in at least one course during the current semester for credit or non-credit (workforce) or enrolled for at least one course in the upcoming semester at the college.

Student Organization: As defined in the SCHA, an organization at the college (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student

government) in which two or more of the members are students enrolled at the college, whether or not the organization is officially established or recognized by the institution.

Student Organization with New Members: As defined in the Code of Virginia § 23.1-819, this is a student organization officially recognized by an institution of higher education structured in such a way that upon invitation for membership, individuals do not automatically become members of such organization and have a period of time between invitation for membership and being initiated into membership. “Student Organization with New Members" does not include any varsity intercollegiate or club athletic team.

Prohibited Activities

Hazing includes, but is not limited to:

- Paddling, whipping, beating, striking, or similar physical abuse;
- Kidnapping;
- All forms of physical activity which are used to harass, punish, or harm an individual, including pushups, calisthenics, running, or similar exercises
- Forced excursions or road trips;
- Confinement;
- Spraying, painting, or pelting with any substance;
- Burying in any substance;
- Nudity with the intent to cause embarrassment;
- Acting as a personal servant
- Sensory deprivation or exposure to uncomfortable elements, including putting irritating substances on body parts;
- Verbal abuse;
- Wearing of apparel that is conspicuous and/or indecent;
- Coerced consumption of alcohol or any other substance, legal or illegal;
- Being forced or coerced to engage in any kind of sexual activity; including forced nudity.
- Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum);
- Coerced burning, branding, or tattooing any part of the body;
- Psychological hazing, defined as any act which is likely to:
    - Compromise an individual’s dignity;
    - Cause an individual embarrassment or shame;
    - Cause an individual to be the object of malicious amusement or ridicule; or
    - Cause an individual emotional distress;
- Interrogating an individual in an intimidating or threatening manner;
- Misleading prospective members in an effort to convince them that they will not become members unless they engage in hazing activities;
- Misleading prospective members into believing that they will be hurt during induction or initiation;
- Carrying any items (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier;
- Blindfolding and parading individuals in public areas for amusement or embarrassment, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities, that serve no constructive purpose;
- Binding or restricting an individual in a way that would prohibit them from moving on their own;
- Requiring or suggesting that an individual obtain or possess items or complete tasks in an unlawful manner (e.g., stealing signs for a scavenger hunt); and
- Prohibiting an individual from social contact or from associating with other individuals or groups.
- Other actions that are likely to negatively impact academic performance or mental health.
- Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.

Jurisdiction

This policy applies to hazing activities occurring on both college-owned and non-college-owned properties. An act of hazing by an individual or student organization will be viewed by the college as a violation of the college's hazing policy, regardless of where the act of hazing took place.

Consent

An individual may not consent to being hazed. A person's willingness to participate in the hazing activity does not excuse o**s**r justify hazing. Consent cannot be used as a defense for violating the college's hazing policy.

Reporting and Disciplinary Procedure

Acts of suspected hazing will be adjudicated through the student Code of Conduct. The disciplinary procedures, including the reporting process, adjudication, and potential sanctions for violators can be found in the student code of conduct here: Student Code of Conduct & Academic Integrity | Central Virginia Community College

As pursuant to Adam's Law (Code of Virginia, § 23.1-820); "the institution's disciplinary process is not to be considered a substitute for the criminal legal process." Incidents of hazing should therefore also be reported to local or college law enforcement officials.

In cases where hazing involves sexual harassment or assault, the matter will also be referred for investigation under the College's Title IX policy: Title IX (Policy on Sexual Harassment) | Central Virginia Community College.

Immunity for Reporting Provision

A bystander not involved in the hazing acts, who makes a good faith report of an act of hazing in advance of or during an incident of hazing that causes injury or is likely to cause injury to a person will receive disciplinary immunity for personal consumption of drugs or alcohol related to the incident.

Retaliation

No person may intimidate, threaten, coerce, harass, discriminate, or take any other adverse action against any other person for the purpose of interfering with any right or privilege, or because the person has made a report or filed a formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, live hearing, or any other process described in this or the related conduct policy. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy. Retaliation may result in disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of violations of this policy.

Disclosure and Required Reporting

Starting December 23, 2025, the institution will publicly report actual findings of violations of the institution's code of conduct or of federal or state laws pertaining to hazing that are reported to campus authorities or local law enforcement in accordance with Stop Campus Hazing Act (SCHA; H.R.5646) and the Code of Virginia (§ 23.1-822).

Required Elements of the Report

For each incident involving a student organization for which a finding of responsibility is issued relating to a hazing violation, the Hazing Transparency Report must include but is not limited to:

1. The name of such student or local organization;
2. A general description of the violation that resulted in a finding of responsibility, including:
    1. whether the violation involved the abuse or illegal use of alcohol or drugs,
    2. the findings of the institution, and
    3. any sanctions placed on the student organization by the institution, as applicable; and
3. The dates on which:
    1. The incident was alleged to have occurred
    2. The investigation into the incident was initiated by the institution or local law enforcement
    3. The investigation ended with a finding that a hazing violation occurred by the institution or local law enforcement, and
    4. The institution provided notice to the student organization that the incident resulted in a hazing violation.
4. Any reports made pursuant to this policy shall not include personally identifiable information of any students involved in the hazing misconduct and shall be subject to the Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g).

Annual Security Report

Hazing incidents will also be included in the Annual Security Report (ASR; H.R.5646) when reported by campus security authorities or to local police agencies, the incident occurred within Clery Act geography; and the incident meets the Clery Act definition of hazing.

Disclosure Timeline Requirements

The Hazing Transparency Report will be released at least 10 calendar days before the start of fall and spring academic semesters. Reports will be available for a minimum of ten years on the college's website and student organizations/clubs page (or equivalent).

Current reports can be found here: Clubs & Organizations | Central Virginia Community College

Education and Prevention

The college will provide at least one research-informed, hazing prevention and awareness program designed to reach students, staff, and faculty annually.

Prevention efforts may include:

- Orientation programs
- Leadership workshops
- Bystander intervention training
- Awareness campaigns

Additionally, in compliance with Virginia's Adam's Law (§ 23.1-820), "each current member, new member, and potential new member of each Student Organization with a New Member process must attend hazing prevention training that includes extensive, current, and in-person education about hazing, the dangers of hazing, including alcohol intoxication, and hazing laws and institution policies and information explaining that the institution's disciplinary process is not to be considered a substitute for the criminal legal process. If a Student Organization with New Members has an advisor, such advisor shall attend such hazing prevention

training."

Policy Distribution

This hazing policy will be made available on the college website. The college may also distribute this policy through other outlets, including but not limited to, the student handbook, student organization materials, or college catalog.

Policy #: CVCC0159
Last Reviewed/Revised: 03/23/2026
Responsible Dept.: Academic and Student Affairs
Other Policy References: Code of Virginia § 18.2-56, Code of Virginia § 23.1-819, Stop Campus Hazing Act (SCHA; H.R.5646), Code of Virginia (§ 23.1-822), Family Educational Rights and Privacy Act (FERPA, 20 U.S.C. § 1232g), Virginia's Adam's Law (§ 23.1-820)

Policy on Sexual Harassment

A. Notice of Nondiscrimination

As a recipient of federal funds, Central Virginia Community College is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities, admission, and employment. Under certain circumstances, sexual harassment constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the College's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. The Title IX Coordinator is Marci Myers, whose office is located in The Bedford Learning Commons Rm 3114, and may be contacted by phone at 434 832-7751 or by email at myerm@centralvirginia.edu

B. Policy

1. Central Virginia Community College is committed to providing an environment that is free from harassment and discrimination based on any status protected by law. Accordingly, this Policy prohibits sex discrimination, which includes sexual harassment, sexual assault, sexual exploitation, domestic violence, dating violence, and stalking. This Policy also prohibits retaliation. This Policy supplements the following general policy statement set forth by the Virginia Community College System: This College promotes and maintains educational opportunities without regard to race, color, national origin, religion, disability, sex, sexual orientation, gender identity, ethnicity, marital status, pregnancy, childbirth or related medical conditions including lactation, age (except when age is a bona fide occupational qualification), veteran status, or other non-merit factors. This Policy also addresses the requirements under the Violence Against Women Reauthorization Act of 2013, (also known as the Campus SaVE Act), and Virginia law.

2. This Policy is not intended to substitute or supersede related criminal or civil law. Individuals are encouraged to report incidents of sexual and domestic violence, dating violence, and stalking to law enforcement authorities. Criminal and civil remedies are available in addition to the remedies that the College can provide.

C. Purpose

The purpose of this Policy is to establish that the College prohibits sexual harassment and retaliation, and to set forth procedures by which allegations of sexual harassment shall be reported, filed, investigated, and resolved.

D. Applicability

This Policy applies to prohibited conduct by or against students, faculty, staff, and third parties, e.g., contractors and visitors involving a program or activity of the College in the United States. Conduct outside the jurisdiction of this Policy may be subject to discipline under a separate code of conduct or policy.

E. Definitions

1. Actual Knowledge. Actual knowledge means notice of sexual harassment or allegations of sexual harassment to a College's Title IX Coordinator [and/or any other official of the College who has authority to institute corrective measures on behalf of the College].

2. Advisor. An advisor is an individual who provides the complainant or respondent support, guidance, and advice. Advisors may be present at any meeting or live hearing but may not speak directly on behalf of the complainant or respondent, except to conduct cross-examination during a live hearing. Advisors may be but are not required to be licensed attorneys.

3. Appeal Officer. The Appeal Officer is the designated employee who reviews the complete record of the formal complaint and written statements of the parties during an appeal of a written determination. The Appeal Officer decides whether to grant the appeal and determines the result of the appeal.

4. Campus. Campus refers to (i) any building or property owned or controlled by the College within the same reasonably contiguous geographic area of the College and used in direct support of, or in a manner related to, the College's educational purposes, and (ii) any building or property that is within or reasonably contiguous to the area described in clause (i) that is owned by the College but controlled by another person, is frequently used by students, and supports institutional purposes, such as a food or other retail vendor.

5. Complainant. A complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. A complainant may file a formal complaint against faculty, staff, students, or third parties.

6. Consent. Consent is knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Silence does not necessarily constitute consent. Past consent to sexual activities, or a current or previous dating relationship, does not imply ongoing or future consent. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). An individual cannot consent who is under the age of legal consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Any sexual activity or sex act committed against one's will, by the use of force, threat, intimidation, or ruse, or through one's mental incapacity or physical helplessness is without consent.

a) *Mental incapacity* means that condition of a person existing at the time which prevents the person from understanding the nature or consequences of the sexual act involved (the who, what, when, where, why, and how) and about which the accused knew or should have known. This includes incapacitation by using drugs or alcohol. Intoxication is not synonymous with incapacitation.

b) *Physical helplessness* means unconsciousness or any other condition existing at the time which otherwise rendered the person physically unable to communicate an unwillingness to

act and about which the accused knew or should have known. Physical helplessness may be reached through the use of alcohol or drugs.

7. Cross-examination. Cross-examination is the opportunity for a party's advisor to ask questions of the other party and the other party's witnesses.

8. Cumulative Evidence. Cumulative evidence is additional evidence that has been introduced already on the same issue and is therefore unnecessary. The Hearing Officer has the discretion to exclude cumulative evidence.

9. Dating Violence. Dating violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury committed by a person who is or has been in a close relationship of a romantic or intimate nature with the other person. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

10. Deliberate Indifference. Deliberate indifference refers to a response to sexual harassment that is clearly unreasonable in light of the known circumstances. The College's response may be deliberately indifferent if the response restricts the rights to the Freedom of Speech and Due Process under the First, Fifth, and Fourteenth Amendments of the U.S. Constitution.

11. Direct Examination. Direct examination is the questioning of a witness by a party who has called the witness to provide such testimony.

12. Domestic Violence. Domestic violence is violence, force, or threat that results in bodily injury or places one in reasonable apprehension of death, sexual assault, or bodily injury and that is committed by a person against such person's family or household member, which includes a current or former spouse, a person with whom the victim shares a child in common, or who is cohabitating with or has cohabitated with the person as a spouse or intimate partner.

13. Due Process. Due process is a right guaranteed by the Fifth and Fourteenth Amendments of the U.S. Constitution. Basic procedural due process guarantees that an individual receives notice of the matter pending that relates to the possible deprivation of a property or liberty interest and the opportunity to be heard. For example, students and employees facing suspension or expulsion/termination for disciplinary reasons must be given notice of the allegations against them prior to any hearing or determination of responsibility. Any disciplinary process must be fair and impartial. Additionally, the opportunity to respond must be meaningful.

14. Education Program or Activity. An education program or activity encompasses all of the College's operations and includes locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Examples of education programs or activities includes, but are not limited to, college-sponsored conferences, athletic events and sports teams, student organizations, and wi-fi network.

15. Exculpatory Evidence. Exculpatory evidence is evidence that shows, or tends to show, that a respondent is not responsible for some, or all of the conduct alleged in the notice of allegations. The College must provide the respondent with all exculpatory evidence.

16. Final Decision. A final decision is the written document that describes any sanctions imposed and remedies provided to the respondent and complainant, respectively, at the conclusion of the

formal resolution process.

17. Formal Complaint. A formal complaint is a document filed and signed by a complainant or signed by the Title IX Coordinator that alleges sexual harassment against a respondent and requests the College to investigate the allegation of sexual harassment. The complainant must be participating in or attempting to participate in an education program or activity of the College when the formal complaint is filed. A complainant cannot file a formal complaint anonymously. The Title IX Coordinator may sign on a complainant's behalf in matters where it is in the best interest of the complainant or the College to do so. The College may consolidate formal complaints against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

18. Freedom of Speech. The freedom of speech is a right guaranteed by the First Amendment of the U.S. Constitution to express one's thoughts and views without unlawful governmental restrictions. As governmental entities, Colleges must not infringe on this right. This Policy expressly prohibits censorship of constitutionally protected expression.

19. Hearing Officer. A Hearing Officer is the presiding official of a live hearing who must issue a written determination on responsibility. Colleges may choose to hold live hearings with a single Hearing Officer or by committee.

20. Inculpatory Evidence. Inculpatory evidence is evidence that shows, or tends to show, that a respondent is responsible for some, or all of the conduct alleged in the notice of allegations.

21. Preponderance of the Evidence. A preponderance of the evidence is evidence that shows that the fact sought to be proved is more probable than not to be true. A preponderance of the evidence means evidence that is of greater weight or more convincing than the evidence that supports the contrary position.

22. Relevance. Relevance refers to evidence that tends to prove or disprove whether the respondent is responsible for the alleged conduct. In determining whether a question is relevant, the Hearing Officer must focus on evidence pertinent to proving whether facts important to the allegations in the formal complaint are more or less likely to be true.

23. Remedies. Remedies are actions taken or accommodations provided to the complainant after a determination of responsibility for sexual harassment has been made against the respondent. Remedies are designed to restore or preserve equal access to the College's education program or activity. Remedies may be disciplinary or non-disciplinary.

24. Report of Sexual Harassment. A report of sexual harassment occurs when anyone reports an allegation of sexual harassment to the Title IX Coordinator, or one that reaches the Title IX Coordinator through a Responsible Employee. An individual need not be participating or attempting to participate in an education program or activity of the College to file a report. The respondent also does not need to be an employee, student, or otherwise affiliated with the College for a person to file a report against a respondent. A report of sexual harassment does not trigger an investigation or the formal or informal resolution process, but it does require the Title IX Coordinator to meet with the complainant and carry out the procedures described in Section S and/or T of this Policy, as applicable.

25. Respondent. A respondent is an individual who has been reported to have engaged in conduct that could constitute sexual harassment as defined under this Policy. In most cases, a respondent is

a person enrolled or employed by the College or who has another affiliation or connection with the College. The College may dismiss a formal complaint when the College has little to no control over the respondent but will offer supportive measures to the complainant and set reasonable restrictions on an unaffiliated respondent when appropriate.

26. Responsible Employee. A Responsible Employee is an employee who has the authority to take action to redress sexual harassment; who has been given the duty to report sexual harassment to the Title IX Coordinator [or other designee]; or an employee a student could reasonably believe has such authority or duty. [The College may name Responsible Employees by title, or name employees who are Campus Security Authorities (CSAs) as Responsible Employees.] A Responsible Employee shall not be an employee who, in his or her position at the College, provides services to the campus community as a licensed health care professional, (or the administrative staff of a licensed health care professional), professional counselor, victim support personnel, clergy, or attorney. [Colleges may choose to identify by name employees who are not Responsible Employees.]

27. Review Committee. A review committee is the committee consisting of three or more persons, including the Title IX Coordinator or designee, a representative of campus police or campus security, and a student affairs representative, that is responsible for reviewing information related to acts of sexual violence.

28. Sex Discrimination. Sex discrimination is the unlawful treatment of another based on the individual's sex that excludes an individual from participation in, separates or denies the individual the benefits of, or otherwise adversely affects a term or condition of an individual's employment, education, or participation in an education program or activity. The College's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment constitutes sex discrimination under Title IX when such response is deliberately indifferent.

29. Sexual Assault. Sexual assault is any sexual act directed against another person without consent or where the person is incapable of giving consent. Sexual assault includes intentionally touching, either directly or through clothing, the victim's genitals, breasts, thighs, or buttocks without the person's consent, as well as forcing someone to touch or fondle another against his or her will. Sexual assault includes sexual violence.

30. Sexual Exploitation. Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual harassment offenses. Examples of sexual exploitation include prostituting another person; non-consensual video or audio-taping of otherwise consensual sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex), and knowingly transmitting HIV or an STD to another.

31. Sexual Harassment. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

a) *Quid Pro Quo*: The submission to or rejection of such conduct is used as the basis for educational or employment decisions affecting the student or employee either explicitly or implicitly;

b) *Hostile Environment*: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity of the College, including a student's educational experience or an employee's work performance;

c) *Clery Act/VAWA Offenses*: Sexual assault/sexual violence, dating violence, domestic violence, and stalking, as defined by this Policy.

32. Sexual Violence. Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes rape and sexual assault.

33. Stalking. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Such conduct can occur in person or online, but the conduct must involve an education program or activity of the College.

34. Statement. A statement is a person's intent to make factual assertions, including evidence that contains a person's statement(s). Party or witness statements, police reports, Sexual Assault Nurse Examiner (SANE) reports, medical reports, and other records may not be relied upon in making a final determination after the completion of a live hearing if they contain statements of a party or witness who has not submitted to cross-examination.

35. Supportive Measures. Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the campus environment, or to deter sexual harassment.

36. Third Party. A third party is any person who is not a student or employee of the College.

37. Title IX. Title IX means Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving Federal financial assistance.

38. Title IX Coordinator. The Title IX Coordinator is the employee or employees designated and authorized to coordinate the College's efforts to comply with its responsibilities under Title IX.

39. Workday. A workday is any day that the College is open for business. Workdays include days when classes are not held, but when employees are expected to be at work.

40. Written Determination. A written determination is the written decision by a Hearing Officer that a respondent is responsible or not responsible for a violation of this Policy by a preponderance of the evidence after a live hearing. A written determination also is the result of an appeal decided by an Appeal Officer.

F. Retaliation

1. No person may intimidate, threaten, coerce, harass, discriminate, or take any other adverse action against any other person for the purpose of interfering with any right or privilege provided by this Policy, or because the person has made a report or filed a formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, live hearing, or any other process described in this Policy.

2. Action is generally deemed adverse if it would deter a reasonable person in the same

circumstances from opposing practices prohibited by this Policy.

3. Allegations of retaliation that do not involve sex discrimination or sexual harassment but are related to a report or formal complaint of sexual harassment for the purpose of interfering with any right or privilege provided by this Policy constitutes retaliation.

4. Allegations of retaliation will be investigated and adjudicated as a separate code of conduct violation. Any person found responsible for retaliating against another person is subject to disciplinary or other action independent of the sanctions or interim measures imposed in response to the underlying allegations of violations of this Policy.

G. Reporting Incidents of Sexual Harassment

1. Members of the campus community who believe they have been victims of crimes may report the incident to campus or local police. All emergencies or any incident where someone is in imminent danger should be reported immediately to campus police/security or local police by dialing 911 or 434 832-7700.

2. Whether or not a report is made to law enforcement, any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by reporting such conduct to a Responsible Employee to ensure that the Title IX Coordinator receives the verbal or written report. The Title IX Coordinator is solely responsible for overseeing the prompt, fair, and impartial investigation and resolution of reports and formal complaints filed with the College.

Community College Title IX Campus Resources

Title IX Coordinator:	Marci Myers Bedford Hall Room 3114 434-832-7751 myersm@centralvirginia.edu
Deputy Title IX Coordinator	TBD

3. During non-business hours, members of the campus community should report alleged violations of this Policy to CVCC Campus Police at 434-832-7700.

4. There is no time limit for reporting incidents of sexual harassment with the Title IX Coordinator. However, complainants should report possible violations of this Policy as soon as possible to maximize the College's ability to respond effectively to the report. Failure to report promptly also could result in the loss of relevant evidence.

H. Confidentiality and Anonymous Reports

1. Individuals may be concerned about their privacy when they report a possible violation of this Policy. The College must keep confidential the identity of any individual who has made a report or formal complaint of sexual harassment; any complainant or any individual who has been reported to be the perpetrator of sexual harassment; and any witness related to a report or formal complaint of sexual harassment, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), or as otherwise required by law, or to carry out the purposes of this Policy, including the conduct of any investigation, live hearing, or judicial proceeding arising from any report or formal complaint.

2. The College has a responsibility to respond to conduct that violates this Policy. For this reason, most College employees may not keep secret a report of sexual harassment. The College expects employees to treat information they learn concerning incidents of reported violations of this Policy with respect and as confidentially as possible. College employees must share such information only with those College and law enforcement officials who must be informed of the information pursuant to this Policy.

3. Responsible Employees must report all alleged violations of this Policy obtained in the course of his or her employment to the Title IX Coordinator as soon as practicable after addressing the immediate needs of the complainant. Other campus employees have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal statistical reporting purposes (Campus Security Authority (CSA) under the Clery Act). CSAs include student/conduct affairs personnel, campus law enforcement, student activities staff, human resources staff, and advisors to student organizations. All employees must report suspected child abuse or neglect to the [Title IX Coordinator/other designated official] as soon as practicable, but no later than 24 hours after forming such suspicion, pursuant to VCCS Policy Number 3.14.6, Reporting Sexual Child Abuse or Neglect.

4. If a complainant wishes to keep the report of sexual harassment completely confidential, it is recommended that he or she reports the alleged conduct to someone without a duty to report incidents of sexual harassment to the Title IX Coordinator. Full-time employees also may contact the Employee Assistance Program. If the complainant requests that the complainant's identity is not released to anyone else, the College's response may be limited to providing supportive measures, if appropriate and reasonably available. When supportive measures are provided, the College will protect the privacy of the complainant to the extent possible while still providing the supportive measures.

5. The College may pursue the formal resolution process even if the complainant requests the College to take no action. The Title IX Coordinator will notify the complainant in writing within five (5) workdays of the decision to pursue the formal resolution process when he or she is unable to maintain confidentiality or respect the complainant's request for no further action. The Title IX Coordinator will give the complainant's wishes due consideration.

6. The College will accept anonymous reports, but its response may be limited to providing supportive measures if appropriate and reasonably available. The Title IX Coordinator (or campus police) will conduct a preliminary investigation in an effort to determine the respondent's identity. If the preliminary investigation fails to reveal the identity of the respondent, the Title IX Coordinator shall close the report because the College must have sufficient information to conduct a meaningful and fair investigation. If the identity of the respondent is revealed, the Title IX Coordinator shall proceed as otherwise provided in this Policy. The Title IX Coordinator will notify the complainant in writing of the result of the preliminary investigation promptly after the preliminary investigation.

I. Immunity

The College encourages the reporting of incidents that violate this Policy. The use of alcohol or drugs should not be a deterrent to reporting a possible incident of sexual harassment. When conducting the investigation, the College's primary focus will be on addressing the alleged sexual harassment and not on alcohol and drug violations that may be discovered or disclosed. The College does not condone underage drinking or the use of illicit drugs; however, the College will grant immunity from disciplinary action based on the personal consumption of alcohol or drugs to individuals who report incidents that violate this Policy, provided that such report is made in good faith. The College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

J. Timely Warnings

The College is required by federal law to issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to members of the campus community. The College will ensure, to the extent possible, that an alleged victim's name and other identifying information is not disclosed, while still providing enough information for members of the campus community to make decisions to address their own safely in light of the potential danger.

K. Interim Measures

1. Immediate Suspension. Prior to the resolution of a formal complaint, the College may immediately suspend the respondent from an education program or activity when it determines that the respondent's continued presence poses an immediate threat to the physical health or safety of any person arising from the allegations of sexual harassment. Prior to such suspension, the College will conduct an individualized safety and risk analysis, focusing on the particular respondent and the specific facts and circumstances arising from the allegations of sexual harassment that justify the suspension. The College shall notify the respondent in writing of the specific facts and circumstances that make the immediate suspension necessary and reasonable and shall give the respondent the opportunity to challenge the decision immediately following the suspension.

2. Administrative Leave. The College may place a respondent employee on administrative leave prior to the resolution of a formal complaint. Reasons to place an employee on administrative leave include but are not limited to, the continued presence of the employee may be harmful to the employee or other employees; may hamper an investigation into the employee's alleged conduct; or may disrupt the work environment.

3. Mutual No Contact Order. The College may impose a "no contact" order on each party, requiring the parties to refrain from having contact with one another, directly or through proxies, whether in person or by electronic means. The College also will enforce orders of protection issued by courts on all College property to the extent possible.

L. Supportive Measures

1. The College will offer supportive measures to individuals whether or not a formal complaint has been filed, or whether the alleged incident is under investigation by a law enforcement agency. All requests for supportive measures will be provided if appropriate and reasonably available.

2. Supportive measures may include, but are not limited to, course schedule adjustments, reassignment of duty, leaves of absence, alternative parking arrangements, rescheduling class work, assignments, and examinations; allowing alternative class or work arrangements, such as

independent study or teleworking; escort services, increased security and monitoring of certain areas of the campus, and other similar measures. Provisions of supportive measures to either party will be kept confidential to the extent possible.

M. Procedures to Follow after an Incident

Anyone who has experienced an incident of sexual harassment as defined by this Policy should take the following action:

1. Find a safe place away from harm.

2. Call 911 or if on campus, contact campus police/security.

3. Call a friend, a campus advocate, a family member, or someone else you trust and ask her or him to stay with you.

4. Go to the nearest medical facility/emergency room. It is important to seek appropriate medical attention to ensure your health and well-being, as well as to preserve any physical evidence.

5. If you suspect that you may have been given a drug, ask the hospital or clinic where you receive medical care to take a urine sample. The urine sample should be preserved as evidence. “Rape drugs,” such as Rohypnol and GHB, are more likely to be detected in urine than in blood.

6. For professional and confidential counseling support, call the Virginia Family Violence & Sexual Assault Hotline at 1-800-838-8238. Help is available 24 hours a day. [Colleges may use the local hotline.]

7. You should take the following steps to preserve any physical evidence because it will be necessary to prove criminal domestic violence, dating violence, sexual assault, or stalking, or to obtain a protective order:

a) Do not wash your hands, bathe, or douche. Do not urinate, if possible.

b) Do not eat, blow your nose, drink liquids, smoke, or brush your teeth if the incident involved oral contact.

c) Keep the clothing worn when the incident occurred. If you change clothing, place the worn clothing in a paper bag.

d) Do not destroy any physical evidence that may be found in the vicinity of the incident by cleaning or straightening the location of the crime. Do not clean or straighten the location of the crime until law enforcement officials have had an opportunity to collect evidence.

e) Tell someone all the details you remember or write them down as soon as possible.

f) Maintain text messages, pictures, online postings, video, and other documentary or electronic evidence that may corroborate a formal complaint.

N. Support Services

1. All students and employees will receive information in writing of available counseling, health, mental health, victim advocacy, legal assistance, and other services available in the community and on campus.

2. For information about available resources, go to: [provide a link to a webpage that includes campus and community resources, e.g., hospitals, domestic violence and sexual assault resource

center, etc.]

[Alternatively, colleges may want to provide a listing of all relevant campus and community resources in this section.]

O. Education and Awareness Program

1. The College conducts a program to educate students and employees about this Policy and its procedures. The education and awareness program is designed to promote awareness of sexual assault, domestic violence, dating violence, and stalking.

2. The program, at a minimum, shall include:

a) A statement that the College prohibits sexual harassment, including sexual assault, domestic violence, dating violence, and stalking;

b) The definition of sexual harassment, including sexual assault, domestic violence, dating violence, and stalking;

c) The definition of consent;

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

e) Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;

f) Information on possible sanctions, procedures to follow after an incident of sexual assault, domestic violence, dating violence or stalking, disciplinary procedures, and the protection of confidentiality; and

g) Written notification about available resources and services and supportive measures available if appropriate and reasonably available.

3. The College offers the prevention and awareness program to all new and existing students and employees.

P. Academic Freedom and Freedom of Speech

1. This Policy does not allow censorship of constitutionally protected expression. As a "marketplace of ideas," the College encourages intellectual inquiry and recognizes that such inquiry may result in intellectual disagreements. Verbal or written communications constitute sexual harassment only when such communications are sufficiently severe, pervasive, and objectively offensive that they undermine and detract from a student's educational experience or an employee's work performance. Verbal or written communications, without accompanying unwanted sexual physical contact, does not constitute sexual assault.

2. In addressing all complaints and reports of alleged violations of this Policy, the College will take actions to comply with this Policy that recognize and ensure the free speech rights of students and employees. This Policy does not apply to curricula, curricular materials, or abridge the use of any textbooks.

Q. False Statements

The College prohibits knowingly making false statements or knowingly submitting false information. Any individual who knowingly files a false report or formal complaint, who knowingly provides false information to college officials, or who intentionally misleads College officials who are involved in the

investigation or resolution of a report or formal complaint may be subject to disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff. An allegation that cannot be proven by a preponderance of the evidence is insufficient evidence of a knowing false statement.

R. Consensual Relationships

Pursuant to VCCS Policy 3.14.2, consenting romantic or sexual relationships between employees and students for whom the employee has a direct professional responsibility are prohibited. Consenting romantic or sexual relationships between employees where one employee has a direct professional responsibility to the other also are prohibited. Consenting romantic or sexual relationships between other employees (not in a supervisory position), or with students for whom the employee does not have a direct professional responsibility, although not expressly prohibited, are unwise and strongly discouraged. The relationship may be viewed in different ways by each of the parties, in retrospect. Additionally, circumstances may change and conduct that was previously welcome may become unwelcome.

S. Handling Reports of Sexual Violence

1. The Title IX Coordinator will assist members of the campus community in reporting incidents of sexual violence to law enforcement authorities upon request. When allowable under Virginia law, the Title IX Coordinator will request the consent of the complainant (or alleged victim if different from the complainant) to report incidents of alleged sexual violence that occur on campus property to law enforcement.

2. Under Virginia law, the College may determine that the disclosure of information to local law enforcement regarding the alleged incident of sexual violence, including personally identifiable information, is necessary to protect the health or safety of the complainant or other individuals. The College also is required to notify the local Commonwealth's Attorney (or other prosecutor responsible for prosecuting the alleged act of sexual violence) when the alleged incident of sexual violence constitutes a felony.

3. Upon receiving a report of an alleged act of sexual violence as defined in this Policy against a student or one that allegedly occurred on property owned or controlled by the College or on public property within the campus, or immediately adjacent to and accessible from the campus, the Title IX Coordinator shall convene the College's review committee within 72 hours to review the information reported and any information obtained through law enforcement records, criminal history record information, health records, conduct or personnel records, and any other facts and circumstances, including personally identifiable information, related to the alleged incident known to the review committee. The review committee may try to reach a consensus, but it is the law enforcement representative of the review committee that ultimately determines whether the disclosure of the information, including the personally identifiable information, is necessary to protect the health or safety of the alleged victim or other individuals. The College shall disclose such information to the law enforcement agency that would be responsible for investigating the alleged incident immediately. The Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.

4. If the report of an alleged act of sexual violence would constitute a felony, within 24 hours of the first review committee meeting, the law enforcement representative of the review committee shall notify the local Commonwealth's Attorney (or other prosecutor responsible for prosecuting the alleged act of sexual violence) and disclose the information received by the review committee, including personally identifiable information, if such information was disclosed pursuant to Section S2. The law enforcement representative usually will make this disclosure; however, any member of

the review committee may decide independently that such disclosure is required under state law and within 24 hours of the first review team meeting shall disclose the information to the local Commonwealth's Attorney (or other prosecutor responsible for prosecuting the alleged act of sexual violence), including personally identifiable information, if such information was disclosed pursuant to Section S2. If the Title IX Coordinator is aware of such disclosure, the Title IX Coordinator will notify the alleged victim in writing that such disclosure is being made.

5. Law enforcement will notify the local Commonwealth's Attorney within 48 hours of beginning an investigation involving a felonious act of sexual violence. Either campus police, the local law enforcement agency, or the State Police will notify the Commonwealth's Attorney pursuant to an MAA/MOU.

6. In addition to the procedures described in this Section, the College must follow the procedures described in Section T following a report of sexual violence.

T. Handling Reports of Sexual Harassment

1. Upon receiving actual knowledge of sexual harassment in an education program or activity of the College against a person in the United States, the College must respond promptly in a manner that is not deliberately indifferent. The College will treat complainants and respondents equitably by offering supportive measures and by completing either a formal or informal resolution process before imposing any disciplinary sanctions or other corrective actions that are not supportive measures against a respondent. The Title IX Coordinator shall promptly provide a written notification of rights and options to complainants and respondents upon receipt of a report of sexual harassment. The written notification must include, where applicable:

a) The available law enforcement options for investigation and prosecution;

b) The importance of collection and preservation of evidence;

c) The available options for a protective order;

d) The available campus options for investigation and resolution under the College's policies, including the complainant's option to file a formal complaint;

e) The party's right to participate or decline to participate in any investigation to the extent permitted under state or federal law;

f) The applicable federal or state confidentiality provisions that govern information provided by a complainant;

g) Information on contacting available on-campus resources and community resources, including the local sexual assault crisis centers, domestic violence crisis centers, victim support services with which the College has entered into a memorandum of understanding, or other support services;

h) The importance of seeking appropriate medical attention;

i) Discuss the College's obligation to disclose information about the report, including personally identifiable information, to campus/local law enforcement or to the local Commonwealth's Attorney, or both, if the review team determines that such disclosure is necessary to protect the health or safety of the complainant or others;

j) The possible interim measures that may be imposed when necessary during the pendency of the investigative or resolution process;

k) The supportive measures available with or without filing a formal complaint when appropriate and reasonably available; and

l) An explanation to the complainant of the process for filing a formal complaint, including providing the complainant with a Formal Complaint Form, when applicable.

2. The Title IX Coordinator must consider the complainant's wishes with respect to supportive measures.

3. After providing the information described in Section T1, the Title IX Coordinator must close the report under this Policy if the conduct alleged in the report would not constitute sexual harassment as defined by this Policy, even if proved, or is outside the jurisdiction of the College, i.e., the conduct did not occur on campus or involve an education program or activity of the College, or the complainant decides against filing a formal complaint and the College honors the request. The Title IX Coordinator will notify the parties simultaneously in writing with the rationale for the decision to close the report.

4. The Title IX Coordinator shall forward the report to the appropriate College official that will determine whether the conduct alleged in the report violates a separate policy or code of conduct.

5. The Title IX Coordinator will document the action(s) taken and the rationale for such action(s).

U. Resolution of Formal Complaints

1. The College's Responsibility. The College must provide a prompt, fair, and impartial investigation, and resolution of alleged violations of this Policy. When resolving a formal complaint, the College will evaluate all relevant evidence objectively, including both inculpatory and exculpatory evidence, and will make credibility determinations without reference to a person's status as a complainant, respondent, or witness. The College will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. Finally, at all times prior to a determination of responsibility, the respondent will be presumed not responsible for the alleged conduct, The imposition of interim measures does not constitute a presumption of responsibility.

2. Resolution Process Options. The College may resolve formal complaints either by a formal or informal resolution process.

3. Suspending an Investigation. The College will comply with all requests for cooperation by the campus police or local law enforcement in investigations. The College may be required to suspend the Title IX investigation while the campus police or the local law enforcement agency gathers evidence. The College will resume its Title IX investigation as soon as the campus police or local law enforcement agency has completed its gathering of evidence. Otherwise, the College's investigation will not be precluded or suspended on the grounds that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

4. Time Frame for Resolution of Formal Complaint. The resolution of any alleged violation of this Policy should be completed normally within seventy-five (75) workdays of the filing of the formal complaint, unless good cause exists to extend the timeframe. For resolving formal complaints, good cause includes but is not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; the need for language assistance or accommodation of disabilities; or unavoidable scheduling conflicts. The 75-workday timeframe refers to the entire formal resolution process, which includes the initial determination, investigation, live hearing, determination of responsibility, and the imposition of sanctions and provision of remedies, if any. The 75-workday timeframe does not include appeals. If any step of the process must be suspended or delayed for any reason and more time is necessary, the Title IX Coordinator will notify the parties in writing and

give the reason for the delay and an estimated length of the delay.

V. Formal Resolution Process

1. Formal Complaint Form. To initiate the formal resolution process, complainants must complete the Formal Complaint Form or other written and signed document that requests an investigation, [found in Appendix A or other location], and submit it to the Title IX Coordinator. The Title IX Coordinator may sign a formal complaint after due consideration of the complainant's wishes. In determining whether to sign a formal complaint, the Title IX Coordinator will consider the following factors:

a) The seriousness of the allegation(s), including whether the allegation(s) include bodily injury, threats, or the use of weapons;

b) The complainant's or alleged victim's age;

c) Whether there have been other similar complaints of against the same respondent; and,

d) The applicability of any laws mandating disclosure.

2. Notice of Allegations to the Parties. After receiving a formal complaint and as soon as practicable, the Title IX Coordinator will contact the parties to schedule an initial meeting. The correspondence must include the following information:

a) A copy of the College's Title IX Policy against sexual harassment, including the process by which the College resolves allegations of sexual harassment;

b) Notice of the allegation(s), including sufficient details known at the time and with sufficient time to prepare a response before the initial meeting. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;

c) Notice that each party may be accompanied by an advisor of his or her choice at all meetings and the live hearing who may be, but is not required to be, an attorney, and that each party and advisor will have the opportunity to inspect and review evidence;

d) A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the formal or informal resolution process;

e) A statement that each party must notify the Title IX Coordinator in writing within five (5) workdays if he or she believes that the Title IX Coordinator has a conflict of interest or bias against the party; and

f) A statement that the College prohibits knowingly making false statements or knowingly submitting false information during the resolution of a formal complaint, in accordance with Section Q of this Policy.

3. Complainant's Initial Meeting with the Title IX Coordinator. At this meeting, the Title IX Coordinator will:

a) Determine whether an informal resolution is permissible, and whether the complainant wishes to pursue a resolution (formal or informal) through the College or no resolution of any kind;

b) Explain avenues for formal resolution and informal resolution of the formal complaint;

c) Explain that if the complainant chooses an informal resolution, that the complainant may withdraw from the informal resolution process at any time prior to the conclusion of the informal resolution process and pursue a formal resolution process, but may not do so after

the conclusion of the informal resolution process;

d) Explain that records related to the informal resolution process will be maintained for a period of seven years and be made part of the record if a formal resolution process is pursued;

e) Explain the investigative process, including the right to discuss the allegations under investigation or to gather and present relevant evidence;

f) Discuss confidentiality standards and concerns with the complainant;

g) Discuss non-retaliation requirements;

h) Refer the complainant to campus and community resources, including the local sexual assault crisis center, domestic violence crisis center, victim support service with which the College has entered into a memorandum of understanding, or other appropriate support services;

i) Inform the complainant of any interim measures that will be imposed and any supportive measures that will be provided to the complainant during the pendency of the investigative and resolution processes;

j) Discuss the right to a prompt, fair, and impartial resolution of the formal complaint; and

k) Answer questions about the Policy and procedures.

4. Respondent's Initial Meeting with the Title IX Coordinator. During this meeting with the respondent, the Title IX Coordinator will:

a) Determine whether an informal resolution is permissible, and whether the respondent wishes to pursue an informal resolution;

b) Explain avenues for formal resolution and informal resolution of the formal complaint;

c) Explain that if the respondent chooses an informal resolution, that the respondent may withdraw from the informal resolution process at any time prior to the conclusion of the informal resolution process and pursue a formal resolution process, but may not do so after the conclusion of the informal resolution process;

d) Explain that records related to the informal resolution process will be maintained for a period of seven years and be made part of the record if a formal resolution process is pursued;

e) Explain the investigative process, including the right to discuss the allegations under investigation or to gather and present relevant evidence;

f) Discuss confidentiality standards and concerns with the respondent;

g) Discuss non-retaliation requirements;

h) Inform the respondent of any interim measures that will be imposed and any supportive measures that will be provided to the respondent during the pendency of the investigative and resolution processes;

i) Refer the respondent to campus and community resources, as appropriate;

j) Discuss the respondent's the right to due process and a prompt, fair, and impartial resolution of the formal complaint;

k) If the respondent is a student and the formal complaint involves an alleged act of sexual violence as defined in this Policy, explain to the respondent that the College will include a notation on the academic transcript if the respondent is suspended or dismissed after being found responsible, or if the respondent withdraws while under investigation, that the investigation may continue in the respondent's absence, if possible, while being afforded

notice of all meetings and the live hearing, if applicable, and an opportunity to inspect, review, and respond to all the evidence; and

l) Answer questions about the Policy and procedures.

5. Title IX Coordinator's Initial Determination.

a) The Title IX Coordinator shall investigate the allegations in all formal complaints. The Title IX Coordinator must dismiss the formal complaint if the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this Policy even if proved, or is outside the jurisdiction of the College, i.e., the conduct did not involve an education program or activity of the College or did not occur against a person in the United States. The Title IX Coordinator shall forward the formal complaint to an appropriate College official that will determine whether the conduct alleged in the formal complaint violates a separate policy or code of conduct.

b) The Title IX Coordinator may dismiss the formal complaint if (i) a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any of its allegations and the Title IX Coordinator determines that the College will honor the request; (ii) the respondent is no longer enrolled or employed at the College, or cannot be identified; or (iii) specific circumstances prevent the College from gathering sufficient evidence to determine whether the respondent is responsible for the conduct alleged in the formal complaint. If a complainant requests to withdraw a formal complaint, the Title IX Coordinator will consider the factors listed in Section V1.

c) If the Title IX Coordinator dismisses the formal complaint, he or she will send written notice of the dismissal with specific reason(s) for the dismissal to the parties, simultaneously, within five (5) workdays of completing the initial meetings. This decision may be appealed.

6. Appointment of the Investigator and Conduct of the Investigation.

a) Appointment of Investigator. After an initial determination to continue the formal resolution process or after failed informal resolution process, the Title IX Coordinator will appoint an investigator within five (5) workdays of completing the initial meetings. The Title IX Coordinator will provide the investigator's name and contact information to the complainant and respondent and will forward the formal complaint to the investigator. Within five (5) workdays of such appointment, the investigator, the complainant, or the respondent may identify to the Title IX Coordinator in writing any potential conflict of interest or bias of the appointed investigator. The Title IX Coordinator will consider such information and will appoint a different investigator if it is determined that a material conflict of interest or bias exists.

b) Contacting the Parties. The investigator will contact the complainant and respondent promptly. In most cases, this should occur within ten (10) workdays from the date of the investigator's appointment. The investigator will schedule meetings with the parties. The parties may provide supporting documents, evidence, and recommendations of witnesses, including character and expert witnesses, to be interviewed for the investigation. Each party may have one advisor present during any meeting with the investigator; however, the advisor may not speak on the party's behalf.

c) Weighing of Evidence. As part of the investigation, the investigator must weigh the credibility and demeanor of the complainant, respondent, and witnesses, and ensure that credibility determinations are not based on a person's status as a complainant, respondent, or witness; the logic and consistency of the evidence, motives, and any inculpatory and exculpatory evidence.

d) Withdrawal of a Student During an Investigation. The withdrawal of a student from the College while under investigation for an alleged act of sexual violence as defined by this Policy in most cases will not end the College's investigation and resolution of the complaint. The College shall continue the investigation, if possible, as set forth under this Policy. The College shall notify the student in writing of the investigation and afford the student the opportunity to provide evidence, to inspect, review, and respond to all the evidence and the written investigative report prior to making a determination on responsibility.

(1) Upon the student's withdrawal, the College shall place a notation on the student's academic transcript that states, "*Withdrew while under investigation for a violation of [name of community college's] Title IX Policy*." After the College has completed its investigation and resolution of the complaint, the College shall either (a) remove the notation if the student is found not responsible or (b) change the notation to reflect either a suspension or dismissal for a violation of the Policy if either was imposed.

(2) The College shall end the investigation and resolution of the complaint if the College cannot locate the respondent and provide him or her notice and the opportunity to respond. In such cases, the College shall maintain the withdrawal notation on the student's academic transcript. Upon a final determination, the Title IX Coordinator immediately shall notify the registrar and direct that the appropriate notation is made.

e) Inspection and Review of the Evidence. The parties will have the opportunity to inspect, review, and respond to all the evidence obtained during the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination of responsibility and inculpatory or exculpatory evidence, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. The investigator will send each party and each party's advisor, if any, a copy of the evidence subject to review. The parties will have ten (10) workdays to submit a written response to the evidence and the option to submit additional evidence, which the investigator will consider prior to the completion of the investigative report. Neither the parties nor their advisors may disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX formal resolution process. Nevertheless, the College will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

f) Investigative Report. The investigator will complete an investigative report that fairly summarizes relevant evidence, including but not limited to, all interviews conducted, photographs, descriptions of relevant evidence, the rationale for credibility determinations, summaries of relevant records, and a detailed report of the events in question. The investigative report shall include the following information to the extent possible:

(1) The name and gender of the complainant and, if different, the name and gender of the person reporting the allegation;

(2) The names and gender of all persons alleged to have committed the alleged violation;

(3) A statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incident(s);

(4) The dates of the report and formal complaint were filed;

(5) The dates the parties were interviewed;

(6) The names and gender of all known witnesses to the alleged incident(s);

(7) The dates that any relevant documentary evidence (including cell phone and other records as appropriate) was obtained;

(8) Any written statements of the complainant or the alleged victim if different from the complainant; and

(9) The date on which the College deferred its investigation and disciplinary process because the complainant filed a law enforcement complaint and the date on which the College resumed its investigation and disciplinary process, if applicable.

g) Submission of the Investigative Report. The investigator will submit the investigative report to the Title IX Coordinator, who will send the investigative report to the parties and the parties' advisors, if any, simultaneously for review and written response as soon as possible, but no later than five (5) workdays after receiving the investigative report from the investigator. The parties will have ten (10) workdays to submit a written response to the investigative report to the Title IX Coordinator. The Title IX Coordinator will not consider the parties' written responses but will ensure that such statements are added to the record. Neither the parties nor their advisors may disseminate the investigative report or use such report for any purpose unrelated to the Title IX formal or informal resolution process.

W. Conduct of Live Hearing

1. The Title IX Coordinator will appoint a Hearing Officer [and members of the Hearing Committee, if preferred by the College] within ten (10) workdays after sending the investigative report to the parties and their advisors, if any. Within five (5) workdays after the appointment, the Hearing Officer will contact the parties to schedule a live hearing. The parties have five (5) workdays after being contacted by the Hearing Officer to notify the Title IX Coordinator in writing of any potential conflict of interest or bias of the Hearing Officer. The Title IX Coordinator will consider such information and will appoint a different Hearing Officer if the Title IX Coordinator determines that a material conflict of interest or bias exists. When the date, time, and place of the live hearing is confirmed, the Hearing Officer will notify the parties in writing simultaneously of the date, time, and place of the live hearing.

2. No later than fifteen (15) workdays before the live hearing, each party must notify the Hearing Officer and the other party of: a) the name and contact information of the advisor, if new, or a statement that a party does not have an advisor available for the hearing, if applicable; b) the names and contact information of witnesses that will be called at the live hearing and the purpose of their testimony at the live hearing; c) whether a party intends to be subjected to cross-examination; d) a description of documents or other evidence and the purpose of such evidence that will be used at the live hearing; e) the specific remedy requested; and, f) whether a party requests that the live hearing occurs with the parties located in separate rooms with technology that enables the Hearing Officer and the parties to see and hear the party or the witness answering questions simultaneously. Only one party is required to make the request for separate rooms.

3. The Hearing Officer will notify the Title IX Coordinator promptly that the College must appoint an advisor for a party when notified of the need for an advisor. The Title IX Coordinator will appoint the advisor promptly, but no later than ten (10) workdays prior to the live hearing. If a party appears at a live hearing without an advisor, the Hearing Officer shall delay the start of the live hearing until an advisor is available.

4. The Hearing Officer shall ensure that all evidence obtained during the investigation to the parties available at the live hearing.

5. Rules of the Live Hearing.

a) Evidence. The formal rules of evidence will not be applied except to determine whether the evidence or question presented is relevant or cumulative.

(1) Either party may call character or expert witnesses.

(2) Questions and evidence about a party's sexual predisposition or prior sexual behavior are not relevant, unless:

(a) such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or

(b) the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

(3) If the evidence or witness testimony is, on its face, not relevant or is cumulative, the Hearing Officer may exclude such evidence or witness statement(s), with the rationale for the decision in the pre-hearing determination. The parties may object in writing to such determination within five (5) workdays of the determination. The Hearing Officer shall rule on the objection within five (5) workdays of receipt of the objection.

(4) No party or witness statement shall be entered into evidence unless that party or witness submits to cross-examination.

b) Standard of Evidence. The live hearing will determine responsibility using the preponderance of the evidence standard.

c) Participation of Parties and Witnesses. Neither party may choose to "waive" the right to a live hearing, but parties and witnesses may choose whether to participate in the live hearing or submit to cross-examination.

d) Recording or Transcript. The Hearing Officer will arrange for the live hearing to be recorded. Each party will receive a copy of the recorded live hearing upon request. Parties may prepare a transcript of the recording at their own expense. Neither the parties nor their advisors may disseminate the record or transcript or use such record or transcript for any purpose unrelated to the Title IX formal resolution process or related civil proceeding.

e) Opening Statements and Closing Arguments. At the sole discretion of the Hearing Officer, the parties may make opening and/or closing statements at the live hearing. The Hearing Officer will determine the time that is allotted for each.

g) Pre-Hearing Determinations. No later than ten (10) workdays prior to the live hearing, the Hearing Officer shall decide (1) whether to exclude any of the proposed evidence or witnesses, and the basis upon which such evidence or witness is excluded; (2) whether to allow opening statements and closing arguments and the time allotted for both; and, (3) whether any additional evidence or witness statement(s) shall be excluded because a party or witness will not be subjected to cross-examination.

h) Rules of Conduct During the Live Hearing. All live hearings will be closed to the public and witnesses will be present only during their testimony. For live hearings that use technology, the Hearing Officer shall ensure that appropriate protections are in place to maintain confidentiality.

(1) The College will require all parties, advisors, and witnesses to maintain appropriate decorum throughout the live hearing. Participants at the live hearing are expected to abide by the Hearing Officer's directions and determinations, maintain civility, and avoid emotional outbursts and raised voices.

(2) Repeated violations of appropriate decorum will result in a break in the live hearing, the length of which shall be determined by the Hearing Officer. The Hearing Officer reserves the right in his or her sole discretion to appoint a different advisor to conduct

cross-examination on behalf of a party after repeated violations of appropriate decorum or other rules related to the conduct of the live hearing.

6. Role of the Advisor.

a) The role of the advisor at the live hearing is to conduct cross-examination on behalf of a party. The advisor is not to "represent" a party, but only to relay the party's cross-examination questions that the party wishes to have asked of the other party and witnesses so that parties never personally question or confront each other during a live hearing. A party shall not conduct cross-examination on his or her behalf.

b) Each party may retain an attorney at his or her expense or designate a non-attorney advisor to accompany him or her at the live hearing. The advisor may provide advice and consultation to the parties or the parties' witnesses outside of the conduct of the live hearing to assist parties in handling the formal resolution process.

c) A party's advisor must conduct cross-examination at the live hearing directly, orally, and in real time. Only relevant cross-examination questions and follow-up questions, including those that challenge credibility, may be asked. Advisors may not raise objections or make statements or arguments during the live hearing.

d) The College shall appoint an advisor for the live hearing at no cost to a party when the party does not have an advisor. The appointed advisor may be but is not required to be a licensed attorney or anyone with formal legal training. Advisors may be faculty, staff, students, or volunteers from the local community.

7. Role of the Hearing Officer.

a) The role of the Hearing Officer is to preside over the live hearing in a fair and impartial manner. After the live hearing, the Hearing Officer must issue a written determination regarding responsibility using the preponderance of the evidence standard of evidence. The Hearing Officer will be the final decision-maker on all matters of procedure during the live hearing.

b) Before a complainant, respondent, or witness answers a cross-examination or other question, the Hearing Officer first must determine whether the question is relevant or cumulative and explain any decision to exclude a question that is not relevant or is cumulative.

c) The Hearing Officer may question the parties and witnesses, but they may refuse to respond.

d) The Hearing Officer may consider any relevant and reliable evidence, including statements of a party or witness, even if such party or witness does not submit to cross-examination at the live hearing. The Hearing Officer must first consider the reliability of any the statement. Factors to consider include, but are not limited to, whether a party or witness commented on or challenged the statement prior to the live hearing, whether the statement is a rumor or something of which the party or witness does not have first-hand knowledge, and whether the person who made the statement has a motive or a conflict of interest that can be demonstrated through other evidence. The level of reliability will determine the amount of weight the Hearing Officer will give to the statement when reaching a determination regarding responsibility. Additionally, the Hearing Officer cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

e) Within ten (10) workdays after the live hearing, or with good cause shown as soon as possible, the Hearing Officer will submit a written determination to the Title IX Coordinator. The Hearing Officer must make a finding of responsibility or non-responsibility for each

allegation and describe the rationale for the finding based on an objective evaluation of the evidence presented at the live hearing. The written determination shall include the following:

(1) Identification of the allegations potentially constituting sexual harassment defined under this Policy;

(2) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and live hearings held. The description of the procedural steps also should include who performed the investigation and the process taken to inspect and review the evidence and disseminate the investigative report, including the adherence to mandated procedural timelines;

(3) Findings of fact supporting the determination;

(4) Conclusions regarding the application of this Policy to the facts;

(5) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any range of disciplinary sanction(s) to be imposed on the respondent, and whether (not which) remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the complainant.

(6) When applicable, a statement that a notation will be placed on the academic transcript that the respondent was suspended or dismissed for a violation of the College's Title IX Policy.

(7) When applicable, a statement that the respondent may request the expungement of the notation on the academic transcript for good cause shown and after a period of three years.

(8) The College's procedures and permissible bases for the complainant and the respondent to appeal. If the complainant or respondent does not contest the finding or recommended sanction(s) and/or remedies and does not file an appeal within the required time frame, the written determination shall be final.

X. Actions Following the Written Determination

1. The role of the Title IX Coordinator following receipt of the written determination from the Hearing Officer is to facilitate the imposition of sanctions, if any, the provision of remedies, if any, and to otherwise complete the formal resolution process.

2. The Title IX Coordinator must provide the written determination to the parties simultaneously, with a copy to Human Resources, Conduct Officer, and/or other College officials, as appropriate. The appropriate college official, after consultation with the Title IX Coordinator, will determine the sanction(s) imposed and remedies provided, if any.
3. The parties shall receive the final decision on the imposition of sanction(s), if any, and the provision of remedies, if any, simultaneously within ten (10) workdays of receipt of the written determination by the appropriate college official(s). The College must disclose to the complainant the sanction(s) imposed on the respondent that directly relate to the complainant when such disclosure is necessary to ensure equal access to the College's education program or activity.

4. The Title IX Coordinator shall confer as necessary with employees, community resources, or other support services that will provide such remedies.

5. Any sanctions to be imposed or remedies to be provided should begin after five (5) workdays of submitting the final decision unless a party files an appeal.

6. If the respondent is a third party, the Title IX Coordinator will forward the written determination to [vice president/police chief, or other college official]. Within ten (10) workdays, the [designated official] shall determine and impose appropriate sanction(s), as described below. The respondent and the Title IX Coordinator shall receive written notification of sanction(s) in the final decision, if any. The Title IX Coordinator may disclose to the complainant information as described above.

Y. Appeals

1. Within five (5) workdays of receipt of the final decision, either party may appeal the Hearing Officer's written determination regarding responsibility and the final decision related to sanctions and remedies. The complainant also may appeal the College's dismissal of a formal complaint or any of its allegations therein within five (5) workdays of such dismissal. The appeal must be in writing and submitted to the Title IX Coordinator, who will appoint an Appeal Officer within five (5) workdays of receipt of the appeal. The Appeal Officer's decision is final.

2. The Appeal Officer will grant an appeal only on the following bases:

a) Procedural irregularity that affected the outcome of the matter;

b) New evidence that was not reasonably known or available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;

c) The Title IX Coordinator, investigator(s), or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter;

3. Within five (5) workdays of receipt of an appeal request, the Title IX Coordinator will notify the other party that an appeal has been filed and implement appeal procedures equally for both parties.

4. The Title IX Coordinator will compile the record, including the notice of allegations, evidence obtained, investigative report, live hearing recording, written determination, and final decision. The Title IX Coordinator shall forward the record with the appeal request to the Appeal Officer as soon as possible, but no later than ten (10) workdays of receipt of the appeal request.

5. The Appeal Officer must not be the Hearing Officer, the investigator, or the Title IX Coordinator and be free from conflict of interest and bias.

6. Upon receipt of the request for the appeal and the record, the Appeal Officer shall decide whether to grant the appeal, including the rationale for the decision, and notify the parties whether the appeal has been granted simultaneously. The decision shall be made within ten (10) workdays of receipt of the appeal request and record from the Title IX Coordinator.

7. If the Appeal Officer decides to grant the appeal, he or she will notify the parties that they have five (5) workdays to submit a written statement in support of, or against, the outcome of the written determination, final decision, or dismissal of the formal complaint. The Appeal Officer may grant additional time for good cause to both parties.

8. The Appeal Officer shall make the decision based on the record and the parties' written statements, if any. The Appeal Officer shall not receive additional statements or testimony from any other person.

9. The Appeal Officer shall issue a written determination of the result of the appeal and the rationale for such result within ten (10) workdays of receipt of written statements, if any. The Appeal Officer shall provide the written determination to the parties simultaneously.

10. At the conclusion of the appeal, the Title IX Officer shall facilitate the imposition of sanctions, if any, and the provision of remedies as provided in Section X.

Z. Informal Resolution Process

1. The informal resolution process is available under the following conditions:

a) The complainant has filed a formal complaint of hostile environment sexual harassment involving parties with the same status (e.g., student-student or employee-employee);

b) The Title IX Coordinator has completed the steps described in Sections V1 through V4; and,

c) The parties voluntarily request in writing to resolve the formal complaint through the informal resolution process.

2. Within five (5) workdays after the receipt of the written request to start the informal resolution process, the Title IX Coordinator will appoint a College official to facilitate an effective and appropriate resolution ("Facilitator"). The Title IX Coordinator may serve as a Facilitator. Within five (5) workdays of such appointment (or receipt of the written request), the parties may identify to the Title IX Coordinator in writing any potential conflict of interest or bias posed by such Facilitator to the matter. The Title IX Coordinator will consider such information and will appoint another Facilitator if it is determined that a material conflict of interest or bias exists. Within five (5) workdays of the appointment (or receipt of the written request), the Facilitator will request a written statement from the parties to be submitted within ten (10) workdays. Each party may request that witnesses are interviewed, but the College shall not conduct a full investigation as part of the informal resolution process.

3. Within ten (10) workdays of receiving the written statements, the Facilitator will hold a meeting(s) with the parties and coordinate informal resolution measures. The Facilitator shall document the meeting(s) in writing. Each party may have one advisor of his or her choice during any meeting; however, the advisor may not speak on the party's behalf.

4. The informal resolution process should be completed within thirty (30) workdays in most cases, unless good cause exists to extend the time. The parties will be notified in writing and given the reason for the delay and an estimated time of completion.

5. Any resolution of a formal complaint through the informal resolution process must address the concerns of the complainant and the responsibility of the College to address alleged violations of the Policy, while also respecting the due process rights of the respondent. Informal resolution process remedies include mandatory training, reflective writing assignment, counseling, written counseling memorandum by an employee's supervisor, suspension, termination, or expulsion, or other methods designed to restore or preserve equal access to the College's education programs or activities.

6. At the conclusion of meetings, interviews, and the receipt of statements, the Facilitator will write a summary of such in a written informal resolution report and provide the parties with the informal resolution report simultaneously. The written informal resolution report shall include the notice of allegations, a meeting(s) summary, remedies provided, if any, sanctions imposed, if any, and whether the formal complaint was resolved through the informal resolution process. The Facilitator will forward the written informal resolution report to the Title IX Coordinator, when applicable.

7. At the conclusion of the informal resolution process, if the formal complaint was resolved to the satisfaction of the parties, the parties will provide a written and signed statement as such for the record. The decision will be final, and the matter will be closed.

8. At any time prior to resolving a formal complaint through the informal resolution process, either party may withdraw in writing from the informal resolution process and resume or begin the formal resolution process.

9. If the formal complaint is not resolved through the informal resolution process, the Title IX Coordinator shall begin the formal resolution process at Section V5 of this Policy.

10. The Facilitator shall not be a witness as part of the formal resolution process, but the written informal resolution report shall be part of the record.

AA. Sanctions & Corrective Actions

1. The College will take reasonable steps to address any violations of this Policy and to restore or preserve equal access to the College's education programs or activities. Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for similar violations, or both.

2. The range of potential sanctions and corrective actions that may be imposed against a student includes but is not limited to the following: required discrimination or harassment education, a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct, verbal or written warning, a no-contact order, written or verbal apology, verbal or written warning, probation, suspension, and expulsion from the College.

3. Sanctions for faculty and staff shall be determined in accordance with the VCCS Policy Manual and the Department of Human Resource Management Standards of Conduct, respectively. Possible sanctions and corrective actions include required discrimination or harassment education, informal or formal counseling, reassignment, demotion, suspension, non-reappointment, and termination from employment.
4. Third parties, e.g., contractors, or patrons from the general public, will be prohibited from having access to the campus. Depending on the violation, this prohibition may be permanent or temporary.

5. Sanctions imposed do not take effect until the resolution of any timely appeal. However, the College may keep in place any interim measures when necessary.

BB. Academic Transcript Notations and Expungement

1. If a student is found responsible for an act of sexual violence as defined by this Policy and is suspended or dismissed, the student's academic transcript shall be noted as follows: "Suspended/Dismissed for a violation of [the name of the College's] Title IX Policy." In the case of a suspension, the College shall remove such notation immediately following the completion of the term of suspension and any conditions thereof, and when the student is considered to be in good standing. The student shall be considered to be in good standing for the purposes of this section following the completion of the term of suspension and satisfaction of all conditions thereof. Upon completion of the suspension, the Title IX Coordinator (or designee) shall meet with the student to confirm completion of the conditions and upon such confirmation, direct the registrar to remove the notation from the student's academic transcript.

2. If a student withdraws from the College while under investigation involving an act of sexual

violence as defined by this Policy, the student's academic transcript shall be noted as follows: "Withdrew while under investigation for a violation of [name of the College's] Title IX Policy." Students are strongly encouraged not to withdraw from the College.

3. The College shall immediately remove the notation from the student's academic transcript upon a subsequent finding that the student is not responsible an offense of sexual violence as defined by this Policy. Upon such a finding, the Title IX Coordinator (or designee) shall direct the registrar to remove the notation from the student's academic transcript.

4. Notations on academic transcripts regarding suspensions and dismissals shall be placed on the student's academic transcript after resolution of any timely appeal.

5. The College shall expunge the notation from the academic transcript of any student for good cause shown and after a period of three (3) years.

a) Persons seeking to expunge the notation on an academic transcript shall submit a written request for expungement to the [College's designated official] no sooner than three years after the date the College placed the notation on the academic transcript.

b) The request for expungement must contain sufficient information to support a finding of good cause. For expungement purposes, good cause includes (1) the act of sexual violence did not involve serious bodily injury, the use of force, or threat, and the former respondent demonstrates remorse and/or rehabilitation; (2) the former respondent committed the Policy violation while under the age of 18 and the former respondent demonstrates remorse and/or rehabilitation; and, (3) any other reason that, in interest of justice, the notation should be expunged.

c) The [designated official] shall issue a written decision and the rationale for such decision within ten (10) workdays of receipt the request.

d) If the request for expungement is denied, the former respondent may submit another request for expungement no sooner than three (3) years after the denial of the request. This decision is final.

CC. Training and Training Materials

1. Title IX Coordinator(s), investigators, Hearing Officers, Appeal Officers, and Facilitators for the informal resolution process must receive annual training, as appropriate, on the following topics:

a) The definition of sexual harassment;

b) The scope of the College's education programs or activities;

c) How to conduct an investigation and grievance process, including live hearings, appeals, and informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;

d) The definition of relevance;

e) Investigative report writing; and,

f) Technology that may be used at live hearings.

2. College-appointed advisors receive training on the definitions of sexual harassment, consent, preponderance of the evidence, and relevance.

3. Training materials must not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

4. All training materials must be available on the College's website.

DD. Record Keeping

1. The Title IX Coordinator, Deputy Title IX Coordinator, if applicable, and any other employee as appropriate, e.g., HR Director, shall maintain in a confidential manner, for at least seven (7) years from the date of creation of the last record pertaining to each case, in paper or electronic files of the following:

a) The complete file for each sexual harassment investigation and formal resolution process, including (i) any determination regarding responsibility; (ii) any audio or audiovisual recording or transcript of the live hearing; (iii) any disciplinary sanctions imposed on the respondent; and, (iv) any remedies provided to the complainant;

b) Records of any appeal and its result;

c) Records of any informal resolution process and its result;

d) All materials used to train Title IX Coordinators, investigators, Hearing Officers, Appeal Officers, and Facilitators for an informal resolution process.

2. Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. Records must explain why the College's response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the College's education programs or activities.

3. If the College does not provide a complainant with supportive measures, then the College must document the reasons why such a response was not clearly unreasonable in light of the known circumstances, including whether such decision was made based on the complainant's request or desire for the College to take no action or to provide supportive measures.

4. The documentation of certain bases or measures does not limit the College in the future from providing additional explanations or detailing additional measures taken.

EE. Use of Template/Reports to System Counsel

All community colleges of the Virginia Community College System shall use this template. All reports of alleged incidents of sexual harassment shall be reported to the Office of System Counsel.

Campus Sex Crimes Prevention Act, Sex Offender Registry and Access to Related Information as amended effective July 1, 2006*

Incarceration may remove a sex offender from the streets, but it does nothing to prevent the offender from committing another crime when released. The federal Campus Sex Crimes Prevention Act (CSCPA) advises the campus community where law enforcement agency information provided by a state, concerning registered sex offenders, may be obtained.

It also mandates that sex offenders, already required to register in a state, provide notice, as required under State law, of each institution of higher education in that state at which the person is employed, carries on a vocation, volunteer services or is a student. States are under an obligation to advise registrants of these requirements and establish procedures to do so. States are also obligated to notify institutions if a registered sex offender is employed, carries on a vocation, volunteer services or is a student. The Commonwealth's State Police maintains a system for making certain information on possessors of child pornography, sex offenders, violent sex offenders and persons convicted of murdering a minor child is made available through the Sex Offender Registry (publicly available by means of the Internet). The information made available includes the offender's name; all aliases that he/she has used or under which he may have been known; the date and locality of the conviction and a brief description of the offense; his/her date of birth, current address, and photograph; and such other information as the State Police may from time to time determine is necessary to preserve public safety. This updated information is routinely provided to the CVCC Police and is checked via the campus student, staff and vendor databases. The web site address for obtaining related information in the Commonwealth of Virginia is: http://sex-offender.vp.virginia.gov/sor/. The National Sex Offender Registry Web site maintained by the U.S. Department of Justice is found at http://www.nsopw.gov/.

All forms of Sexual Violence are a violation of the Standards of Conduct and CVCC policy on Sexual Violence, Domestic Violence, Dating Violence, and Stalking: IX/Campus-Security-Authorities-(CSA) Students can reduce the risk by maintaining awareness and taking the following precautions,

Don't be a victim:

• Trust your instincts. If you find yourself in a situation where something feels wrong, look for a way out of the situation—move closer to other people or seek out a safe way to get home.
• Don't ignore sudden feelings of mistrust just because you have known someone for a long time. You can't tell if a person has the potential to rape based on past behaviors.
• Never leave a drink unattended or accept a drink that you did not see poured. Date-rape drugs can leave you unable to protect yourself, or even know what is happening to you.
•Take assertiveness training and/or self-defense classes, such as RAD

Don't Be a Rapist:

• Anytime you are uncertain whether your partner is comfortable with your behavior, **ask!** Assume that "no" actually means no, and assume that "I'm not sure" means no.
• Understand that an individual who is drunk is not legally capable of giving consent. If the other person is not capable of making an informed decision, then you should assume NO.
• Know the definition of sexual assault. If you think groping or "feeling someone up" is okay, in some cases, you may receive a disciplinary action and/or be arrested.
•Be aware that committing rape has severe consequences and being drunk is not a defense.

Sexual Assault is a crime as well as a violation of the College's Standards of Conduct. Sexual assault survivors are advised to seek medical attention and encouraged to report the crime to the police or College authorities. Staff members are available to assist survivors in accessing medical assistance, counseling, and reporting the incident.

To report an incident or receive information or assistance, contact the Campus Police, Dean of Student Services, Lynchburg Police, any Campus Security Authority (CSA) or the Title IX Coordinator at (434) 832-7802.

If a sexual assault survivor chooses to take further action after reporting the incident, there are several options for adjudication available. In addition to disciplinary action taken by the College (which may result in suspension or dismissal), assailants can be prosecuted under Virginia criminal and civil statutes. Victim assistance is available 24 hours a day through Sexual Assault Response Program, 1.888.947.7273.

Medical assistance is available by a Sexual Assault Nurse Examiner (SANE) at Centra Hospital in Lynchburg, VA. Counseling support is available from the CVCC Counseling Center or local mental health professionals. The College's sexual assault prevention efforts include programming for new student orientation as well as educational and awareness events throughout the year.

Students and other individuals are advised and encouraged to report any offense to Campus Police and/or a CSA; and that confidential reporting is allowed or permitted.

If a sexual offense should occur, the victim should take the following actions:

- Go to a safe place.
- Call Campus Police or 911.
- Contact others who can help (counselor, family, and/or friends).
- Do not shower, bathe, or douche.
- Do not urinate, if possible.
- Do not eat, drink liquids, smoke, or brush teeth if oral contact took place.
- Keep the clothes worn during the offense. If clothes are changed, place clothes in a paper bag (evidence deteriorates in plastic).
- Get prompt medical attention.
- Do not destroy the physical evidence that may be found in the vicinity of the crime. If the crime occurred in the victim's residence or vehicle, the victim should not clean the area of the assault until the police have had an opportunity to collect evidence.
- Write down all the details remembered as soon as possible.
- Tell someone all details remembered about the assault.
- Seek medical and/or counseling assistance, even if you choose not to file charges.

Remember, reporting the incident does not obligate prosecution, but it does make legal action possible if the decision to prosecute is made at a later date. The earlier an incident is reported, the easier it is to collect valuable evidence/information. College code of conduct, criminal prosecution and civil suits are all options available to survivors of sexual assault. If the student conduct process is pursued, both the survivor and the accused may be present during the preceding and may have an attorney and/or adviser present to provide support and advice. Both the victim and the accused will simultaneously be sent a written letter that informs them of the results of the proceeding. Sanctions for sexual assault may range up to and include suspension or expulsion from CVCC. If requested, Campus Police will assist any victim with obtaining no- contact orders and/or orders of protection, and will enforce such orders, to include no-trespass orders, when applicable and when college officials are made aware of their existence.

We suggest that survivors receive an exam by a Sexual Assault Nurse Examiner (SANE). SANEs are trained in physical evidence recovery kits (PERKs), examination techniques, forensic practice, how to

collaborate with law enforcement officers, and how to present evidence as an expert witness in the courtroom. The SANE exam is an evidentiary exam, not a diagnostic one. If the survivor does not wish to support a police investigation or declines a forensic exam, she/he will be advised of the importance of the exam should they re-consider it later. For the exam, the SANE obtains a brief medical history and may ask details about the assault that will help to know what areas of physical examination are most important for a thorough collection of forensic evidence.

Drug Facilitated Assault

Drugs can be placed in any drink, not just alcohol. Effects may range from a feeling of well-being and short-term memory loss to an apparent aphrodisiac and intoxication effect. Serious adverse effects can occur such as seizures, insomnia, anxiety, nausea, dizziness, hallucinations, coma, even death. Some common side effects of these drugs include a drunken appearance, drowsiness, light-headedness, staggering, confusion, muscle relaxation, and amnesia that lasts up to 24 hours. If someone suspects they or someone they know has been drugged and/or assaulted, first, go to a safe place, call police, and go to the emergency room for immediate treatment of any injuries, and if desired, to be examined by a Sexual Assault Nurse.

Support and Assistance Resources

Contact	***Number***
Sexual Assault Response Hotline	888-947-7273
Campus Police	434-832-7700
Title IX Coordinator	434-832-7751
Vice President for Academic & Student Affairs	434-832-7656
Lynchburg Sexual Assault Response Team	434-947-7422

Officials with Significant Responsibility for Student and Campus Activities (Commonly known as the Campus Security Authorities/Responsible Persons)

As specified in the Clery Act, those considered to be Campus Security Authorities (CSA) are deans (or other senior student administrative personnel), coaches, overseers and advisors to student clubs and organizations, and other campus officials having "significant responsibility for student and campus activities," not just police and/or security officers. All are subject to reporting annual campus crime statistics of crimes not previously reported to police (professional and pastoral counselors excluded; passages in quotations are taken directly from the applicable Federal Register). Although we encourage the reporting of campus criminal activity directly to the CVCC Police, in some instances members of the campus community may choose to file a report with one of the CSA/Responsible Persons. CVCC officials, who learn about sexual assaults, as well as other crimes, must tell the victims that they can take their complaints to the campus or local police. CVCC officials will help the victims if asked to do so and will assist the student in notifying these authorities if the student requests their assistance.

In certain instances, a crime victim may be reluctant to file a report fearing the process and/or loss of his/her anonymity. In such circumstances, crime victims are encouraged to consider making a confidential report to Campus Police or one of the designated Campus Security Authorities. At a minimum, crime victims will receive valuable counseling and referral information. Confidential reports are important because they provide valuable information that will enhance the safety of the community-at-large, and they will, at least, provide a more accurate portrait of actual campus crime. However, if reported and/or requested, or is deemed necessary by the college, the victim of sexual violence will be afforded academic or work options and /or other appropriate arrangements to aid them in continuing their employment status or educational pursuits.

The Campus Safety and Security Survey Administrator shall be notified of all potential reports to assure

that all required incidents are accurately reflected in the Annual Safety and Security Report.

Policy for Reporting the Monthly and Annual Disclosure of Crime Statistics

On or before September 30 of each calendar year a written statement that indicates the updated Annual Safety and Security report is made available and instructions regarding the method to access the report will be provided to the Dean of Student Services and Human Resources Manager for appropriate distribution to prospective employees and students. The Chief of Police will provide the notice to current staff, students, and vendors via an email blast.

In March of 2013, signed the Violence Against Women Reauthorization Act (VAWA) was signed , which for year 2013 and subsequent years requires institutions of higher education to collect and include statistics for incidents of domestic violence, dating violence, sexual assault and stalking and to include policies, procedures, and campus programs in the Annual Security Reports (ASR). The link below provides definitions and updated information regarding sexual violence and other crimes, or violations evaluated and/or included in the ASR. Annual Security Report | Central Virginia Community College. This report was prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, and VAWA Acts. The report is updated annually and submitted to the US Department of Education. The crimes in the report are also reported to the Virginia State Police's (IBR) and the Federal Bureau of Investigation (FBI's) Incident Based Reporting Program (NIBRS) on a monthly basis. The College Clery Act mandated crime statistics for the most recent three-year period are included in this report for the calendar years of 2023, 2024 and 2025. The Annual Security Report statistics reflect incidents reported to Campus Police, Campus Security Authorities and/or other law enforcement agencies with concurrent or neighboring jurisdictions to CVCC owned or leased properties. The CVCCPD takes no responsibility for the accuracy of figures submitted by neighboring or local officials. This annual report and crime statistics are managed and submitted by the Clery Act/ HEOA Campus Safety and Security Survey Administrator: Director of Public Safety & Chief of Police J.R. Sydenstricker sydenstrickerj@centralvirginia.edu 434-832-7755

The Clery Act / Higher Education Act mandates that colleges and universities provide crime and disciplinary statistics and for the most recent (3) three-year period. The required reported statistics as mandated include any report of a hate crime. Hate Crimes include any incident motivated by bias, because of the victim's race, gender, religion, sexual orientation, ethnicity, national origin, disability, and gender identity.

Designated criminal and disciplinary statistics for the 2023, 2024 and 2025 calendar year(s) were counted and are recorded below in the following tables: Crime Statistics – Main Campus/Lynchburg
In compliance with the Clery Act, Campus Police compiles statistics on crimes that occur on and adjacent to the campus. These statistics include crimes reported to the CVCC Campus Police and the Lynchburg Police Department.

OFFENSE	***ON CAMPUS***			***NONCAMPUS***			***PUBLIC PROPERTY***		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	1	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	1	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
ARRESTS	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0	0	3	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
VAWA DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
VAWA DATING VIOLENCE	0	0	0	0	0	0	0	0	0
VAWA STALKING	1	0	1	0	0	0	0	0	0
HAZING	0	0	0	0	0	0	0	0	0

Hate crimes, including all above crimes, and in addition, simple assault, larceny-theft, intimidation, and destruction/damage/vandalism of property.

There were no reported hate crimes for the years 2023, 2024, and 2025.

Crime Statistics – Amherst Center

In compliance with the Clery Act, CVCC Campus Police compiles statistics on crimes that occur on and adjacent to the CVCC Amherst Center. These statistics include crimes reported to the CVCC Campus Police and/or the Amherst Town Police Department.

OFFENSE	***ON CAMPUS***			***NONCAMPUS***			***PUBLIC PROPERTY***		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
ARRESTS	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
VAWA DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
VAWA DATING VIOLENCE	0	0	0	0	0	0	0	0	0
VAWA STALKING	0	0	0	0	0	0	0	0	0
HAZING	0	0	0	0	0	0	0	0	0

Hate crimes, including all above crimes, and in addition, simple assault, larceny-theft, intimidation, and destruction/damage/vandalism of property.

There were no reported hate crimes for the years 2023 2024, and 2025.

Crime Statistics – Appomattox Center

In compliance with the Clery Act, CVCC Campus Police compiles statistics on crimes that occur on and adjacent to the CVCC Appomattox Center. These statistics include crimes reported to the CVCC Campus Police and/or the Appomattox County Sheriff's Office.

OFFENSE	***ON CAMPUS***			***NONCAMPUS***			***PUBLIC PROPERTY***		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
ARRESTS	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
VAWA DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
VAWA DATING VIOLENCE	0	0	0	0	0	0	0	0	0
VAWA STALKING	0	0	0	0	0	0	0	0	0
HAZING	0	0	0	0	0	0	0	0	0

Hate crimes, including all above crimes, and in addition, simple assault, larceny-theft, intimidation, and destruction/damage/vandalism of property.

There were no reported hate crimes for the years 2023, 2024, and 2025.

Crime Statistics – Bedford Center

In compliance with the Clery Act, CVCC Campus Police compiles statistics on crimes that occur on and adjacent to the CVCC Bedford Center. These statistics include crimes reported to the CVCC Campus Police and/or Bedford Town Police Department

OFFENSE	***ON CAMPUS***			***NONCAMPUS***			***PUBLIC PROPERTY***		
	2023	2024	2025	2023	2024	2025	2023	2024	2025
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE	0	0	0	0	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
ARRESTS	0	0	0	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0	0	0	1	0
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*	*0*
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
VAWA DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
VAWA DATING VIOLENCE	0	0	0	0	0	0	0	0	0
VAWA STALKING	0	0	0	0	0	0	0	0	0
HAZING	0	0	0	0	0	0	0	0	0

* NDR- No Data Received, denotes crime data from local law enforcement agency was not received.

Hate crimes, including all above crimes, and in addition, simple assault, larceny-theft, intimidation, and destruction/damage/vandalism of property.

There were no reported hate crimes for the years 2023, 2024, and 2025.