



**WRIGHT GRADUATE UNIVERSITY**  
*For the Realization of Human Potential*

# Wright Graduate University for the Realization of Human Potential

## *Required Annual Consumer Information Disclosures*

Last Updated September 30, 2018

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## *Emergency Contact Information*

WGU is required by law to keep current all students' and employees' names and addresses. Notify the campus director of any change in address, physician to notify in case of occupational accident or injury, and next of kin as well as another non-family person, including telephone number, to notify in case of an emergency or difficulty locating a student or employee. Emergency contact information is confidential and will not be made available to nonessential staff. Emergency contact information may not be used for any purposes other than its original intention. Students may update their emergency contact information using the following form:

<https://fs23.formsite.com/wright/form40/index.html>

## *Family Educational Rights and Privacy Act Annual Notice*

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA) sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information The Wright Graduate University may disclose to third parties without receiving prior written consent from the student.

### I. Types of Educational Records Kept

The Wright Graduate University will maintain student records for six years from graduation or last date of attendance. Such records will minimally include the following:

- A copy of the enrollment agreement and other instruments relating to payment for educational services.
- Student information, including student name; permanent or other address at which the student may be reached; records relating to financial payments and refunds; and, record of attendance.
- Date of completion or termination and the reason(s) thereof.
- Record of any student grievance and subsequent resolution.
- The Wright Graduate University shall provide upon request a transcript to any student who has satisfied all financial obligations currently due and payable to the school. The original transcript will be maintained indefinitely. It will provide the name of the student, the title of the program, total number of credit hours of instruction received, dates of enrollment, grade for each course, cumulative grade for the program, and an explanation of the grading system.

### II. Procedure to Inspect Education Records

Eligible students (a student who is 18 years of age or older or who attends a postsecondary institution at any age) have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his or her records should submit a written request to the appropriate school official. The request should identify as precisely as possible the records the student wishes to inspect.

If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the

request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review his/her own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in his/her file prior to January 1, 1975; (iii) confidential letters and recommendations placed in his/her file after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

### III. Disclosure of Educational Records

The Wright Graduate University generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

- A. To Wright Graduate University officials who have been determined by the school to have legitimate educational interests in the records.

A school official is: 1) a person employed by the school in an administrative, supervisory, academic or research, or support staff position; or 2) a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Directors.

Legitimate interest: A student serving on an official committee or assisting another school official, or any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for the Wright Graduate University has a legitimate educational interest.

- B. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs, or in connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
- C. To organizations conducting certain studies for or on behalf of the school.
- D. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
- E. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.

- F. To comply with a judicial order or lawfully issued subpoena.
- G. To appropriate parties in health or safety emergencies.
- H. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
- I. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph H above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The Wright Graduate University, in such instances, may only disclose the name of the perpetrator—not the name of any other student, including a victim or witness—without the prior written consent of the other student(s)).
- J. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent
- K. Upon request, to officials of another school in which a student seeks or intends to enroll.

#### IV. Record of Requests for Disclosure

Except with respect to those requests made by the student him/herself, those disclosures made with the written consent of the student, or to requests by or disclosures to Wright Graduate University officials with legitimate educational interests and disclosures of directory information (or other exceptions described

in the applicable regulations), the Wright Graduate University will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and

the legitimate interests those parties had in requesting or obtaining the information. The student may inspect this record.

#### V. Directory Information

The Wright Graduate University designates the following information as directory information. (Directory information is personally identifiable information that may be disclosed without the student's consent):

- Student's name
- Address: local, email and Web site

- Telephone number (local)
- Date and place of birth
- Program of study
- Participation in officially recognized activities
- Dates of attendance
- Degrees and certificates awarded
- Most recent previously attended school
- Photograph of the student, if available
- Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)

Notice of these categories and of the right of an individual in attendance at the Wright Graduate University to request that his or her directory information be kept confidential will be given to the student annually.

Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Campus Director's office. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

## VI. Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction

of records:

A student must ask the Campus Director to amend a record. As part of the request, the student should clearly identify the part of the record he/she wants to have changed and specify why he/she believes it to be inaccurate, misleading, or in violation of his or her privacy rights.

The Wright Graduate University may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.

Upon request, the Wright Graduate University will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who

does not have a direct interest in the outcome of the hearing. That individual may be an official of the Wright Graduate University. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may

be assisted by other people, including an attorney.

The Wright Graduate University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.

If, as a result of the hearing, the Wright Graduate University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.

If a statement is placed in the education records of a student in the paragraph above, the Wright Graduate University will: (a) maintain the statement with the contested part of the record for as long as the record is maintained; and (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

If, as a result of the hearing, the Wright Graduate University decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.

## VII. Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by the Wright Graduate University to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office  
United States Department of Education 400 Maryland Avenue SW  
Washington, DC 20202-4605

## *Voter Registration*

To vote in Wisconsin you must first register to vote. You can start the registration process online at My Vote WI: [myvote.wi.gov](http://myvote.wi.gov). You can also register in-person at your local municipal clerk's office, with a special registration deputy, or at the polling place on Election Day. The Voter Registration Guide contains more detailed information about registration. All voters must submit proof of residence with their voter registration. Residents of other states may visit the [National Mail Voter Registration Form](#).

## *Graduation Rates*

A student is deemed to have graduated on time if he or she completed within 150% of the standard program length (e.g. for the Master of Arts in Coaching and Transformational Leadership, a 27-month program, a graduate who completed within 40 quarters is said to have graduated on time).

For each program below, the year shown is the most recent data year in which a new student enrolling in that year would have had time to complete that program as determined by calculating 150% of Normal Time as of the end of the Fall quarter 2017 (November 1, 2017).

Prior to July 2017, the University's data year was the 12-month period from 7/1 of one year to 6/30 of the following year. Beginning with 2017, the University calculates graduation rates based on a calendar year.

Master of Arts in Coaching and Transformational Leadership: 50%

Graduate Certificate in Transformational Coaching: 100%

Graduate Certificate in Transformational Leadership: 100%

Graduate Certificate in Social Intelligence for Leadership & Coaching: 75%

Graduate Certificate in Emotional Intelligence for Leadership & Coaching: 90%

Doctor of Education in Coaching and Transformational Leadership: 100%

## *Gainful Employment Disclosure: Retention and Placement Rates*

Current retention and placement rates for all WGU programs can always be found on <http://www.wrightgrad.edu/gainful-employment-consumer-information/>, along with the methodologies by which those rates are calculated.

Note: Wright Graduate University held accreditation with ACICS, the Accrediting Council for Independent Colleges and Schools, through July 2017, and used ACICS's Campus Accountability Report (CAR) year of July 1 – June 30 for each year listed through 2016. Beginning with 2017, when it became accredited by DEAC, the University calculates graduation rates based on a calendar year according to DEAC's reporting requirements.

Detailed gainful employment disclosure information can also be found there for the programs designated by the Department of Education as Gainful Employment programs:

- Master of Arts in Transformational Leadership and Coaching
- Graduate Certificate in Transformational Leadership
- Graduate Certificate in Transformational Coaching
- Graduate Certificate in Emotional Intelligence for Leadership & Coaching
- Graduate Certificate in Social Intelligence for Leadership & Coaching

Please click on the title of each program on that page to see the Gainful Employment (GE) information available to consumers in the template required by the Department of Education.

#### Potential Occupations Based on SOC Codes

Program	Credential Level	CIP Code	SOC Code	Potential Occupations
M.A. in Transformational Leadership & Coaching	Master of Arts	44.0000	11-9151.00	Social and Community Service Managers
Ed.D. in Transformational Leadership & Coaching	Doctor of Education	44.0000	11-9151.00	Social and Community Service Managers
Certificate in Emotional Intelligence for Leadership & Coaching	Graduate Certificate	44.0000	11-9151.00	Social and Community Service Managers
Certificate in Social Intelligence for Leadership & Coaching	Graduate Certificate	44.0000	11-9151.00	Social and Community Service Managers
Certificate in Transformational Leadership	Graduate Certificate	44.0000	11-9151.00	Social and Community Service Managers
Certificate in Transformational Coaching	Graduate Certificate	44.0000	11-9151.00	Social and Community Service Managers

*Placement Rates by Year*

2015 and 2016: *Campus Accountability Report (CAR) year* (July 1 – June 30 for each year listed)

2017: *Calendar Year*

Program	CAR15	CAR16	2017
M.A in Transformational Leadership & Coaching	100%	100%	100%
Ed.D. in Transformational Leadership & Coaching	N/A	100%	100%
Certificate in Emotional Intelligence for Leadership & Coaching	N/A	N/A	N/A
Certificate in Social Intelligence for Leadership & Coaching	N/A	100%	N/A
Certificate in Transformational Leadership	N/A	N/Z	N/A
Certificate in Transformational Coaching	N/A	67%	N/A

*Placement Methodology:*

Graduate Population: The number of graduates in a calendar year.

Calculation: The number of the graduate population employed in their field based on job titles, skills, or benefit of the training by 4/1 following the CAR year, divided by (the total number of graduates during the period, minus those who are unavailable for work due to medical, continuing education, active military, VISA or incarceration).

Example: If 10 students graduated, and of these, 5 were placed in their field on or before 4/1 following the calendar year end, and 3 decided to continue their education, the placement rate would be calculated as:  $5/(10-3)=71\%$

Any student who is considered a graduate of one program but is continuing their education in another program during the same calendar year will NOT be considered for placement in the original program they graduated from.

This methodology allows for one-time placement of each student upon completion of their final program and exit from the school.

In the event of a student's withdrawal from an additional program but successful completion of a (lesser) program, the student will be recorded as a graduate and their placement reported in their final completed program.

#### Example 1

A student enrolls in the Master's program and concurrently enrolls in the graduate certificate programs. In his sixth month of enrollment, he graduates from the Social Intelligence certificate. Because he is still completing the Master's program, he is not considered for placement. At the end of the full 27 months, he graduates from the Master's program and is tracked in the Master's program's placement data.

#### Example 2

A student enrolls in the Master's program and concurrently enrolls in the graduate certificate programs. In his first six months of enrollment, he graduates from the Graduate Certificate in Social Intelligence program (SI). In the seventh month he withdraws from the University and does not complete any other program. Because he has completed the SI certificate, he is tracked in the SI program's placement data only.

#### Example 3

A student enrolls in the Master's program and concurrently enrolls in the graduate certificate programs. In his sixth month of enrollment, he graduates from the Graduate Certificate in Emotional Intelligence program (EI) and in his ninth month he graduates from the Graduate Certificate in Transformational Coaching (TC) program. In the tenth month he drops from the University and does not complete any other program. Because he has completed the TC certificate last, he is tracked for placement in that program.

### *Retention Rates*

2015 and 2016: *Campus Accountability Report (CAR) year* (July 1 – June 30 for each year listed)

2017: *Calendar Year*

Program	CAR15	CAR16	2017
M.A in Transformational Leadership & Coaching	74%	82%	84%
Ed.D. in Transformational Leadership & Coaching	100%	100%	75%
Certificate in Emotional Intelligence for Leadership & Coaching	79%	75%	85%
Certificate in Social Intelligence for Leadership & Coaching	86%	92%	92%
Certificate in Transformational Leadership	92%	90%	72%
Certificate in Transformational Coaching	76%	81%	84%

#### Retention Methodology:

Student Population: For CAR 2015 and CAR 2016, the total number of students who attended between the 12 month period of 7/1 of one year to 6/30 of the next (7/1/15 to 6/30/16 is represented as CAR16 data). For 2017, the total number of students who attended in the calendar year.

Calculation: The student population minus any student who withdrew divided by the student population.

Example: If 10 students attended during the 12 month period, and 2 withdrew during the period,  $(10-2)/10= 80\%$  retention rate.

### *Accommodations for Students with Disabilities*

In accordance with the Americans with Disabilities Act of 1990 (ADA), the Rehabilitation Act of 1973 and subsequent regulations, Wright Graduate University provides reasonable accommodation to qualified individuals with an appropriately documented disability, provided that such accommodation does not create an undue hardship. WGU determines accommodations on a case-by-case basis for students who are unable to meet program requirements due to appropriately documented disabilities.

For prospective students, additional information about this policy or about assistance to accommodate individual needs is available from the Admissions Representative.

For current students, information and assistance are available from the Chancellor who also serves as the campus ADA coordinating official.

1. Applicant expresses that he or she has a disability or expresses the need for special accommodations. (Frequently this occurs during the admissions process, but is not limited to the admissions process. All faculty and staff are trained to know how this process works if approached by a student).
2. Admissions provide the applicant the ADA Accommodation form to complete and return with supporting documentation. The University will assist the applicant in completing the form and will provide applicant with any information available to assist them. The form is available at <http://www.wrightgrad.edu/Data/files/ADA%20accommodation%20form%20request.docx>
3. Completed ADA Accommodation form with supporting documentation is submitted by applicant to Admissions, and delivered by Admissions to the Chancellor for review.
3. The Chancellor will call and/or meet with Applicant, to complete ADA accommodation response.
4. The Chancellor will determine which accommodations, if any, are approved. He or she will then communicate to the Admissions Representative if and how to progress with the applicant's enrollment process, and meets with faculty to review any accommodations approved.
5. All paperwork regarding ADA accommodations to be delivered by Chancellor to Registrar for retention in the student's file.

The campus facility and the equipment utilized fully comply with any and all state and local ordinances and regulations, including those requirements for fire safety, building safety and health safety. Facilities meet federal requirements for handicap accessibility.

## *Student Body Diversity*

All statistics for Wright Graduate University (WGU) were calculated using data from population enrolled for credit between July 1, 2017 and June 30, 2018. Diversity statistics are updated & published yearly.

### *Gender*

Wright Graduate University gender diversity statistics are as follows:

- 25 women enrolled, 72.4% of the student population
- 9 men enrolled, 27.6% of the student population

### *Ethnicity*

35.3% of current WGU students identify with a nonwhite ethnic or racial group. New federal reporting categories have enabled us to capture more detail on the race and ethnicity of our nonwhite, multiracial and international students.

Among those students reporting racial and ethnic affiliations:

- 0% are Hispanic or Latino,
- 2.9% are American Indian or Alaska Native,
- 14.7% are Asian,
- 5.9% are black or African American,
- 0% are Native Hawaiian or Pacific Islander,
- 58.6% of our students are white and not multiracial,
- 0% of our students are multiracial
- (11.8% are unreported or other).

International student enrollment is 0% of our total enrollment.

## *Copyright Guidelines*

The purpose of the *Wright Graduate University ("WGU") Copyright Compliance Policy: Library and Classroom* is to provide a summary of U.S. copyright law as it relates to the use of text-based copyright-protected works in the classroom and library at WGU, and to provide guidelines and procedures for obtaining copyright permission to use these works.

U.S. copyright law contains many gray areas, and the goal of this policy is to provide WGU administrators, faculty, librarians, students, employees, and others with a standard approach for addressing complex copyright issues. This policy covers classroom issues such as photocopying as well as online and distance education. It also covers library uses for print and electronic reserves, ILL, and document delivery. Other WGU copyright and intellectual property policies may complement this policy by providing guidance on

### **What is Copyright?**

Copyright is an area of law that provides creators and distributors of creative works with an incentive to share their works by granting them the right to be compensated when others use those works in certain ways. Specific rights are granted to the creators of creative works in the U.S. Copyright Act (title 17, U.S. Code). If you are not a copyright holder for a particular work, as determined by the law, you must ordinarily obtain copyright permission prior to reusing or reproducing that work. However, there are some specific exceptions in the Copyright Act for certain academic uses, and permission is never required for certain other actions, such as reading or borrowing original literary works or photographs from a library collection.

### **What is Protected by Copyright?**

The rights granted by the Copyright Act are intended to benefit "authors" of "original works of authorship", including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural and audiovisual creations. This means that virtually any creative work that you may come across—including books, magazines, journals, newsletters, maps, charts, photographs, graphic materials, and other printed materials; unpublished materials, such as analysts' and consultants' reports; and non-print materials, including electronic content, computer programs and other software, sound recordings, motion pictures, video files, sculptures, and other artistic works—is almost certainly protected by copyright. Among the exclusive rights granted to those "authors" are the rights to reproduce, distribute, publicly perform and publicly display their works.

These rights provide copyright holders control over the use of their creations and an ability to benefit, monetarily and otherwise, from the use of their works. Copyright also protects the right to "make a derivative work," such as a movie from a book; the right to include a work in a collective work, such as publishing an article in a book or journal; and the rights of attribution and integrity for "authors" of certain works of visual art. Copyright law does not protect ideas, data or facts.

In the U.S., the general rule of copyright duration for a work created on or after January 1, 1978 is the author's life plus 70 years after the author's death. This is often referred to as "life-plus-70". Works created by companies or other types of organizations generally have a copyright term of 95 years. For more information on copyright duration, visit <https://www.copyright.gov/circs/circ15a.pdf>.

## **Fair Use Policy**

A provision for fair use is found in the Copyright Act at Section 107. Under the fair use provision, a reproduction of someone else's copyright-protected work is likely to be considered fair if it is used for one of the following purposes: criticism, comment, news reporting, teaching, scholarship and research. If the reproduction is for one of these purposes, a determination as to whether the reproduction is fair use must be made based upon four factors:

1. The purpose and character of use (principally, whether for commercial or nonprofit educational use);
2. The nature of the copyright-protected work;
3. The amount and substantiality of the portion used; and
4. The effect of the use being evaluated upon the potential market for or value of the copyright-protected work.

Fair use is an ambiguous concept and the law does not state exactly what uses of a copyrighted work will be considered fair uses under the law and may therefore be used without obtaining permission. As such, individuals who are not lawyers may often need to be interpreters of the law in everyday circumstances, and answers as to how much reproduction may be considered fair use often remain unclear. The bottom line is that fair use requires a very circumstance-specific analysis as to whether a particular use or reuse of a work may indeed be considered fair use.

To avoid confusion and minimize the risk of copyright infringement, WGU interprets the following situations as fair use:

- Quotation of short passages in a scholarly or technical work for illustration or clarification of the author's observations.
- Reproduction of material for classroom use where the reproduction is unexpected and spontaneous – for example, where an article in the morning's paper is directly relevant to that day's class topic. This would generally cover one time use in only one semester.
- Use in a parody of short portions of the work itself.
- A summary of an address or article, which may include quotations of short passages of the copyright-protected work.

If your use does not meet the above criteria and the work is protected by copyright, you probably need to obtain permission to use the work from the copyright holder or its agent.

## **Types of Use**

### **Classroom Handouts**

Based on WGU's fair use analysis, classroom handouts fall into two categories; one that requires permission and one that does not. If the handout is a new work for which you could not reasonably be expected to obtain permission in a timely manner and the decision to use the work was spontaneous, you may use that work without obtaining permission. However, if the handout is planned in advance, repeated from semester to semester, or involves works that have existed long enough that one could reasonably be expected to obtain copyright permission in advance, you must obtain copyright permission to use the work.

### **Reserves**

If the WGU library owns a copy of a publication, the library may place that copy on reserve without

obtaining copyright permission. If the library wishes to reproduce additional copies of a work and place them on reserve for students to review, in either paper or electronic format, the library must obtain copyright permission.

### **Photocopying In the Library**

It is permissible to photocopy copyright-protected works in the WGU library without obtaining permission from the copyright owner, under the following circumstances:

- **Library user requests for articles and short excerpts.** At the request of a library user or another library on behalf of a library user, the WGU library may make one reproduction of an article from a periodical or a small part of any other work. The reproduction must become the property of the library user, and the library must have no reason to believe that the reproduction will be used for purposes other than private study, scholarship and research. As recommended by Section 108 of the Copyright Act, the library must display the register's notice at the place library users make their reproduction requests to the library.
- **Archival reproductions of unpublished works.** Up to three reproductions of any unpublished work may be made for preservation or security or for deposit for research use in another library or archive. This may be a photocopy or digital reproduction. If it is a digital reproduction, the reproduction may not be made available to the public outside the library or archive premises. Prior to receiving any of the three reproductions permitted under this provision from another library or archive, the WGU library or archive must make a reasonable effort to purchase a new replacement at a fair price. The reproducing library or archive must also own the work in its collection.
- **Replacement of lost, damaged or obsolete copies.** The WGU library may make up to three reproductions, including digital reproductions, of a published work that is lost, stolen, damaged, deteriorating or stored in an obsolete format. Any digital reproductions must be kept within the confines of the library (that is, available on its computer but not placed on a public network.)
- **Library user requests for entire works.** One reproduction of an entire book or periodical may be made by your library at a library user's request, or by another library on behalf of a library user upon certain conditions being met. These conditions include the library determining after reasonable investigation that an authorized reproduction cannot be obtained at a reasonable price. Once made, the reproduction must become the property of the library user. The library must have no reason to believe that the reproduction will be used by the user for purposes other than private study, scholarship and research, and the library must display the register's notice at the place library users make their reproduction requests to the library.

### **Photocopying for Students**

WGU library may make reproductions for library users (students, faculty, etc.), provided the following criteria are met:

- The library makes one reproduction of an article from a periodical or a small part of any other work.
- The reproduction becomes the property of the library user.
- The library has no reason to believe that the reproduction will be used for purposes other than private study, scholarship and research.
- The library displays the register's notice at the place library users make their reproduction requests to the library.

### **Photocopying by Students**

Photocopying by students is subject to a fair use analysis as well. A single photocopy of a portion of a copyright-protected work, such as a copy of an article from a scientific journal made for research, may be made without permission. Photocopying all the assignments from a book recommended for purchase by the instructor, making multiple copies of articles or book chapters for distribution to classmates, or copying material from consumable workbooks, all require permission.

### **Document Delivery Services**

It is important to maintain a distinction between ILL and Document Delivery Services (DDS). Photocopying for DDS requires copyright permission.

### **Interlibrary Loans**

The WGU library may participate in interlibrary loans without obtaining permission provided that the "aggregate quantities" of articles or items received by the patron do not substitute for a periodical subscription or purchase of a work. WGU follows the CONTU guidelines for defining "aggregate quantities." The CONTU guidelines state that requesting and receiving more than five articles from a single periodical within a calendar year or a total of six or more copies of articles published within five years prior to the date of request would be too many under CONTU.

If the articles or items being copied have been obtained through a digital license, you must check the license to see under what terms and conditions, if any, interlibrary loan is permitted.

### **Distance Education and Course Management Systems**

In 2002, the Technology, Education and Copyright Harmonization (TEACH) Act became law and expanded the latitude universities, including WGU, have for the performance and display of copyright-protected materials in a distance education environment, including through the use of Course Management Systems (CMS).

The copyright requirements for TEACH and CMS postings are similar to those of classroom handouts, but extend the traditional rules for those handouts to the digital transmission of materials to distance education students. If the use is spontaneous and will not be repeated, copyright permission is not required; however, the content may not remain posted for extended periods of time. If the use is planned, repeated or involves works that have existed long enough that one could reasonably expect to receive a response to a request for copyright permission, you must obtain copyright permission.

### **Copyright and Foreign Works**

The U.S. is a member of the leading international copyright treaty, the Berne Convention. As such, when WGU uses a copyright-protected work from another country, the protections provided to works by U.S. copyright law automatically apply to the use of that work as well (assuming the use takes place in the U.S.). Copyright Clearance Center has many reciprocal licenses to allow use of materials from other countries.

### *Vaccination Requirements*

In accordance with the Vaccination Policy under the HEOA Sec. 488(a)(1)(E): amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Sec. 485(a)(1)(V) HEOA amendment effective August 14, 2008, institutions must make available to current and prospective students information about institutional policies regarding vaccinations.

The Wright Graduate University does not require immunizations (or a physical) prior to entrance, however, 2003 Wisconsin, Act 61, ([Direct Link to PDF](#)) enacted on October 16, 2003, requires college students to be informed about meningococcal disease and hepatitis B.

Information regarding Meningococcal disease and hepatitis B can be accessed on the Center for Disease Control website, following the links below:

#### *MENINGOCOCCAL DISEASE*

<https://www.cdc.gov/vaccines/vpd/mening/index.html>

#### *HEPATITIS B*

<https://www.cdc.gov/vaccines/vpd/hepb/index.html>

Information on other recommended vaccines by the American College Health Association (ACHA) can be found directly on their website at <http://www.acha.org/Topics/vaccine.cfm>

## *Campus Security, Safety & Fire Report*

### **Annual notice to current and prospective students and employees:**

Wright Graduate University provides an annual safety, security, and fire report at <http://wrightgrad.edu/gainful-employment-consumer-information>. The report contains procedures for maintaining campus safety and security, and reporting and responding to incidents when they arise, as well as crime and fire. A paper copy will be provided on request.

### **Introduction**

The Wright Graduate University for the Realization of Human Potential is committed to providing the safest environment possible in which to learn. Based at the Prairie Springs Woods campus, situated in a picturesque rural location with access to lakes, woods, and native wildlife and vegetation WGU provides both a nourishing environment for scholarship and a unique context for maintaining campus safety and security.

As it maintains no safety/security department of its own, WGU relies on its close connection with local sheriff, fire, and medical resources as well as the conscious, responsible behavior of its students and staff to prevent and respond to safety incidents that may arise on campus.

Accurate and prompt reporting of any crime, fire, or other safety incident by those who are involved or who witness an incident is critical to maintaining the safety and security of the entire campus.

The following is intended as a guide to campus safety policies, procedures, and programs, including monitoring, reporting, and prevention of campus crimes.

### **Contacts**

Dial 911 when crimes or life-threatening emergencies occur. In addition, students, faculty, and staff should report a crime to one of the following:

Campus Director	224-742-4444 (campus) or 312-852-8970
Chancellor	224-742-4444 (campus) or 312-919-9494
CEO	224-742-4444 (campus)
Caretaker	262-215-0118

Timely reporting of criminal activity enables the University to respond to crime in a timely manner and potentially reduce the recurrence of that crime. The University will protect the confidentiality of any victim. Additional contacts are posted in the Silver Center office.

The University does not have a police or security department but does work cooperatively with local law enforcement agencies when necessary. There are no written memoranda of understanding agreements between the University and local law enforcement agencies to investigate alleged

crimes. The University does, in good faith effort, contact local law enforcement agencies to obtain data on *Clery Act* crimes that occurred on or near the campus. Not all agencies respond to our requests for data.

### **Crime, Accident, and Illness Prevention Programs**

This handbook on campus security and safety is provided to new students and new staff at orientation, as well as to all students and staff annually.

### **Procedures**

When life-threatening emergencies occur, send someone to **dial 911** immediately. Do not leave injured or threatened persons alone. Do not approach the scene of an accident, injury, or incident, if doing so will endanger you.

As soon as possible, preferably at the same time, inform campus medical staff and the CEO, or Campus Director in absence of the CEO.

#### *Incident Reports*

All medical incidents on the WGU campus or at WGU-sponsored events must be reported to the medical staff on site, whose name contact information are posted in the Silver Center office. Medical staff are required to log all medical incidents. All medical staff are, at minimum, certified in adult/infant CPR and First Aid and trained to follow the standing medical orders on file in the Silver Center office to the level their training allows.

Any injury or illness that takes place during food preparation must also be reported to the ServSafe Manager on duty, whose contact information is also posted in the Silver Center office.

For incidents that require attention to a facility or physical plant, inform the Campus Director, Caretaker, or CEO.

Criminal offenses should be reported by calling 911 and informing the Campus Director or Chancellor for the purpose of notifying the community if appropriate and for reporting in the annual campus safety report.

#### *Campus Notifications*

In the event of a dangerous situation occurring at the Wright Graduate University campus, an all-community announcement will be sent as a page through Desire2Learn (D2L). In addition, if the unsafe situation occurs less than 24 hours prior to a residential weekend, students and staff will be alerted by phone calls. Once the situation no longer presents a threat an “all clear” message will be sent.

For fuller detail on additional types of emergencies (inclement weather, natural disaster, civil unrest, etc.), please see the Emergency Response and Evacuation Procedures section at the end of this document.

## **Campus Crime Statistics (Clery Act)**

In 1998, the federal government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, (Act), formerly and the Student Right to Know Act of 1990. This law requires Universities and universities administering federal funding to disclose the reported instances of criminal activity on their campuses, associate properties, adjacent public properties, and student organization properties.

### Reporting Procedures

The crime statistics for the subject year are compiled and published by the Campus Director's office by October of the following year and are made available to interested members of the campus community and public on request. In addition, these statistics are available through the Consumer Information link on [wrightgrad.edu](http://wrightgrad.edu).

Questions regarding these statistics and/or other information contained in this pamphlet should be directed to the Campus Director at 262-742-4444, or by mail at the following address: Campus Director, Wright Graduate University for the Realization of Human Potential, N7698 County Highway H, Elkhorn, WI 53121.

The statistics gathered for this report are derived from all incidents reported to the Campus Director, Chancellor, CEO, and/or Caretaker and through the additional input of other campus authorities and local law enforcement.

Campus crime reports include any occurrence of the following on campus, in or on non-campus buildings or property, and on public property for the three most recent calendar years:

- Criminal Homicide:
  - Murder and nonnegligent manslaughter
  - Negligent manslaughter
- Sex Offenses
  - Forcible and nonforcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor Vehicle theft
- Arson
- Arrests for liquor law violations, drug law violations, and illegal weapons possession
- Hate crimes (defined by the selection of the victim based on actual or perceived race, gender identity, national origin, relation, sexual orientation, ethnicity, or disability)
- Crimes that are reported to campus authorities or local police agencies (regarding criminal actions or other emergencies occurring on campus and considered by the school to represent a threat to students and employees)

The institution is not required to report crime statistics for crimes reported to a pastoral or professional counselor, nor may the crime statistics reported include the identification of the victim

or the person accused of committing the crime. Victims and witnesses of crimes may report such crimes to the Campus Director on a voluntary, confidential basis for inclusion in the annual security report. A confidential crime/fire report form is available at <https://fs23.formsite.com/wright/crimereport/index.html>. Pastoral and professional counselors are encouraged, as they deem appropriate, to inform the person being counseled of the procedures for reporting crimes in this manner.

Crime Statistics below represent the time period of July 1, 2015 to June 30, 2016; July 1, 2016 to June 30, 2017; and January 1, 2017 – December 31, 2017. The institution made a good-faith effort to receive the 2015 data from local law enforcement; none was provided.

The Clery Act Geography included in the “public property” categories below is defined as the public roadway between N7698 County Highway H and N7697

Crime Statistics 2015-2017									
Criminal Offenses – On Campus, Non-Campus and Public Property									
	On Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder & Non - Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	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
Domestic Violence*	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Crime Statistics 2015– 2017**

**Arrests – On Campus, Non-Campus and Public Property**

	On Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Crime Statistics 2015 – 2017**

**Disciplinary Actions – On Campus, Non-Campus and Public Property**

	On Campus			Non-Campus			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Crime & Fire Log**

Dates Included: 1/1/2017 – 12/31/17

Case Number	Classification	Date Reported	Date Occurred	Time Occurred	General Location	Off Campus (Y/N)	Disposition (definitions above)	Crime Alert / Timely Warning
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								(include below entry)
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No crimes or fires reported for the time period.

Entries to crime log are made within two business days of the report of the information to campus authorities, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim. Additional information about the campus crime and fire log can be found in Appendix D.

## **Fire Safety Policies and Annual Fire Report**

Wright Graduate University complies with local and state requirements for inspection and fire preparedness. Each university building is equipped with adequate fire detection and extinguishing systems, as indicated by these authorities.

Campus policies prohibit portable electrical heaters, smoking, or any other open flames in a student housing facility. Dome 1, the Arthur Silver Center, and Stan Smith House have fireplaces; these should never be left unattended while in operation and must be extinguished during sleeping hours.

In case of fire, take immediate action to suppress the fire using available fire extinguishers and suppression systems if you can do so without harm to yourself or another. Call 911 if the fire cannot be suppressed and contained with reasonable measures.

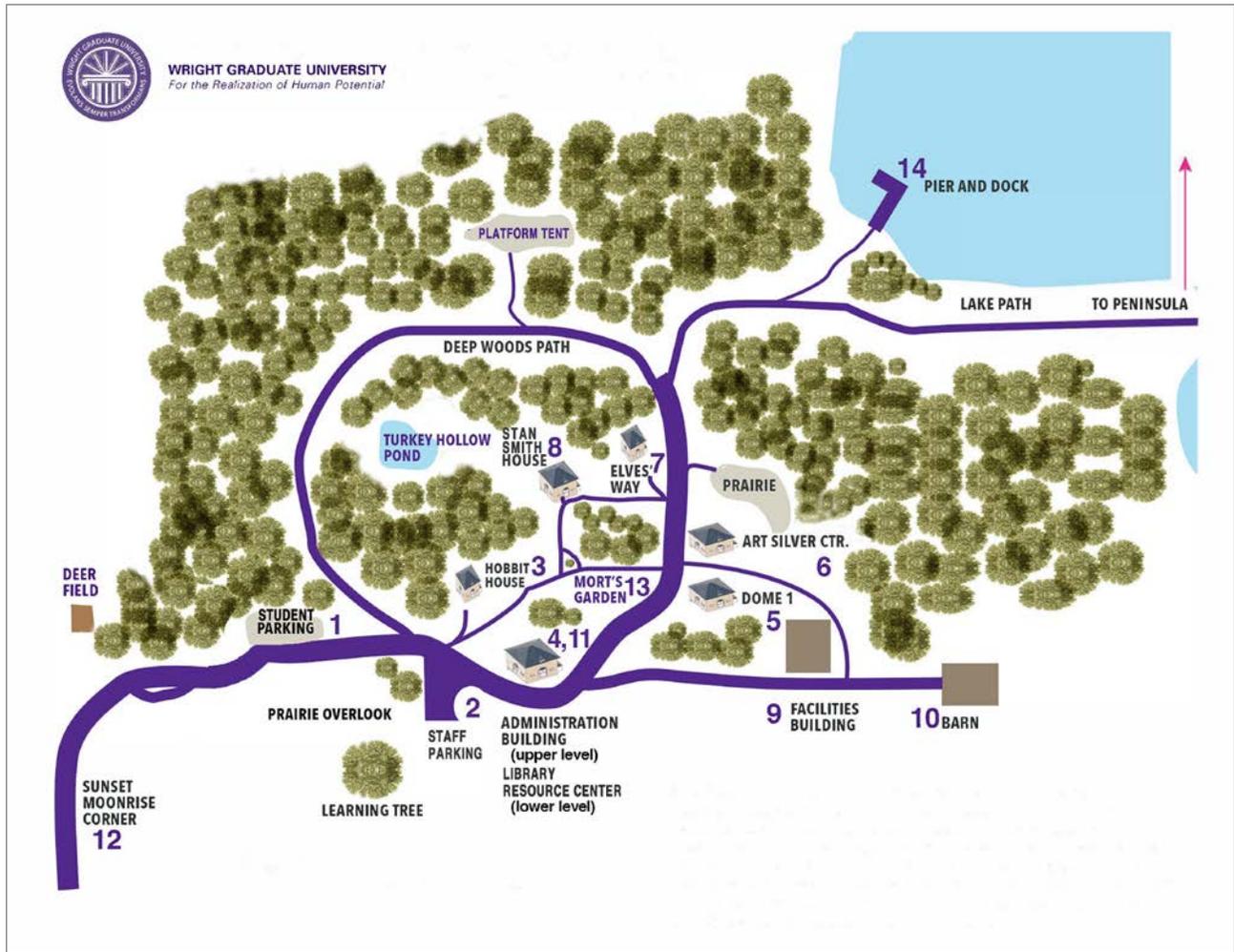
## **Campus Access, Map and Boundaries**

The Wright Graduate University campus is bordered by private and public lands and waterfront. The main entry is secured by a coded gate that is kept open during residential study weekends and locked when class is not in session. As such, on occasion students or staff may encounter visitors who have accessed the campus via the open driveway, lake access, woodland, or prairie paths.

Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to the Campus Director, or the most senior administrator available. If an unauthorized individual is observed on Company premises, employees should immediately notify their supervisor and students should notify an administrator or faculty member. If necessary, direct the individual to the Silver Center office.

During residential weekends, students and staff are asked to notify a campus administrator of any plans to leave from/return to campus so as not to generate alarm over the prospect of a missing person or an unannounced/unexpected arrival on the premises.

# Residential Campus Map:



## Weapons

Wright Graduate University maintains a *no weapons allowed* policy to the extent permitted under 2011 Wisconsin Act 35, which authorizes the carrying of concealed weapons by licensed individuals. The university complies with applicable state and federal statutes and local ordinances regarding the possession of firearms or other dangerous weapons.

The university prohibits the possession of weapons in campus buildings, including both academic and office facilities and in residential facilities. In accordance with state law, signs are posted on these buildings indicating that "Weapons are prohibited in this building."

Students, employees, and guests are prohibited from:

- Carrying any weapons on university property except as expressly permitted by applicable State law.
- Openly carrying any weapons on university property
- Carrying any weapons in any university building or leased space or at any university special event marked with signage specifying "Weapons are prohibited in this building."
- Carrying or possessing any weapons during working hours or while acting within the scope of employment, except for concealed weapons stored within an employee's personally owned vehicle in the manner required by university policy.
- Carrying or storing any weapon in a university owned or leased vehicle
- [Employees only] Using a personally owned vehicle in which there is a concealed weapon for university business without first disclosing to the employee's supervisor the presence of the concealed weapon in the employee's personally owned vehicle and obtaining the supervisor's permission to use the personally owned vehicle for university business. The employee must disclose to the supervisor the presence of a concealed weapon in his or her personally owned vehicle, and permission must be obtained for each specific use.
- Failing to store any weapon in a personally owned vehicle on university property except in the vehicle's glove compartment or trunk, or encased such that the existence of the weapon is concealed. Encased means completely zipped, snapped, buckled, tied, or otherwise fastened, with no part of the weapon exposed.
- Failing to lock a personally owned vehicle on university property that contains any weapon when the employee is not present in the vehicle.
- Possessing unloaded ammunition on university property, except for emergency responders
- Implying possession of, threatening to use, displaying, brandishing, using, or discharging a weapon on university property for any purpose or reason except lawful self-defense or lawful defense of others.
- Selling or serving alcohol, or permitting the sale or service of alcohol, for consumption on university property to any person whom the employee/student has reason to believe is carrying a concealed weapon.
- Failing to report timely to the university the presence on university property of any person whom the employee/student has reason to believe is in possession of or carrying a weapon in violation of university policy, unless doing so would subject the employee to others to the threat of physical harm, or taking other action in response to the presence of any person whom the employee has reason to believe is in possession of or carrying a weapon in violation of university policy except for reporting the presence of the weapon to the university's Department of Public Safety.

The university considers any violation of its weapons policy to be a serious matter.

While it is impossible to determine the appropriate university response without understanding the facts and circumstances under which a violation occurred, employees, students, and invitees on university property should anticipate strict enforcement of the university's weapons policy and consequences for violations to the maximum extent permitted by law and applicable university policy and procedures.

Employees violating the university's weapons policy are subject to sanctions up to and including dismissal from employment.

Students violating the university's weapons policy will be addressed via the university student conduct process (see current catalog) and are subject to the full range of available sanctions.

Guests violating the university's weapons policy are subject to sanctions up to and including a permanent no-trespassing order for university property.

Individuals suspected of violating state law with respect to the carrying of weapons or the sale of alcohol to individuals carrying weapons will be reported to local law enforcement.

## **Drug and Alcohol Policies**

The use of illegal drugs and the abuse of alcohol on the campus of the Wright Graduate University for the Realization of Human Potential are prohibited by University regulations and are incompatible with the university's goal of providing a healthy educational environment for students, faculty, staff and guests.

WGU forbids use, possession, distribution, or sale of illegal and illicit drugs or alcohol by students, faculty or staff anywhere on school property or at any university-sponsored function. The WGU campus is alcohol-free except in the case of university-sponsored special events approved by the Campus Director. State and municipal laws prohibit anyone under the age of 21 from being served alcoholic beverages, and because the university does not have a license for the sale of alcoholic beverages, the sale of alcoholic beverages on university premises or at any university-sponsored function is prohibited. The institution enforces all state and federal laws concerning illegal drugs and alcohol.

Violation of University policies regarding drugs and alcohol may lead to the imposition of a disciplinary sanction, up to and including suspension or expulsion for students and dismissal for employees.

Consequences of violating local, state, and federal laws related to controlled substances can also be substantial. First-time convictions for possession of a controlled substance in Wisconsin can result in a sentence of up to one year in prison and a fine of up to \$5,000. Manufacturing or delivering a controlled substance can result in imprisonment up to 30 years and fines up to \$1,000,000 and possibly double in cases where minors are involved.

In addition, drug convictions can result in a student's eligibility for Title IV federal financial aid being suspended. Should a student become suspended, eligibility can only be regained by passing two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the Department of Education.

Any student convicted of any drug-related criminal statute must notify the Campus Director, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. In addition to the suspension of federal aid, drug offenses may make a student ineligible for scholarships sponsored by the state or other agencies. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and the university need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

See Appendix B: "Wright Graduate University Drug and Alcohol Prevention Program and Drug-Free Workplace and Campus Program" for information about drug and alcohol education programs.

## Sexual Assault, Dating Violence, Domestic Violence, and Stalking Prevention

The Wright Graduate University is an intellectual community founded on mutual respect and is committed to providing a learning, and working environment that is free from sexual assault, domestic violence, dating violence and stalking. These acts of violence are detrimental to the learning environment and can have a severe, long-lasting, effect on the survivor. WGU will not tolerate any violations of local, state, or federal law and/or violations of campus policy. The university will promptly investigate all allegations of sexual assault and take appropriate action where required.

The university is required by the Clery Act to include in its Annual Security Report information about Sex offense policy and procedures, prevention, and how to access information on registered sex offenders in the campus community. For a student or employee who reports to the University that the student or employee has been a victim of a sexual assault, whether the offense occurred on or off campus, the following policy and procedure is the University's written explanation of the student and employee's rights and options.

### What to do if you are Sexually Assaulted

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The University strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. More information on reporting is below

### Resources Available for Support

After an allegation that an act of sexual violence has occurred, including any act of dating violence, domestic violence, sexual assault, or stalking, the university offers students a range of protective measures.

The University does not provide on-campus or off-campus counseling services. University staff and administrators are not bound by confidentiality and are required to report all relevant details of the incident to the Title IX Coordinator. University employees will work together with victims of sexual assault to maintain individual privacy where full confidentiality cannot be provided.

The information below provides contacts for non-University-related advocates and counselors who can provide an immediate, confidential response to students or employees in a crisis situation who are not yet ready to report an incident to the University or to law enforcement.

Also provided are emergency numbers for campus safety authorities, law enforcement, and other first responders.

### *Off-Campus Resources:*

These resources are required to keep all communications confidential without an individual's express consent to release information or as otherwise required by law.

Elkhorn, WI, area resources	<b>Association for the Prevention of Family Violence (APFV)</b>
--------------------------------	-----------------------------------------------------------------

	<p>The Association provides the community with crisis intervention, counseling, advocacy, shelter referrals, information and referral, transitional housing, and legal advocacy.</p> <p>Victims and survivors of domestic abuse and sexual assault are served, and intervention is available 24 hours a day, 7 days a week. For assistance call <b>262-723-4653</b>. Office hours are 8 a.m. to 4:30 p.m. Monday - Friday. After-hours crisis calls are forwarded to DHHS.</p> <p>461 East Geneva Street Elkhorn, WI 53121 24 hour line: (262) 723-8367</p>
Chicago Learning Site and administrative office area resources	<p><b>YWCA Metropolitan Chicago</b></p> <p>The YWCA Sexual Violence and Support Services provides a variety of crisis intervention and support services to sexual assault victims, both adults and children. The center works to prevent sexual violence through education programs for youths and oversees a school-based family violence prevention program. The center is located in the heart of the Loop to provide easy access to public transportation from all parts of the city.</p> <p>(888) 293-2080 1 N. LaSalle Street Suite 1150 Chicago , IL 60602 (312) 762-6600</p>

**Campus Resources:** These are resources provided by the college/university community offering intervention services, counseling, academic support, and accommodations.

These individuals are not bound by confidentiality and are required to report all relevant details of the incident to the Title IX Coordinator. University employees will work together with victims of sexual assault to maintain individual privacy where full confidentiality cannot be provided.

Campus Director – Kate Holmquest	224-742-4444 (campus) or 312-852-8970 (cell)
Chancellor – Dr. Mike Zwell	224-742-4444 (campus) or 312-919-9494
CEO – Dr. Bob Wright	224-742-4444 (campus) or 312-645-8300 (auxiliary offices)
Title IX Coordinator – Kate Holmquest	224-742-4444 (campus) or 312-852-8970 (cell)

Reporting Sexual Assault to Law Enforcement

Victims of an assault should be reported directly to the local law enforcement agency but reporting is at the victim's discretion. In addition, the Campus Director, Chancellor, or CEO will assist the student in notifying these authorities if the student requests.

The primary local law enforcement agency for Wright Graduate University is as follows:

Walworth County Sherriff's Office  
911 for emergencies  
(262) 741-4400 for non-emergencies  
1770 County Road NN  
Elkhorn, WI 53121

Filing a report with the local law enforcement agency will not obligate the victim to prosecute nor will it subject the victim to scrutiny or judgmental opinions from officers.

Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

### Sexual Assault Disciplinary Action

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the university or only the latter.

To initiate disciplinary action against a student or employee for sexual assault, a report must be made to the Campus Director.

The following disciplinary procedures will be conducted in cases of an alleged sex offense:

- The University will delegate a representative to provide a prompt, fair and impartial investigation of the specifics in the case, interview the accuser and accused, and any witnesses.
- The representative will have received annual training on the issues related to sexual assault and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- The University will conduct a meeting during which the accuser and the accused are entitled to participate and have the option of one person who has had no formal legal training to accompany them throughout the meeting.
- Both the accuser and the accused will be informed in writing of the University's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

## Sanctions

A student or employee found guilty of a sexual assault will be dismissed or terminated.

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

The University will, upon written request, disclose to the victim of a crime of violence, or a nonforcible sex offense, the results of any disciplinary hearing conducted by the University against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the results of the disciplinary action may be provided to the victim's next of kin, if requested.

## Prevention Programs

The University has information available upon request to educate students and employees about sexual assaults and date rape in the appendix to this Annual Consumer Information document.

## Availability of Sex Offender Registry

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the university provides a link to the State of California Department of Justice's register sex offender's website.

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

The registry is available via Internet and is available at the following web address:

<http://offender.doc.state.wi.us/public/>

## Violence Against Women Reauthorization Act of 2013 (VAWA)

On March 7<sup>th</sup>, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA). This law amended the Clery Act and will require University's to provide students and employees the procedures that will follow once an incident of domestic violence, dating violence and/or stalking has been reported. Statistics on such crimes are included in the annual crime and fire statistics in this document. A student or employee who reports to the University that the student or employee has been a victim of domestic violence, dating violence, sexual assault or stalking, whether the offense occurred on or off campus, the following policy and procedure is the University's written explanation of the student and employee's rights and options.

## Domestic Violence, Dating Violence and Stalking Policy

Domestic Violence, dating violence or stalking by an employee or student is prohibited and will not be tolerated by Wright Graduate University. If the alleged is a student or an employee, the University will promptly investigate all allegations of these alleged crimes and take appropriate action as required.

## What to do if you are a victim of domestic violence, dating violence or stalking

If you are a victim of domestic violence, dating violence or stalking, your first priority should be to get to a place of safety. If necessary, you should then obtain necessary medical treatment. The

university strongly advocates that a victim of domestic violence, dating violence or stalking report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. The alleged offense should be reported to the Campus Director, Chancellor, or CEO, especially for crimes committed on or near campus. In addition, victims should report directly to the local law enforcement agency, but reporting is at the victim's discretion. The Campus Director, Chancellor, or CEO can assist the employee or student in notifying authorities if requested.

Numbers to local law enforcement agencies are as follows:

Walworth County Sherriff's Office  
911 for emergencies  
(262) 741-4400 for non-emergencies  
1770 County Road NN  
Elkhorn, WI 53121

Filing a police report with the local law enforcement agency will not obligate the victim to prosecute nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of domestic violence, dating violence or stalking receives the necessary medical treatment and
- Provide the opportunity for collection of evidence as it may be necessary to the proof of criminal or institutional conduct proceeding arising from the report of domestic violence, dating violence or stalking or in obtaining a protection order.

#### Domestic Violence, Dating Violence or Stalking Counseling Services

The university does not provide on-campus or off-campus counseling services. However, the university can refer the victim to a non-related, outside counseling service such as a local domestic violence agency. Such agencies can provide mental health, victim advocacy, legal assistance and other services for victims.

#### Disciplinary Action for Domestic Violence, Dating Violence and Stalking

The victim of domestic violence, dating violence or stalking may choose for the investigation to be pursued through the criminal justice system and the university or only the latter. To initiate disciplinary action against a student or employee, a report must be made to the Campus Director, Chancellor, or CEO.

The following disciplinary procedures (steps) will be conducted in cases of an alleged domestic violence, dating violence or stalking that occur when the alleged is an employee or student:

1. The University will delegate a representative to provide a prompt, fair and impartial investigation of the specifics in the case, interview the accuser and accused, and any witnesses.
2. The representative will have received annual training on the issues related to domestic violence, dating violence and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability

3. The University will conduct a meeting during which the accuser and the accused are entitled to participate and have the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
4. Both the accuser and the accused will be simultaneously informed in writing of the University's determination with respect to the alleged domestic violence, dating violence and/or stalking offense and any sanction that is imposed against the accused.
5. The accused and/or the victim have a right to appeal the results of the University's disciplinary proceedings. The appeal must be in writing and must address the specific concern or concerns he or she is not in agreement with. The appeal must be received by the University within 60 calendar days of the initial determination. If an appeal is received, it will be reviewed by another trained representative of the University. In addition, the other representative will review documentation, evidence and reports available. The University will conduct a meeting, as stated in step 3, and notify the accuser and accused, as stated in step 4 above. A final determination will be made and will not be appealable.

#### Sanctions

A student or employee found guilty of domestic violence, dating violence or stalking will be dismissed from school or terminated from employment.

#### Reasonable Accommodations for Victims

If requested by the victim and if such accommodations are reasonably available, victims of domestic violence, dating violence or stalking may have an option to change their academic, residential session housing, transportation, and working situations, regardless of whether the victim chooses to report the crime to local law enforcement. In addition, the University will make reasonable accommodations to assist in victims with schedule and/or academic changes if an order of protection, order of no contact, restraining order or similar lawful order is issued by a criminal, civil or tribal court.

Such accommodations or protective measures will be maintained as confidential to the extent that maintaining such confidentiality does not impair the ability of the University to provide the accommodation or protective measure. Affected students should make accommodation requests in writing to the Campus Director, CEO, or Chancellor.

#### Prevention Programs

The university maintains literature and other information to educate students and employees about the prevention and awareness of domestic violence, dating violence and stalking in the appendix of this document. New students and new employees receive training in the Title IX and VAWA regulations preventing dating violence, domestic violence, sexual assault, and stalking, as well as procedures the institution follows when one of these crimes is reported. In addition, the University has a list of resources available locally that can provide counseling and additional information.

## Hate Crimes

There were no reported incidents of hate crimes reported for 2012, 2013, 2015, or 2016.

Hate crime statistics are presented in narrative format when there are no hate crimes to report or if there are a limited number of hate crimes reported.

A *Clery Act* hate crime is committed when the victim was intentionally targeted because of bias. Bias for the purpose of *Clery Act* hate crime reporting is *a preformed negative opinion or attitude toward a group of persons based on their race, gender identity, religion, national origin, sexual orientation, gender identity, ethnicity or disability of the victim.*

Hate crime categories include murder/non-negligent manslaughter, sex offenses – forcible, sex offences – non forcible, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, simple assault, larceny-theft, intimidation, destruction/damage/vandalism of property.

The University takes hate crimes and all criminal offences seriously and encourages the campus community to report any crime to the Campus Director or Academic Dean. Crimes also can be reported by calling 911.

## **Visitors and Guests**

To provide for the safety and security of students, employees, and the facilities at Wright Graduate University, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should check in at the Silver Center office unless other arrangements have been made with an authorized university representative. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

WGU has developed guidelines to help maintain a secure place for study and work. Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas. Report any suspicious persons or activities to the Campus Director, or the most senior administrator available. If an unauthorized individual is observed on Company premises, employees should immediately notify their supervisor and students should notify an administrator or faculty member. If necessary, direct the individual to the Silver Center office.

Secure desks and personal belongs at the end of the day or when called away from your work area for an extended length of time, do not leave valuable and/or personal articles in or around you workstation that may be accessible.

The security of facilities as well as the welfare of all students and staff depends upon the alertness and sensitivity of every individual to potential security risks. You should immediately notify the most senior administrator present when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.

## **Missing Student Notification Policy**

In compliance with the Higher Education Opportunity Act of 2008, this policy sets forth procedures for the reporting, investigating and making emergency notifications regarding any currently-enrolled student who is believed to be missing.

A student will be presumed to be missing when his/her absence, of 24 hours or more, is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained.

### *Reporting a Possible Missing Student:*

Any member of the university community, including both employees and students, who is concerned that a currently-enrolled student may be missing should immediately contact the Campus Director at 262-742-4444. Any university employee who receives a report of a possible missing student must immediately refer such report to the Campus Director, or in absence of the Campus Director, the CEO. Upon determining that there is a basis for such a report, The Campus Director shall immediately notify local law enforcement.

### *Emergency Contact:*

If a student is determined to be missing, the Campus Director shall notify the missing person's designated Emergency Contact(s) not later than 24 hours after the student is determined to be

missing. This contact information is considered confidential and will only be accessible to authorized university or law enforcement personnel.

*Parent/Guardian Notification for Students under 18 years of age:*

If a student is under 18 years of age (and not emancipated) and is determined to be missing, the University shall notify a custodial parent or guardian not later than 24 hours after the student is determined to be missing.

## **Inclement Weather /Natural Disaster**

Ensuring that WGU's students, staff, and facilities are safe and secure at all times is an important priority. In the event that either a Company or government-determined state of emergency is declared which impacts the campus, the campus will be "closed" for an appropriate duration or until it is determined that the reason for closure has passed. Closure decisions will be communicated by site management via the most efficient communication methods available including email, Desire2Learn pages, group meeting or a general broadcast voice mail (where available).

The highest management leader for the affected site will decide full day and early closures for WGU locations. If an emergency is declared, employees who cannot safely return to work, may continue to perform work activities from home with supervisory approval (e.g., via laptop).

On days when weather conditions worsen as the day progresses, relevant location management may elect to close early. Employees will be expected to remain at work until the appointed closing time.

In case of life-threatening weather conditions, seek shelter in the lowest, most central rooms of Dome 1 and the Silver Center. See further detail in the Emergency Response and Evacuation Procedures section at the end of this document.

## **Emergency Response and Evacuation Procedures**

The following emergency procedures outlined in this plan are to provide protection to the lives, property, and operations of the university through the effective use of institutional, community, county, and state resources. This document has been developed to provide an organizational and procedural framework for the management of emergency situations by coordinating responses between the university and other government and emergency units. It has been designed to serve as a basic contingency manual for the university's administration to plan and respond to campus emergencies. This plan does not cover every conceivable situation; it does, however, serve as administrative guidelines necessary to cope with most campus emergencies.

It is understood that Wright Graduate University will make every effort to respond to individuals who are affected by a crisis or emergency with compassion and concern.

This plan applies to all faculty, staff, employees, students and visitors. It encompasses all buildings and grounds owned and/or operated by Wright Graduate University

This plan will be treated as a "living" document. As information or procedures change the document will be updated and posted to the university's website under the consumer information section of [wrightgrad.edu](http://wrightgrad.edu).

The development and administration of this Emergency Response Plan is the responsibility of the Campus Director.

### **Types of Emergencies**

Emergencies have been broken down into the following three categories of emergency incidents: Natural, Technological, Man-made.

#### *Natural:*

**SEVERE WEATHER (Tornadoes, Thunderstorms/Hail):** Tornadoes are the most violent weather systems on earth. Elkhorn has experienced, and will continue to experience, these types of storms. The potential for large losses of life and property leads to its placement as one of the primary hazards facing the University. In-place shelters in lower-level, interior spaces have been identified to protect life.

**WINTER STORMS:** The Elkhorn area is vulnerable to winter storms, which can virtually paralyze the city and area. Generally, these storms strike between late November and early March and can make entry and exit from campus via the hilly, gravel driveway particularly difficult.

**EARTHQUAKE:** The Elkhorn area is situated in an earthquake zone. Earthquakes have been felt in some parts of Wisconsin in the past and remain a geological possibility. Although earthquakes are not a likely event, they have the potential to cause extensive damage to un-reinforced buildings.

**FIRE:** Fire represents another primary hazard for the university. The LaGrange Township Fire Departments is located within a mile of the campus and is a primary responder for any fire events.

## Technological:

Hazardous Materials Accidents could impact the University. Fuels and chemical spills are the most widespread materials likely to create problems. Chemicals used in science labs and cleaning are also sources of possible HAZMAT incidents along with the possibility of a criminal/terrorist utilizing various chemicals and/or substances to perpetrate a crime or attack. There are several known areas on campus where hazardous chemicals are stored. Each department is responsible for the development of response plan that will integrate with the campus response plan.

Chemical/Biological/Radiological (CBR) Emergencies are possible. When properly stored and handled, CBR materials don't pose an extreme threat. However, during times of natural or manmade disasters, these materials become a special hazard to the campus and to emergency personnel. These types of materials are generally not part of the WGU program.

Aircraft Crashes can happen anywhere in the country. The Elkhorn area is located between two major airports and is exposed to a large amount of commercial airline traffic in addition to flight training schools. A commercial airliner crash remains a potential threat for creating mass casualties.

## Man-Made

**NATIONAL EMERGENCY (War or Terrorism):** As the country has experienced terrorist acts on our own soil there remains some potential that the University could be affected either directly or indirectly by a major incident. The university is dependent upon outside resources for a large percentage of its operational supplies of utilities, fuel and other expendable items. Any situation that might affect the procurement of these supplies could have a severe impact upon the operation of the University and its population. Any attack on the local area or region could over-task the local emergency response organizations on which the University relies.

**CIVIL DISORDER:** Planned or unplanned demonstrations may become large and uncontrollable. In some cases, participants could get violent causing the destruction of property and injury or even death to themselves or observers.

## Classification of Emergencies

The following definitions of an emergency are provided as guidelines to assist the campus emergency staff in determining the appropriate response:

**MINOR EVENT:** Any incident which does not seriously affect the overall functional capacity of the University, such as minor plumbing problems or an inoperative elevator. Minor events will normally be able to be addressed within one to two days.

**MAJOR EVENT:** Any incident which affects an entire building or buildings and which will disrupt the overall operations of the University. Examples are a building fire or chemical spill during which outside emergency services will probably be required, as well as major efforts from campus Building and Technology personnel. Major policy considerations and decisions will usually be

required from the University Administration during times of crises. Major events will normally be able to be addressed within three days.

**DISASTER:** Any event or occurrence which has taken place and has seriously impaired or halted the operations of the University. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. Disasters will normally require more than three days to address the related issues.

### Declaration of Major Emergency or Disaster

The authority to declare a Major Emergency or Disaster is the responsibility of the CEO with consultation with of the Chancellor and members of the executive leadership team (ELT). When a declaration is made access to the campus may be limited. Those who cannot present proper identification showing their legitimate business on campus may be asked to leave the campus.

Once the decision has been made, notification of the declaration will be communicated and the members of the District Response Team will be made aware of the declaration via the University's alert system—email, phone, and Desire2Learn announcement. Upon initial contact for an activation of the emergency response plan all primary members of the Incident Team will dial in to the CEO's conference line site for an initial strategy meeting if an in-person meeting is inadvisable due to time or safety constraints.

### Emergency Operations Center

In the event of a Major Emergency or Disaster when students and/or administrators are on campus, the upper level of Dome 1 will be utilized as the campus's emergency operations center.

### Incident Command Team

The Executive Leadership Team, plus the caretaker of the WGU campus and the Chairman of the WFTL Board or his/her designate from the Board, shall serve as the Incident Command Team. The CEO shall serve as Incident Commander. If he is unable to serve, the Chancellor will serve in his place, followed by the Dean of Faculty and Curriculum.

### Incident Action Plan

An Incident Action Plan (IAP) will be developed for all Major and Disaster events. The IAP must include the following:

- Incident objectives
- Activities to be completed
- Timeframe (Operational Period) of the IAP

The IAP will be developed by the Incident Commander in cooperation with the EOC manager. Once developed the IAP will serve as the primary document upon which all operations are conducted.

Once the Operational Period of the IAP has expires an up-dated plan will be developed and implemented. If, at any time, the IAP is no longer valid an up-dated IAP will be developed and implemented.

Once the IAP is developed it will be distributed to all leaders of the Incident Command Team.

### *Evacuation Procedures*

Every individual must accept personal responsibility for getting out of a building during an emergency. Even though emergency personnel are usually available to assist with evacuation, this may not always be the case. Alternative plans and arrangements made in advance of an emergency will increase the likelihood that individuals will be able to exit a building safely in the event of an emergency.

In the event that (a) building(s) or the entire campus requires evacuation, inhabitatants should evacuate to the nearest safe zone, in this order:

- 1) Grassy area between Dome 1 and Silver Center
- 2) Staff Parking lot
- 3) Student Parking lot
- 4) Sunset/Moonrise Corner
- 5) LaGrange Township hall (only if entire campus is deemed unsafe. Use caution crossing Highway H)

Staff will begin accounting for students and employees at those locations, in order.

Safe evacuation plans are even more critical to the well-being of those individuals with mobility impairments because customarily accessible exits may be blocked in an emergency. Thus, individuals will need to use alternative methods of leaving a building. Because of constantly changing populations and building occupancy patterns, it is not possible for the University to make reliable arrangements for the evacuation of specific individuals from the many buildings they may occupy in the course of a residential session. In the absence of this ability, the following suggestions are advised for individuals to increase the chances of their safe evacuation from a building in an emergency situation.

- The campus has developed a plan to evacuate persons with disabilities from all multi-floored buildings in the event of an evacuation respond to a designated pick-up point clearly away from the hazardous event
- Notify the incident team of your location by utilizing the communication device located at the pick-up point.

### *Sheltering in Place*

In the event of a hazardous situation that would require a building/campus shelter in place, the University will issue a notice via the University's mass notification systems. When the notification is issued it will advise the nature of the event. If the University has judged that the best response for the building/campus occupants is to "lockdown" the event message will advise occupants to do so. Once the notification is issued each individual must accept personal responsibility for deciding if they are going to remain within the building and "lockdown" or if they are going to disregard the

recommendation and evacuate the building. Be advised that once emergency personnel (fire or law enforcement) have taken control of the site then all occupants must comply with directives given by those officials.

Recommendations for actions to be taken in the event of a building/campus shelter in place recommendation:

1. Close and lock the door (if able) of the room.
2. Shutoff all lights and lower any blinds that may be on exposed windows.
3. Move the room occupants to the corner of the room farthest from the door and remain silent.
4. Use the room phone to call 911 and notify them of:
  1. Building
  2. Room
  3. Number of occupants
  4. Any health related special requirements of any occupants.
5. Turn all cell phone/paging devices to silent, vibrate or off.
  1. If occupants of the room choose to use their cell phones it is recommended that they utilize the text messaging option. Text messaging utilizes a much smaller portion of the cell phone system thus enabling more people to utilize the system.
6. Once a “Lockdown” advisory has been issued do not evacuate the room unless an all clear has been issued via the mass notification system (even if a fire alarm is activated.)

#### *Timely Warnings and Emergency Notifications*

When a crime or incident that represents an imminent or ongoing threat to the campus community is reported, the Campus Director, in collaboration with other university administrators, is prepared to issue public safety alerts in a timely manner and to notify the appropriate local emergency response teams, law enforcement, and individuals on campus who are in harm’s way. Local authorities will determine when and if it is necessary to notify the surrounding community. The Campus Director or CEO will determine what information should be contained in the alert. The issuance of Public Safety Alerts is subject to the availability of pertinent information. Public Safety Alerts may be distributed to community members via email, text message, social media, university voicemail, the university’s website, LMS, phone tree, and/or postings in on- and off-campus buildings. The method(s) of dissemination will be determined based on the particular situation.

#### *Annual Update and Evacuation Drills*

This plan, including any updates, is reviewed with new students and employees during orientation, in classes at the start of each new term, and at a number of faculty meetings during the year. Evacuation routes are identified in each building and other areas the Campus Director deems necessary.

Emergency response and evacuation drills are conducted, at minimum, annually and all student, faculty, and staff participate and conduct themselves appropriately. Tests may be announced or unannounced at the discretion of the Campus Director. Tests are evaluated for needed improvement.

At a later drill any needed improvements will be tested, and if successful, included in the campus procedures. If not successful, different approaches will be tried until acceptable results are achieved.

## ***Appendix A: Sexual Assault Prevention***

### *Definitions Sexual Assault*

Sexual assault is actual, attempted or threatened sexual contact with another person without that person's consent. (See the definition of consent below) WGU is concerned with preventing sexual assault, particularly acquaintance assault, which is the most prevalent form of sexual assault.

### *Domestic Violence*

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by person who is cohabiting with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth who is protected from the person's acts under the domestic or family violence laws of the jurisdiction.

### *Dating Violence*

Dating violence is defined as violence committed by a person A) who is or has been in a social relationship or a romantic or intimate nature with the victim; and B) where the existence of such a relationship shall be determined based on consideration of the following factors:

- The length of the relationship;
- The type of relationship;
- The frequency of interaction between the persons involved in the relationship.

### *Stalking*

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

### *Consent*

"Consent," as used in this section, means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. Consent of all parties involved is a critical factor distinguishing acceptable sexual behavior from unacceptable sexual behavior. Consent is informed and freely and actively given. Consent is communicated through mutually understandable words or actions indicating willingness by all of the involved parties to engage in the same sexual activity, at the same time and in the same way.

### *Elements of consent*

Consent cannot be freely given if the person's ability to understand and give consent is impaired. Examples of those who are impaired and therefore cannot give consent include:

- Any person who is incapacitated due to the use of alcohol or drugs
- Any person who is unconscious or for any reason is physically incapacitated
- Any person who is mentally impaired
- Any person who is less than 18 years old
- Any person who has experienced the explicit or implicit use of force, coercion, threats and/or intimidation.

Ideally, consent is given verbally. However, consent (or lack of consent) can be given through gestures, body language, and/or attitude. For example, active reciprocation could express consent and pushing someone away or simply moving away, could express lack of consent.

#### *Silence does not equal consent*

- Consent to one form of sexual activity does not necessarily imply consent to other forms of sexual activity. Consent may be given for specific activities and not for others.
- Any party has the right to change his/her mind and withdraw consent at any time.
- A prior sexual history between the participants does not constitute consent.
- A person's ability to freely give consent may be jeopardized if the initiator is in a position of power over the person.

#### *Sexual Assault Statistics*

It is difficult to know exactly how many sexual assaults occur because sexual assaults often go unreported. However, below are some facts of which you should be aware:

- National statistics indicate that 1 in 5 young women experience sexual assault during University
- Nationally in 2010, there were 84,767 sexual offenses reported (Federal Bureau of Investigation).
- In Wisconsin, 4,857 sexual assaults were reported in 2010.
- In the vast majority of these crimes -- between 80% and 90% -- the victim and assailant know each other.
- Half of the student victims do not label the incident "sexual assault." This is particularly true when alcohol was involved and there was no weapon or sign of physical injury.
- In one year, more than 13% of University women indicated they had been stalked, 42% by a boyfriend or ex-boyfriend.
- In 2009, nearly two-thirds of all reported sexual assaults in Wisconsin took place in either the victim's residence or the offender's residence.
- Women ages 16 to 24 years old experience the highest per capita rate of intimate violence in the U.S.

#### *Information for Male Survivors*

Sexual Assault is a male issue too.

Research shows that 10-20% of men will be victims of sexual assault at some time during their lives.

Our culture endorses ideas that can prevent male survivors from speaking out about sexual assault. Society can label male survivors of sexual assault as less manly for "allowing" themselves to be victimized.

The myth that men assaulted by other men must be gay can add to this stigma. Sexual assault is not about sexual orientation or desire. It is an act of power and control. The motivation of the perpetrator is to humiliate and/or brutalize another person.

If you are a male survivor, it is important to know there is help out there for you as well.

#### *Prevention of Assaults*

Avoid or limit alcohol consumption. Alcohol does not cause sexual assault but it is often involved or used as a tool. The more alcohol you consume, the more intoxicated you become and the more vulnerable you are to victimization.

Trust your instincts. If you feel uncomfortable in a situation, get out of that situation as soon as possible. Do not worry about hurting anyone's feelings, or explaining reasons for leaving.

Be clear. You know yourself better than anyone else and it is important to set limits. Only do what is comfortable and communicate this clearly both verbally and behaviorally.

Stick with friends. Check in with friends often and interrupt if you become concerned. Have a "safe word" that can be used with friends when you feel threatened or uncomfortable such as "It's getting stale in here, let's go." Have your group commit in advance to leaving a situation when the safe word is used.

Be an active bystander. If you witness something happening, step in. Create a diversion. Even if you don't know the person who looks in trouble, you can still help. Get him or her to a safe place. Remember, it's your campus, so it's your business.

Support survivors. Believe someone who discloses a sexual assault, abusive relationship or experiences with stalking or cyber stalking. Do what you can to connect the person to resources.

Encourage the survivor to seek medical attention. This is an important step to ensure the individual is not physically injured. This is also a time when medical staff can connect the person with an advocate and help them to contact law enforcement

#### Signs of an abusive dating partner

- Calls you names, insults you or continually criticizes you
- Does not trust you and acts possessive or jealous
- Tries to isolate you from family or friends
- Monitors where you go, who you call and who you spent time with
- Controls finances or refuses to share money
- Punishes you by withholding affection
- Expects you to ask permission
- Threatens to hurt you, your family, your pets or belongings
- Threatens and/or uses a weapon against you
- Has ever forced, coerced or manipulated you into having sex or performing sexual acts
- Accuses you of cheating or is often jealous of your relationships with others of the opposite gender
- Trapped you in your apartment or dorm room and kept you from leaving
- IM, text messages and calls you obsessively to find out where you are and what you are doing.

Avoid being a perpetrator. Perpetrators bear the burden of preventing sexual assault. There are many ways to decrease the likelihood of being a perpetrator.

- Remember that sexual assault is a crime. It is never acceptable to use pressure or force in sexual situations, no matter what the circumstances.
- Understand consent and adopt a healthy, respectful approach to sexual relations.
- Silence and passivity is not considered consent.

- A person cannot give consent if they are intoxicated or incapacitated by alcohol or drugs.
- Listen carefully. If someone is not being direct, ask for clarification. Don't fall for the common stereotype that when someone says "No" it really means "Yes." "No" means "No."
- Don't automatically assume that sex is inevitable just because someone drinks heavily, dresses provocatively, or agrees to go to your room.
- Be prepared to resist pressure from friends to participate in violent or criminal acts. Get involved in a situation if someone is at risk.

### *Preventing Stranger Assault*

#### Walking on or off campus

- Always be aware of what is going on around you. Stay alert to your surroundings.
- Walk with confidence. Hold your head up and shoulders straight.
- At night, stick to well-lighted, populated areas and walk with another person. Avoid walking alone or in isolated areas.
- Take special precautions in parking lots, stairwells, bathrooms, and dark areas with shrubbery. Studies show that many assaults by strangers occur in these places.
- If you suspect you are being followed, go to a place where there are other people as soon as possible. If you choose to run, run as fast as you are able and scream to attract attention or summon help.
- Follow your gut instincts. If you sense that you may be at risk or in danger, try to get out of the situation. For example, if you see a suspicious looking person or someone who makes you feel uncomfortable in a parking lot, leave the area. Report your suspicions to the authorities.

### *Campus Policies and State Laws*

#### Sexual Assault and Sexual Harassment

Wisconsin statutes recognize that sexual assault, sexual exploitation by a therapist and harassment are serious criminal offenses. It is important for all members of the university to understand how these offenses are defined in law, and to be aware of the penalties. Excerpted below are the definitions and penalties of sexual assault. The law defines the words consent, sexual contact, and sexual intercourse.

*Consent* means words or overt actions by a person indicating a freely given agreement to have sexual intercourse or sexual contact. A person under 16 years of age is incapable of consent as a matter of law. Teens 16 and 17 years old can legally consent to sexual contact; however, they are deemed incapable of consenting to sexual intercourse as a matter of law. People who have a mental illness or deficiency, and people who are unconscious or physically unable to communicate, are assumed to be incapable of consent, but that assumption can be challenged in court. Marriage is not a bar to prosecution for sexual assault. A person may be prosecuted for assaulting his or her spouse.

*Sexual contact* is defined as any intentional touching of the intimate parts of a person, either directly or through clothing, by any body part or by an object, if that intentional touching is for the purpose

of sexually degrading or humiliating the victim, or for the sexual arousal or gratification of the assailant, or if the intentional touching contains the elements of actual or attempted battery.

*Sexual intercourse* includes any intrusion, however slight, into another person's genital or anal openings by any object or part of another person's body, or oral-genital contact.

Under another statute, Wisconsin delineates guidelines for the use of evidence in court. Wisconsin State statute 972.11 prohibits the use in court of evidence of the victim's past sexual conduct. There are three exceptions to this. The judge may allow evidence of the victim's past conduct with the assailant; evidence that could show the source or origin of semen, pregnancy or disease; or evidence of prior untruthful allegations of sexual assault made by the victim. Recent revisions in the law have allowed for further exceptions to be made at the judge's discretion.

#### WIS. STAT. 940.225: SEXUAL ASSAULT

##### First Degree Sexual Assault

Whoever does any of the following is guilty of a Class B felony. A person who commits first-degree sexual assault can be imprisoned for up to 40 years.

- Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.
- Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim to reasonably believe it to be a dangerous weapon.
- Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

Second Degree Sexual Assault Whoever does any of the following is guilty of a Class C felony. The penalty for second degree sexual assault is a fine of up to \$10,000 and/or imprisonment for up to 20 years.

- Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
- Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care.
- Has sexual contact or sexual intercourse with another person who suffers from mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition.
- Has sexual contact or sexual intercourse with another person who the defendant knows is unconscious.
- Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person.

##### Third Degree Sexual Assault

Whoever has sexual intercourse with a person without consent of that person is guilty of a Class D felony. A person who commits third degree sexual assault can be fined not more than \$10,000 and/or imprisoned not more than 5 years.

##### Fourth Degree Sexual Assault

Whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor. A person who commits fourth degree sexual assault can be fined up to \$10,000 and/or imprisoned for up to 9 months in the county jail.

Rights of Victims & Alleged Assailants of Sexual Assault 36.11(22)(1)(c) Wis. Stats.

- The right of the victim/survivor and alleged assailant to have the same opportunity to have one representative accompany them in a University disciplinary hearing.
- The right of the victim/survivor and alleged assailant to be informed of the outcome of any disciplinary hearing involving sexual assault.
- The right of the victim/survivor and alleged assailant right to appeal the outcome of a formal disciplinary hearing.

Rights of Victims/Survivors of Sexual Assault and Sexual Harassment

- Victims/survivors shall be informed of their options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the victim/survivor chooses.
- Victims/survivors shall be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community.
- Notification to victims/survivors of and options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if such changes are reasonably available.

In addition to the above, Chap. 950 Wis. Stats., provides a victim's bill of rights, 950.01 Legislative intent. In recognition of the civic and moral duty of victims and witnesses of crime to fully and voluntarily cooperate with law enforcement and prosecutorial agencies, and in further recognition of the continuing importance of such citizen cooperation to state and local law enforcement efforts and the general effectiveness and well-being of the criminal justice system of this state, the legislature declares its intent, in this chapter, to ensure that all victims and witnesses of crime are treated with dignity, respect, courtesy and sensitivity; and that the rights extended in this chapter to victims and witnesses of crime are honored and protected by law enforcement agencies, prosecutors and judges in a manner no less vigorous than the protections afforded criminal defendants. For more details on Wis. Stats. Chap. 950 go to: <http://folio.legis.state.wi.us/>

Sexual Harassment

Definitions and Penalties for Sexual Harassment 36.11(22)(1)(a) Wis. Stats.

University policy as well as state and federal law prohibit sexual harassment. Some acts may constitute both assault and sexual harassment. Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is a condition of employment, academic progress, or participation in a university program;
- Submission to or rejection of such conduct influences employment, academic or university program decisions; or
- The conduct interferes with an employee's work or a student's academic career, or creates an intimidating, hostile, or offensive work, learning or program environment.

Tangible Action or Quid Pro Quo (This for That) Sexual Harassment

Occurs when employment or academic decisions resulting in a significant change in status are based on an employee or student's submission to or rejection of unwelcome verbal or physical sexual conduct.

Hostile Environment Sexual Harassment Occurs when verbal, non-verbal and/or physical conduct is:

- Sexual and/or based on gender
- Unwelcome, and
- Sufficiently severe and pervasive to interfere with a person's work, learning, or program performance or to create a hostile, intimidating or offensive environment.

The determination of sexual harassment is made on a case-by-case basis looking at the whole record, including the circumstances (such as the nature of the sexual advances) and the context in which the alleged incidents occurred.

Some behaviors, which may be acceptable in certain contexts, are inappropriate in the workplace or classroom, particularly if an objection is expressed.

Key points about sexual harassment include:

- Differences in power or status can be a significant component in sexual harassment. A person who seems to acquiesce to sexual conduct may still experience tangible action harassment or hostile environment harassment if the conduct is unwelcome.
- Harassment can occur between men and women or between members of the same gender.
- Sexual harassment may or may not involve a tangible injury (e.g., economic loss, lowered grades). A sexually harassing environment, in and of itself, may constitute a harm.
- Sexual harassment must be addressed and corrected regardless of the position or status of the harasser or the person being harassed.
- Conduct is not always offensive or unwelcome to the same degree when perceived by different people. Courts use a "reasonable person" standard to determine whether the contested behavior constitutes sexual harassment.
- In an academic or program setting, offenders can be faculty, instructors, lecturers, teaching assistants, coaches, tutors, or even fellow students or program participants. In the workplace, offenders can be supervisors, co-workers, or non-employees such as vendors or customers.

## PROTECTIVE BEHAVIORS

36.11(22)(1)(d) Wis. Stats.

### *If You Are Concerned About Possible Sexual Harassment*

We encourage early contact—consultation is not escalation. Timely discussion of people's concerns may allow resolution before alternatives become limited. The university will protect confidentiality to the extent possible under the law.

- Seek advice. Consult with your department chair, another divisional resource person, Human Resources or another campus resource (listed above) to discuss options for resolution.
- Consider informing the individual(s) involved that the conduct is unwelcome and that you expect it to stop.
- Keep notes of what happened, when, where, and who was present. Retain copies of any correspondence.

- You may find it helpful to seek support from a trusted colleague. Be aware of your interest in keeping the matter as confidential as possible.

#### If You Are Accused of Sexual Harassment

- Early consultation may help avoid claims of retaliation and facilitate resolution of the situation.
- You will be informed of any complaint filed against you and provided with an opportunity to respond to the specific allegations.
- Staff should contact Human Resources
- Students should contact the Dean of Students Office.
- You may choose to seek private legal advice.
- Be honest when questioned about alleged conduct and explain its context.

#### If You Are in a Position of Authority

*(E.g., Principal Investigator, Manager/ Supervisor, Department Chair/Director, Dean)*

Sexual harassment can arise in a healthy environment but it often develops in negative climates. If you have concerns about the climate in your area, consult with one of the resources listed above to learn about proactive measures to improve the climate for all individuals.

- Distribute the Sexual Harassment Policy to new faculty and staff and to all employees periodically and when there are modifications to the policy.
- Periodically remind employees of your expectation that they maintain a harassment free environment. Provide resources (e.g., this document)
- Schedule Sexual Harassment Informational Sessions and promote attendance by all department members.
- Encourage employees and students to come forward with questions, concerns, and allegations
- Take every complaint seriously and ensure that others do as well. Ensure that your department appropriately addresses all complaints. If you have questions about the scope of your responsibility, contact the Campus Director.
- Keep allegations confidential except on a “need to know” basis.

Ensure that no retaliation occurs against the person making the allegations and that the person charged with harassment is not assumed guilty and/or disciplined on the basis of allegations.

For the protection of all parties, comply with all applicable university procedures and ensure that your department fully cooperates with any investigation.

#### *If You Are Approached by a Colleague or Peer*

Listen to the allegation of harassment sympathetically but objectively.

#### *Sexual Assault and Sexual Harassment*

Encourage the individual to contact someone who can explain alternatives available to resolve the situation (a Title IX Coordinator or Investigator, department chair or other divisional resource, Human Resources, Dean of Students Office or other campus resources listed above).

If requested, and if you are comfortable doing so, assist the individual in reporting the behavior.

Keep allegations confidential, except as necessary to cooperate with appropriate university officials.

#### OTHER DEFINITIONS AND PENALTIES

36.11(22)(1)(a) Wis. Stats.

Sexual Harassment (In Employment) 111.32(13) Wis. Stats.

“Sexual harassment” means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.

“Sexual harassment” includes conduct directed by a person at another person of the same or opposite gender.

“Unwelcome verbal or physical conduct of a sexual nature “ includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee’s work performance or to create an intimidating, hostile or offensive work environment.

Harassment

947.013 Wis. Stats. 947.013(1)(a)

”Course of conduct” means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.

947.013(1)(b)

”Credible threat” means a threat made with the intent and apparent ability to carry out the threat.

947.013(1)(c)

”Personally identifiable information” has the meaning given in s. 19.62 (5).

947.013(1)(d)

“Record” has the meaning given in s. 19.32 (2).

947.013(1)(1m)

947.013(1m)(a)

Strikes, shoves, kicks or otherwise subjects the person to physical contact or attempts or threatens to do the same.

947.013(1m)(b)

Engages in a course of conduct or repeatedly commits acts which harass or intimidate the person and which serve no legitimate purpose.

947.013(1r)

Whoever violates sub. (1m) under all of the following circumstances is guilty of a Class A misdemeanor:

947.013(1r)(a)

The act is accompanied by a credible threat that places the victim in reasonable fear of death or great bodily harm.

947.013(1r)(b)

The act occurs while the actor is subject to an order or injunction under s.

813.12, 813.122 or 813.125 that

prohibits or limits his or her contact with the victim.

947.013(1t)

Whoever violates sub. (1r) is guilty of a Class E felony if the person has a prior conviction under this subsection or sub. (1r), (1v) or (1x) or s. 940.32 (2), (2m), (3) or (3m) involving the same victim and the present violation occurs within 7 years of the prior conviction.

947.013(1v)

Whoever violates sub. (1r) is guilty of a Class D felony if he or she intentionally gains access to a record in electronic format that contains personally identifiable information regarding the victim in order to facilitate the violation under sub. (1r). 947.013(1x) Whoever violates sub. (1r) under all of the following circumstances is guilty of a Class D felony.

947.013(1x)(a) (a)

The person has a prior conviction under sub. (1r), (1t) or (1v) or this subsection or s. 940.32 (2), (2m), (3) or (3m).

947.013(1x)(b) (b) The person intentionally gains access to a record in order to facilitate the current violation under sub. (1r). 947.013(2) (2) This section does not prohibit any person from participating in lawful conduct in labor disputes under s. 103.53.

Sexual Exploitation by a Therapist

940.22 Wis. Stats. 940.22(2)

Sexual exploitation by therapist; duty to report. (2) Sexual contact prohibited.

Any person who is or who holds himself or herself out to be a therapist and who intentionally has sexual contact with a patient or client during any ongoing therapist-patient or therapist-client relationship, regardless of whether it occurs during any treatment, consultation, interview or examination, is guilty of a Class C felony. Consent is not an issue in an action under this subsection. 940.22(3) Reports of sexual contact. 940.22(3)(a) If a therapist has reasonable cause to suspect that a patient or client he or she has seen in the course of professional duties is a victim of sexual contact by another therapist or a person who holds himself or herself out to be a therapist in violation of sub. (2), as soon thereafter as practicable the therapist shall ask the patient or client if he or she wants the therapist to make a report under this subsection. The therapist shall explain that the report need not identify the patient or client as the victim. If the patient or client wants the therapist to make the report, the patient or client shall provide the therapist with a written consent to the report and shall specify whether the patient's or client's identity will be included in the report."

## ***APPENDIX B: Drug and Alcohol Prevention Program and Drug-Free Workplace and Campus Program***

Last Updated 2/15/15

### **Standards of Conduct**

The use of illegal drugs and the abuse of alcohol on the campus of the Wright Graduate University for the Realization of Human Potential are prohibited by University regulations and are incompatible with the university's goal of providing a healthy educational environment for students, faculty, staff and guests.

WGU forbids use, possession, distribution, or sale of illegal and illicit drugs or alcohol by students, faculty or staff anywhere on school property or at any university-sponsored function. The WGU campus is alcohol-free except in the case of university-sponsored special events approved by the Campus Director. State and municipal laws prohibit anyone under the age of 21 from being served alcoholic beverages, and because the university does not have a license for the sale of alcoholic beverages, the sale of alcoholic beverages on university premises or at any university-sponsored function is prohibited. The institution enforces all state and federal laws concerning illegal drugs and alcohol.

The following information is provided in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

### **Effects of Drugs and Alcohol**

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional, and social health.

This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

In keeping with the mission of Wright Graduate University and the requirements of state and federal law, Wright Graduate University has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

### **Health Risks Associated with the Use of Alcohol**

#### **Short Term Risks:**

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose

- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

### **Long-Term Risks:**

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis
- Birth defects
- In males--testicular atrophy and breast enlargement
- In females--increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

### **Health Risks Associated with the Use of Drugs**

#### **Amphetamines (Speed, Uppers):**

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

#### **Deliriums (Aerosols, Lighter Fluid, Paint Thinner):**

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

#### **Depressants (Barbiturates, Tranquilizers, Methaqualone):**

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

#### **Hallucinogens (LSD, PCP, DMT, STP, Mescaline):**

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

#### **Intravenous Drug Use:**

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

#### **Marijuana and Hashish:**

- Chronic bronchitis

- Decreased vital capacity
- Increased risk of lung cancer
- In men lower levels of testosterone and increase in abnormal sperm count

**Stimulants (Cocaine):**

- Painful nosebleeds and nasal erosion
- Intense "downs" that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

**Narcotics (Heroin, Morphine, Codeine, Opium):**

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

## **Sanctions**

### **School Sanctions**

Wright Graduate University, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, the Wright Graduate University will apply sanctions that could lead to a student being suspended or expelled or an employee being disciplined, suspended or dismissed for violation of the Wright Graduate University standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's or employee's expense, if necessary.

### **Wisconsin State Laws**

The use or possession of alcoholic beverages is prohibited on University premises, except at university-sponsored special events as expressly permitted by the Campus Director. Without exception, alcohol consumption is governed by Wisconsin statutory age restrictions under s.UWS 18.09(1)(a), Wis. Adm. Code.

The unlawful use or possession of illicit drugs ("controlled substances" as defined in Ch. 961, Wis. Stats.) on University lands is prohibited in accordance with s.UWS 18.15(1), Wis. Adm. Code. Selling or delivering a controlled substance, or possessing a controlled substance with intent to sell or deliver is prohibited under s.UWS17.09(6), Wis. Adm. Code.

Violation of these provisions by a student may lead to the imposition of a disciplinary sanction, up to and including suspension or expulsion, under s.UWS 17.10(1), Wis. Adm. Code. University employees are also subject to disciplinary sanctions for violation of these provisions occurring on termination or employment. Disciplinary sanctions are initiated and imposed in accordance with applicable procedural requirements and work rules, as set forth in Wisconsin Statutes, Administrative rules, faculty and staff policies, and collective bargaining agreements. Referral for prosecution under criminal law is also possible. Further, violations of s.UWS 18.09(1)(a) and 18.15(1), Wis. Adm. Code may result in additional penalties as allowed under ch. UWS 18, Wis. Adm. Code.

The Uniform Controlled Substances Act, Chapter 961 of the Wisconsin Statutes, regulates controlled substances and outlines specific penalties for the violation of the regulations. A first-time conviction for possession of a controlled substance can result in a sentence of up to one year in prison and a fine of up to \$5,000. Sec. 961.41(3g), Stats. A person convicted of manufacturing a controlled substance, delivering a controlled substance, or possessing a controlled substance with an intent to manufacture or deliver, can be imprisoned for up to 30 years and fined up to \$1,000,000. Sec. 961.41(1) and (1m), Stats. Penalties vary according to type of drug involved, the amount of drug confiscated, the number of previous convictions, and the presence of any aggravating factors. The distribution of a controlled substance to a minor can lead to the doubling of an authorized sentence term. Section 961.46, Stats.

Wisconsin has formidable legal sanctions that restrict the use of alcohol in various situations. It is illegal to procure for, sell, dispense or give away alcohol to anyone who has not reached the legal drinking age of 21 years. Sec. 125.07(1)(a)(1), Stats. Every adult has a legal obligation to prevent the illegal consumption of alcohol on premises owned by the adult or under the

adult's control. Section 125.07(1)(a)(3), Stats. A first-time violator of either of the above subsections can be fined up to \$500. It is against the law for an underage person to procure or attempt to procure an alcoholic beverage, to falsely represent his or her age for the purpose of obtaining alcohol, to enter premises licensed to sell alcohol, or to licensed premises. Sec. 125.07(4), Stats. A first-time underage violator of section 125.07(4)(bs),stats. can be fined up to \$500, ordered to participate in a supervised work program, and have their driver's license suspended.

### **Federal Sanctions**

Federal penalties and sanctions for illegal possession of a controlled substance include the following: **First conviction:** up to 1 year in prison, fine of \$1,000 to \$100,000, or both **Second conviction:** at least 15 days and up to 2 years imprisonment, \$5,000 to \$250,000 fine, or both **After two drug convictions:** at least 90 days and up to 3 years in prison, \$5,000 to \$250,000 fine, or both. Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000, or both, for a first conviction if the amount of crack exceeds 5 grams, for a second conviction if amount exceeds 3 grams, and for a third or subsequent conviction if the amount exceeds 1 gram.

Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including Title IV student loans, grants, and contracts and denial or revocation of certain federal licenses and benefits (exhibit A).

Should a student become suspended from Title IV eligibility, eligibility can only be regained by passing two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the Department of Education.

## Federal Trafficking Penalties

Drug Schedule	Quantity	1st Offense	2nd Offense	Quantity	1st Offense	2nd Offense	
Methamphetamine Schedule II	5-49 gms pure or 50-499 gms mixture	Not less than 5 yrs and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if other than an individual.	Not less than 10 yrs and not more than life. If death or serious injury, not less than life or more than life. Fine of not more than \$4 million if an individual, \$10 million if other than an individual.	50 gms or more pure or 500 gms or more mixture	Not less than 10 yrs and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if other than an individual.	Not less than 20 yrs and not more than life. If death or serious injury, not less than life. Fine of not more than \$8 million if an individual, \$20 million if other than an individual.	
Heroin Schedule I	100-999 gms mixture			1 kg or more mixture			
Cocaine Schedule II	500-4,999 gms mixture			5 kgs or more mixture			
Cocaine Base Schedule II	5-49 gms mixture			50 gms or more mixture			
PCP Schedule II	10-99 gms pure or 100- 999 gms mixture			100 gms or more pure or 1 kg or more mixture			
LSD Schedule I	1-9 gms mixture			10 gms or more mixture			3rd Offense or More
Fentanyl Schedule II	40-399 gms mixture			400 gms or more mixture			
Fentanyl Analogue Schedule I	10-99 gms mixture	100 gms or more mixture					
Others Schedules I & II <i>(Includes 1 gm or more flunitrazepam and gamma hydroxybutric acid)</i>	Any	Not more than 20 yrs. If death or serious injury, not less than 20 yrs, not more than life. Fine of \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious injury, life. Fine of \$2 million if an individual, \$10 million if other than an individual.				
		<b>1st Offense</b>		<b>2nd Offense</b>			
Others Schedules III <i>(Includes 30 mgs – 999 mgs flunitrazepam)</i>	Any	Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if other than an individual.		Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.			
Others* Schedules IV <i>(Includes less than 30 mgs flunitrazepam)</i>	Any	Not more than 3yrs. Fine not more than \$250,000 if an individual, \$1 million if other than an individual		Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.			
All Schedules V	Any	Not more than 1yr. Fine not more than \$100,000 if an individual, \$250,000 if other than an individual.		Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if other than an individual.			

\*Although flunitrazepam is a Schedule IV controlled substance, quantities of 30 or more milligrams of flunitrazepam are subject to greater statutory maximum penalties than the above-referenced penalties for Schedule IV controlled substances. See 21 U.S.C. §

## Federal Trafficking Penalties – Marijuana\*

	Quantity	1st Offense	2nd Offense	3rd Offense
<b>Marijuana</b>				
	1,000 kgs or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life.  If death or serious injury, not less than 20 years, not more than life.  Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life.  If death or serious injury, then life.  Fine not more than \$8 million individual, 20 million other than individual.	Life imprisonment without release.
<b>Marijuana</b>				
	100 kgs to 999 kgs mixture; or 100-999 plants	Not less than 5 years, not more than 40 years.  If death or serious injury, not less than 20 years, not more than life.  Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life.  If death or serious injury, then life.  Fine not more than \$4 million individual, \$10 million other than individual.	
		1st Offense	2nd Offense	
<b>Marijuana</b>	50 to 99 kgs mixture	Not more than 20 years.  If death or serious injury, not less than 20 years, not more than life.  Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years.  If death or serious injury, then life.  Fine \$2 million individual, \$10 million other than individual.	
<b>Hashish</b>	50 to 99 plants			
<b>Hashish Oil</b>	More than 10 kgs More than 1 kg			
<b>Marijuana</b>	Less than 50 kgs mixture	Not more than 5 years.  Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years.  Fine \$500,000 individual, \$2 million other than individual.	
<b>Hashish</b>	1 to 49 plants			
<b>Hashish Oil</b>	10 kgs or less 1 kg or less			

\*Includes Hashish and Hashish Oil

(Marijuana is a Schedule I Controlled Substance)

### **Convictions for Drug-Related Offenses**

Any student convicted of any drug-related criminal statute must notify the Campus Director, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including federal direct loans and scholarships sponsored by the state or other agencies. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and the university need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

### **Danger Signals Indicating a Drug or Alcohol Problem**

Following is a listing of classic danger signals that may indicate the presence of a drug or alcohol problem:

- abrupt changes in mood or attitude
- decreased efficiency at work or at school
- frequent absences, tardiness, and/or early departures
- relationship problems with family, friends, and co-workers
- unusual outbursts of anger and hostility
- social withdrawal

### **Counseling**

If you observe any of these changes in yourself or another student, you are encouraged to talk with the Campus Director, who will provide referrals to providers of counseling, rehabilitation, and emergency resources as needed.

Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment.

### **Area Resources**

There are also organizations that may be contacted for help. Contact the Wright Graduate University offices at 262-742-4444 for a directory of local organizations and agencies that can assist. The National Institute on Drug Abuse Hotline (1.800.662.4357) is available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends.

## ***Appendix C: Emergency Response Procedures***

The following pages describe the University's responses to particular emergency situations. These instructions are in addition to the policies for preventing, reporting, and responding to incidents detailed above. All students and employees are expected to comply with instructions from the Incident Response Team and law enforcement.

### *Airborne Release*

During an airborne release, follow these steps:

- If directed, evacuate the building site and move to a designated safe location.
- If not informed to evacuate, close all windows and doors to the outside.
- If the airborne release starts to bother you, hold a wet cloth or handkerchief over your nose and mouth.
- Minimize the use of elevators in buildings. These tend to "pump" outdoor air in and out of a building as they travel up and down.
- Stay tuned for mass notification updates and "all clears".
- The lead time of an airborne release incident could be from zero to thirty minutes. As a result, this short time may not allow for a safe evacuation. An evacuation under these conditions may expose the population to airborne hazardous substances; therefore, the recommendation is to shelter in place.
- Preferred areas for protective sheltering from exterior threats would be interior hallways, rooms without windows or exterior doors, enclosed stairways, and rooms on the side of the building away from where the hazard is approaching.
- Preferred areas for protective sheltering from interior threats would be rooms without windows, enclosed stairways, and rooms on the side of the building away from where the hazard was released.
- Note: This procedure relates to both on and off campus airborne releases.

### *Bomb Threat*

- If you observe a suspicious object (including mail) or potential bomb on campus DO NOT HANDLE THE OBJECT! Clear the area and immediately call campus security.
- Any person receiving a bomb threat should use/complete the BOMB THREAT CHECKLIST
- Immediately notify the Campus Director or first available administrator at the designated emergency response number.
- If the threat of an explosion is imminent, activate the fire alarm and evacuate the building.
- Evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the bomb threat. Alert emergency personnel of their location.

- Once outside, move to a clear area that is at least 500 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- DO NOT RETURN TO AN EVACUATED BUILDING unless authorized by the Incident Command Team or Law Enforcement Officers.

**QUESTIONS TO ASK THE CALLER**

Why did you place the bomb at WGU?	
When will the bomb explode?	
Where is the bomb right now?	
What does the bomb look like?	
What kind of bomb is it?	
What will cause the bomb to explode?	
Did you place the bomb?	
What is your name?	
What is your address?	
Record the EXACT wording of the threat:	

**IMMEDIATELY DIAL 911**

Complete the remainder of this checklist

Sex of the Caller: Male Female Unknown	Accent:
Approx. Age:	Length of Call:
Number the call was received at:	

Description of the Voice (circle all that apply):

Calm	Whispered	Disguised	Soft	Deep Breathing
Normal	Crying	Laughter	Loud	Cracking Voice
Angry	Rugged	Deep	Raspy	Lisp
Rapid	Slow	Excited	Clearing Throat	Familiar
Stutter	Nasal	Slurred	Distinct	

If the voice sounded familiar, who did it sound like?

\_\_\_\_\_

Background Sounds (circle all that apply):

Music	Voices	Static	PA System	Animal Noises
Local	Clear	Factory Machinery	Office Machinery	
Motor	Long Distance	Street Noises	House Noises	

Threat Language (circle all that apply):

Well spoken	Taped	Incoherent
Prepared message	Foul	Irrational

**DO NOT DISCUSS THE THREAT WITH ANYONE ELSE!**

Name:	Position:
Date:	Phone:

**NOTIFY SECURITY!**

*Chemical Spill*

- Report any spill of hazardous chemicals immediately to the Campus Director or next available administrator at the designated emergency response number.
- When reporting, provide the following information:
  - Your name
  - Name of material spilled
  - Estimated amount
  - Exact location of spill
  - Report injuries
  - Actions you have taken
- Vacate the affected area at once and seal it off to prevent further contamination.
- If a building emergency exists, activate the fire alarm. Evacuate the building by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from spill site. Alert emergency personnel of their location.
- Once outside, move to an area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless authorized by the Build Services personnel

*Civil Disturbances*

- Keep calm. Resistance may only increase destruction of property and a threat of bodily harm.
- Do not confront demonstrators.
- Call the Campus Director or next available administrator at the designated emergency response number.
- Provide the following information:
  - Location (building, entrance, floor, room, etc.)
  - Approximate number of leaders
  - Size of group
  - Obvious objective or demand of group
  - Group is: rational, organized, violent, etc.

*Explosion*

In the event of an explosion on campus, take the following action:

- Immediately take cover under tables, desks, or other objects which will give protection against falling glass and debris.
- Activate the building fire alarm.
- After the initial effects of the explosion have subsided calls 911.
- Give your name and describe the location and nature of the emergency.
- **IF YOU CAN DO SAFELY**-Notify the Campus Director or next available administrator at the designated emergency response number.
- Evacuate the building through the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from damaged area. Alert emergency personnel of their location.
- Once outside, move to the nearest emergency evacuation location, a clear area that is at least 500 feet away from the affected building. Keep driveways, paths, and walkways clear for emergency vehicles and crews. Be cautious for possible secondary explosions.
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless authorized by campus personnel.

### *Inclement Weather*

WGU's inclement weather plan is invoked in the most serious times when conditions are hazardous to persons or property.

- If you receive notification of a tornado warning or sight a tornado, evacuate to a designated hazardous weather refuge or move to the lowest level in an interior hallway of the building as quickly as possible.
- Stay away from windows and areas with a large expanse of glass.
- Avoid barns, auditoriums, gymnasiums, and other large rooms with free-span roofs.
- Protect your head and face. If possible, get under a sturdy table or other structure.
- If persons with disabilities cannot safely move to the lowest level, assist them to an interior hallway away from windows and areas with a large expanse of glass.
- Remain in refuge area until the all clear is given (by mass notification system.)

### *Infectious Disease Outbreak*

In cooperation with Wright Administration, County and State health officials will manage infectious outbreaks according to CDC, County, State and ACHA guidelines.

- If the situation requires emergency medical care, follow emergency procedures by calling 911 to provide immediate health care.

### *Non-Violent, Life-Threatening Emergencies or Death*

- Call 911, provide the following:
  1. Your name
  2. Building
  3. Floor
  4. Present situation
- IF ABLE-Notify on-site medical staff and Campus Director or next available administrator at the main campus phone number.
- Emergency care will be provided by on-site medical staff, by qualified first responding security personnel, and as needed pending Emergency Medical Service (E.M.S.) arrival.
- In the event of a death of a student or staff, the CEO or first available administrator in his absence will proceed to the scene (if able) and the Incident Command Team will convene to respond to the community, family, and law enforcement personnel.

### *First Aid and Medical*

If a serious injury or illness occurs on campus, immediately call 911.

1. Give your name.
2. Describe the nature and severity of the medical problem.
3. Give the location on campus of the victim.

If able contact designated campus medical staff at the designated emergency response number.

1. Give your name.
2. Describe the nature and severity of the medical problem.
3. Give the location on campus of the victim. Advise if 911 has been called.
4. If conscious and oriented, the individual has the right and responsibility to determine his/her own health care needs and the response to those needs.

Keep the victim still and comfortable until help arrives. Do not move the victim.

### *Gas Leak*

- If you smell natural gas and suspect a large/significant gas leak evacuate area and call 911. State the location and extent of involvement of the gas leak.
- Notify Campus Director or next available administrator at the designated emergency response number. State the location and extent of involvement of the gas leak.
- **DO NOT SWITCH ON LIGHTS OR ANY ELECTRICAL EQUIPMENT.**
- Evacuate the building by the nearest exit. Notify other building occupants to do so as well. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the emergency area. Alert emergency personnel of their location.

- Once outside, move away from the building at least 500 feet. Go to the Emergency Evacuation Location area. Keep walkways clear for emergency crews.
- DO NOT RETURN TO AN EVACUATED BUILDING unless authorized by campus authorities.

### *Psychological Incident*

- STAY CALM.
- Notify the Campus Director at the designated emergency response number.

Provide the following information:

1. Your name
  2. Precise location
  3. Observed symptoms of behavior
  4. Individual's name, if known
- Until help arrives, be pleasant, considerate, and understanding to avoid aggravating the situation.
  - Do not argue with the individual. Try to determine and accept the individual's point of view. Do not confront/detain the individual if he/she is violent/combative.
  - If another person is available and able to leave

### *Assault*

- In the event of a case of assault contact 911.
- If able contact campus medical staff and Campus Director.

### *Unsafe Water Supply*

- Do not consume campus water.
- If bacterial contaminants are present, all water used for drinking, cooking, or washing of eating utensils should be boiled at a rolling boil for at least five (5) minutes.
- Ice and any beverages prepared with contaminated water should be discarded.
- Continue the no use and/or water boil order until the Water Utility notifies you that the city has rescinded the warning or alert.

### *Violent or Criminal Behavior*

Everyone on campus will be expected to assist in providing a safe environment by being alert to suspicious behavior and promptly reporting the situation to Campus Security at the designated emergency response number.

- If you are actively involved in a violent criminal act you should:

1. Call 911 and report the incident
2. Advise the nature of the incident
3. Advise what area the incident is occurring (building, room number, hallway, office...)
4. Advise if anyone is in need of medical services
5. If in a locked area advise the number of persons in the area
6. Remove yourself from the immediate area

If the incident is not contained in a small area go to a room that can be locked

1. Close and lock all doors and windows
2. Turn off all lights
3. All persons in the room should move to the farthest corner away from the door and windows
4. All persons in the room should lay/crouch as close to the floor as possible
5. Silence all electronic devices
6. If cell phones are used, text messaging should be utilized
7. Notify campus security if able
8. If you are not able to remove yourself from the immediate area/threat
9. Remain calm

Each incident is unique and victims should evaluate the threat and take appropriate action.

- If you are in a building where a potential or actual threat has been identified you should:
  1. Determine your best personal response, if you (and others) decided to remain in the facility and “lockdown” your location then:
  2. Close and lock all doors and windows. If unable to lock barricade door with desk or chair.
  3. Turn off all lights
  4. All persons in the room should move to the farthest corner away from the door and windows
  5. All persons in the room should lay/crouch as close to the floor as possible
  6. Silence all electronic devices
  7. If cell phones are used, text messaging should be utilized
  8. Notify campus security if able
  9. Advise occupants to not leave the room-unless told to do so by the law enforcement. Explain to the students the potential for danger.
  10. Take attendance. Make a list of all people in the room. Hold until requested.
  11. Follow all communications by administration/police.
  12. Stay in the room until evacuated by the police. Be prepared to stay in “lockdown” for extensive period of time.

If you are a victim, observe a criminal act, or observe a suspicious person on campus, immediately notify Campus Security at the designated emergency response number and report the incident, including the following:

1. Your name
2. Nature of the incident
3. If medical assistance is needed
4. Location, date, and time of incident
5. Description of person(s) involved
6. Description of property involved

Be observant! The more information you can provide, the better chance the criminal will be apprehended.

Remember: Whatever you decide to do, you must be prepared both mentally and physically. Your safety is the most important thing to remember during any attack.

Take the following action if you are a victim of a property crime:

1. Go to a safe place and notify Campus Security.
2. Do not touch anything.
3. Meet with the officer at the location the officer requests.
4. Explain to the officer everything you observed, including telling the officer if you did touch or move anything.
5. Follow the officer's instructions.

## ***Appendix D: Campus Crime and Fire Log***

### **Crime & Fire Log**

The Wright Graduate University Crime and Fire Log contains information on recent crimes and incidents that have occurred on the University campus and surrounding areas. The Crime Log will be updated within two (2) business days from the occurrence of the crime or incident. If you have any information regarding these crimes that could be helpful, please call 262-742-4444 or use the University's [Confidential Report Form](#). A hard copy of the Crime Log is available for viewing at the Silver Center office on campus on residential weekends from 9am to 7pm and at other times by appointment.

According to Federal Law, an institution may withhold any of the required fields of entry (i.e. Classification, Date, Time, Location, and/or Disposition) if any of the following conditions apply:

- The disclosure is prohibited by law
- If disclosure would jeopardize the confidentiality of the victim
- If disclosure would jeopardize an ongoing criminal investigation or the safety of an individual
- If disclosure would cause a suspect to flee or evade detection
- If disclosure would result in the destruction of evidence

*Note: Incidents with a case number that start with "NA" involve information received from other University Administrators, who are defined by federal law as "campus security authorities." These administrators share non-identifying information with the University that is provided by the victim. In these incidents, the victim did not file an official police report, and therefore, it is not always possible to provide information regarding the five areas typically covered in the Crime Log [i.e. Classification, Date Reported, Date/Time Occurred, Location, Off Campus (Y or N), Disposition]. Because an official report was not filed, there will be no disposition. These incidents are reported to the University for statistical purposes and are posted to the Crime Log as the information is received by the University.*

### **Crime and Fire Log Disposition Definitions**

The following is an explanation of the terminology used to complete the Disposition section of the University Crime and Fire Log.

- **Open Case** - The case is currently being investigated by WGU.
- **Unfounded** - The case is determined through investigation to be false or baseless. No offense occurred nor was attempted.

- **Closed (Arrest)** - The subject(s) has been arrested by a law enforcement agency.
- **Closed (Citation)** - The subject(s) has been issued a citation for the violation.
- **Closed (No further action)** - No further investigative action is required.
- **Closed (No information)** - Case has no solvability.
- **Closed (Reclassified)** - The original incident report classification has been changed to accurately reflect the appropriate classification, based on the results of the investigation.
- **Closed (Subject Banned)** - The subject(s) has been issued a University ban notice which restricts the subject from entering or accessing any University property. A violation of a ban notice may result in that person's arrest for trespassing.
- **Referred to Human Resources** - The case is referred to Wright Graduate University Department of Human Resources. This department reviews the case and determines if disciplinary action will be initiated.
- **Referred to Elkhorn Police Department** - The case is being investigated by the Elkhorn Police Department.
- **Referred to Outside Agency** - The case is being investigated by a law enforcement agency other than WGU or Elkhorn Police Department.
- **Referred to Student Code of Conduct violation process**- The case has been forwarded to the Chancellor to determine whether or not the student(s) involved will be charged with a violation(s) of the Student Standards of Conduct.

### Classifications

- Aggravated Assault
- Aggravated Battery
- Aggravated Battery on Police
- All Other Service Activities
- Armed Robbery
- Arson
- Assault
- Attempted Robbery
- Battery
- Battery
- Burglar Alarm
- Burglary
- Burglary
- City Ordinance Violation
- Controlled Substances Act Violation
- Credit/Debit Card Fraud
- Criminal Damage to Property
- Criminal Defacement

- Criminal Sexual Assault
- Criminal Trespass to Land
- Criminal Trespass to Residence
- Criminal Trespass to Vehicle
- Disorderly Conduct
- Domestic Battery
- Drug/Alcohol Violation
- Fire Alarm
- Fire-Actual Fire
- Found Person
- Found Property
- Fraud
- Harassment by Electronic Communication
- Harassment by Telephone
- Hate Crime
- Hit and Run
- Informational
- Litter
- Lost Property
- Loud Music
- Loud Noise
- Missing Person
- Motor Vehicle Accident
- Motor Vehicle Offense
- Motor Vehicle Theft
- Other Investigations
- Possession of False ID
- Possession of Stolen Property
- Residential Burglary
- Retail Theft (\$150 and under)
- Robbery
- Service to Other Agencies
- Sick Cared For
- Stalking (must list location in which the perpetrator engaged in stalking or victim first became aware of the stalking)
- Suspicious Person
- Theft (\$500 and under)
- Theft (Over \$500)
- Theft from Motor Vehicle (\$300 and under)
- Theft of Lost Property
- Towed Vehicle
- Unlawful Use of Weapons

## *Appendix E: The Center Ground Rules & Logistics*

For Wright Graduate University Students and Staff

Updated 8/2/15

### **General - Buildings**

1. Please be energy conservative at all times; turn off lights that are not needed, leave all thermostats set appropriately, and limit hot water use whenever possible.
2. *Shoes are not worn in the buildings.* Please remove your shoes at the entrance of each building. Use patio doors in office to enter Art Silver Center. Upon entering, *please* store shoes in the bins provided near spiral stairwell.
3. Wood peg racks are provided on doors in each bedroom) for drying and hanging purposes. Please do not use lamps as a drying rack!
4. No smoking indoors. Cigarettes should be disposed of in the outside trash (not the woods).
5. There is a privacy area behind Dome I. Please do not walk past Bob and Judith's living space.
7. *Quiet hours* in the sleeping areas and adjacent hallways are between 11:30 p.m. and 8 a.m. If you are up early for showers, are part of breakfast set-up, or stay up late at night, please keep conversation at whisper volume, especially in the hall area. Remember that the kitchen is directly above sleeping rooms. Sound *carries from hot tub -- please no jets on during quiet hours.*
8. If needed, ear plugs are available in top desk drawer in library or under bathroom sinks.

### **Bathrooms**

1. We are on a septic system. *Please* put nothing but toilet paper in the toilets. This includes tampons, tampon covers and applicators.
2. The bathrooms are used by all participants. Please be considerate of others and keep the bathroom area conscious and clean.
3. There is extra toilet paper next to the toilet in the toilet paper holder. If you need any additional supplies, ask staff.
4. A signup sheet is provided for your convenience on the bathroom doors for scheduling showers.
5. Do not store towels or other personal items in the bathroom. Keep these items

in your individual room.

## **Library**

1. See the librarian, library assistant, or campus director to check out books. If none are available, use the binder on the counter near the entry to the library to use for checking out books. Books are to be returned to the “returned books” shelf so their use can be catalogued.

## **Kitchen and Food**

1. Important: WGU students and staff bring and/or prepare their own meals individually during designated meal times. Please follow ServSafe food handling/serving procedures for any food that is to be shared with other participants. Kate Holmquest and Mike Zwell are our ServSafe managers. All students new to KP must receive training from one of them before preparing food for others. Any injury in the kitchen must be reported to the ServSafe manager on duty as well as to the medic/nurse on duty.

2. After meals, bus and wash your own dishes. Scrape food wastes (excluding meat products, fish and fowl) off dishes into compost bucket. Wash and rinse your dish(es) in the sink, then place in tray to be run through the sanitizer machine. All participants share in the responsibility for cleaning our own dishes and keeping the sanitizer moving. If you see a full tray, empty the sanitizer and move the next tray in to be processed. The compost should be emptied in the area near the garden by the facilities building.

3. Recycling Information: The kitchen has two separate bins to be used for disposing of waste:

1. The recycling bin should be used for the following and not for plastic bags or plastic wrap:
  - a. Any clear or colored glass but no light bulbs or drinking bottles. All bottle caps and lids must be removed.
  - b. Aluminum soda cans only; no aluminum foil or tin cans.
  - c. Tin cans
2. The compost container is for any food except meat; fish, or fowl.

*Please note:* Everything put in bin should be rinsed out to alleviate odor.

## **Personal Time**

1. The hot tubs are for your pleasure. Please leave them as you found them, covered and protected, and do not leave jets on. Please suit shower before going into the hot tub. (There is an outdoor shower next to each hot tub. A special

shampoo is provided near the shower should you wish to wash your hair. The shampoo is biodegradable and will not harm the plants. Please note that the outdoor shower is not in use during winter months.)

2. The grounds can be enjoyed during free time. Please ask to use any sports equipment from the garage, and *please return* equipment to its original resting place.

3. You are enthusiastically invited to use the material and equipment provided. Please note, however, that you are responsible for replacing or restoring anything you use that becomes damaged or lost.

4. Water activities are prohibited except when planned as a formal activity with a lifeguard on duty.

## **Safety**

1. First aid kits are available in the bathrooms in Domes I and ASC, Smith House, Hobbit House and in the kitchen. Injuries must be reported to medic/nurse on duty.

2. Tornado Warnings: In case of a warning, shelter should be taken in the downstairs storage area or bathroom of Dome I. In Art Silver Center, shelter should be taken in the downstairs hallway.

3. Fire: If the smoke alarm goes off, please leave the building as soon as possible. If you are sleeping, roll out of bed (unless you are in the upper bunk!) Dome I - exit through sliding doors or window in your bedroom.

4. This is a natural area. During the season, you should be alert for deer ticks. It is recommended that you wear long pants and long sleeves, cover your head with a hat or scarf, and tuck your pant legs into your socks. At day's end, search your entire body for pin-head size dark spots (moving freckles). If sighted, techniques for removing them vary. What is important is to remove the entire tick, especially the head. If you get cold or flu-like symptoms or red bulls-eye rash in the weeks that follow the retreat, you should see your physician to rule out Lyme's Disease.

5. The fields and paths have numerous obstacles and holes. There is a great deal of wildlife which can be disrupted by humans. Please watch where you step and use the experience as one of consciousness and connection. Run at your own risk.

## **Miscellaneous**

1. You are invited to stand at the perimeter of the prairie patch and view the remnant. *Please* refrain from walking on the remnant, as it is very fragile.

2. Do not disturb animals or wildlife on the property. Be aware of disturbing

animal habitats, e.g., moving rocks, lifting tree stumps, etc. Do not touch or make physical contact with any wild life.

3. Please do not litter. If you see evidence of others' carelessness on the grounds, please dispose of trash in proper receptacles. Please remain conscious.

4. Upon leaving, please strip beds of sheets and pillow cases and place in baskets. Remake beds with the fresh linens provided in your room. Mattresses set up on floor in Dome I and ASC need not be made up. Beds will be quality checked by an indoor space team, so if you need help in proper bed making, please ask.

5. Be sure to check for all personal possessions. Personal items left at a residential weekend will be collected and delivered to the Chicago Administrative Office. After three months they will be given to charity if unclaimed. You are welcome to search for any lost items. We will not search for you.