Campbellsville University

Activity Reported for Calendar Year 2019

September 26, 2020

Authored by the Director of Campus Safety and Security and Clery Compliance Officer
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Introduction and Overview

Campbellsville University is a comprehensive, Christian institution that offers non-credit technical programs, along with certificates, associates, undergraduate and graduate programs. The university is dedicated to academic excellence solidly grounded in the liberal arts that fosters personal growth, integrity and professional preparation within a caring environment. The university prepares students as Christian servant leaders for life-long learning, continued scholarship by using advanced research to practice at the doctoral level, and active participation in a diverse, global society.

Core Values

- To foster academic excellence through pre-professional certificates, associates, baccalaureate, and graduate programs through traditional, technical, and online systems
- To achieve academic excellence through rigor and relevancy in undergraduate, master’s and doctoral level programs
- To provide an environment conducive for student success
- To value diverse perspectives within a Christ-centered community
- To model servant leadership and effective stewardship

Campbellsville University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award certificates, associate, baccalaureate, and master degrees. The Commission on Colleges can be contacted at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the status of Campbellsville University.
Statistical Census and Facts 2019

Total Student Enrollment = 14,271
Main Campus Enrollment = 1,794
Louisville Education Center Enrollment = 6,820
Harrodsburg Conover Education Center Enrollment = 445
Hodgenville Brockman Education Center Enrollment = 47
Somerset Noe Education Center Enrollment = 202
Casey County Education Center Enrollment = 68
Los Angeles Education Center of Campbellsville University Enrollment = 11

Total Percent International = 47.5% (6,780/14,271)
Total % International-Main Campus = 12.9% (232/1,794)
Total % International- Louisville Education Center = 95.8% (6,536/6,820)

Residence Halls - All Locations
Average for 2019 = 1,098 (spring = 1,019; fall = 1,177)

Campbellsville Main Campus:
87 undergraduate programs; 12 masters; 1 postgraduate program; 1 Ph.D. program; 9 Certificate Programs

Louisville Education Center:
18 undergraduate programs; 10 masters; 1 certificate program

Somerset Noe Education Center:
11 undergraduate programs; 2 certificate programs

Harrodsburg Conover Education Center:
20 undergraduate programs; 4 masters; 3 certificate programs; 1 Diploma

Hodgenville Brockman Education Center:
1 Certificate Program

Casey County Education Center:
5 undergraduate programs; 2 Certificate Program

Los Angeles Education Center of Campbellsville University:
1 Master Program
Emergency Telephone numbers

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<tr>
<th>Service</th>
<th>Phone Number</th>
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<tr>
<td>Campus Safety and Security Campbellsville</td>
<td>270-403-3611</td>
</tr>
<tr>
<td>Campus Security Office Campbellsville</td>
<td>270-789-5555</td>
</tr>
<tr>
<td>Office of Student Services Campbellsville</td>
<td>270-789-5005</td>
</tr>
<tr>
<td>Title IX Coordinator Campbellsville</td>
<td>270-789-5016</td>
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<tr>
<td>Office of the President Campbellsville</td>
<td>270-789-5001</td>
</tr>
<tr>
<td>Campbellsville City Police</td>
<td>270-465-4122/911</td>
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<tr>
<td>Campbellsville Fire</td>
<td>270-465-4131/911</td>
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<tr>
<td>Campbellsville Sheriff</td>
<td>270-465-4351/911</td>
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<tr>
<td>Campbellsville Rescue</td>
<td>270-789-3135/911</td>
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<td>Jeffersontown Police</td>
<td>502-267-0503 (primary)</td>
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<td>Jeffersontown Fire Department</td>
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<td>Shively Police</td>
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<td>Shively Fire Department</td>
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<td>Louisville EMS and Fire</td>
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<td>Louisville Police</td>
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<td>Pulaski County Sheriff</td>
<td>606-678-5145</td>
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<td>Somerset EMS</td>
<td>606-679-6388/911</td>
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<td>Somerset Fire</td>
<td>606-679-1163/911</td>
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<td>Harrodsburg City Police</td>
<td>859-734-3311/911</td>
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<td>Mercer County Sheriff</td>
<td>859-734-4221/911</td>
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<td>Harrodsburg Fire Department</td>
<td>859-734-2848/911</td>
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<td>Hodgenville Emergency Dispatch PD/Fire</td>
<td>270-358-3013/911</td>
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<td>Liberty Police Department</td>
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<td>Liberty Fire Department</td>
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<td>Casey County Sheriff</td>
<td>606-787-6821/911</td>
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<td>Los Angeles County Sheriff</td>
<td>818-576-8800</td>
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<td>Los Angeles Fire Dept. 107</td>
<td>818-756-8607</td>
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<tr>
<td>Los Angeles Police Department- Devonshire</td>
<td>818-832-0633</td>
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<tr>
<td>University Physical Plant Campbellsville</td>
<td>270-789-5017</td>
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<tr>
<td>Kentucky State Police</td>
<td>800-222-5555</td>
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<tr>
<td>Kentucky State Police Non-Emergency</td>
<td>270-384-4796</td>
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<tr>
<td>National Response Center (spills)</td>
<td>800-424-8802</td>
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<tr>
<td>National Regional Poison Center</td>
<td>800-722-5725</td>
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<tr>
<td>Federal Bureau of Investigation</td>
<td>800-752-6000</td>
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Geography

Campbellsville University’s main campus is situated in the heartland region of Kentucky. Our 101-acre main campus is one-half mile from downtown Campbellsville, the county seat of Taylor County, population 23,000. Another portion of our campus, Clay Hill Memorial Forest, is located just eight miles from the main campus. This area is a 305-acre educational and research woodland that is being developed by our Division of Natural Science as a regional center for environmental education and research. In addition, the University utilizes several other non-campus buildings outside of the main campus for other technical programs and offices. Our Allied Health and Cosmetology programs occupy several buildings on Nancy Cox Drive in Campbellsville. In addition, the School of Barbering operates a non-campus building located at 2020 Old Hodgenville Road in Campbellsville. Our softball program, for games and practices, routinely uses Veterans Memorial Park, located at 1362 Old Hodgenville Road in Campbellsville.

Campbellsville University also maintains six regional centers located in Harrodsburg, Ky., Somerset, Ky., Hodgenville, Ky., Liberty, Ky., Louisville, Ky. and Los Angeles, Calif.

With two locations in Louisville, Ky., CU Louisville is the fastest growing education center at Campbellsville University. Our South Louisville site, located at 4420 Dixie Hwy. Suite #230 in the Shively District, and CU Louisville at 2300 Greene Way in the Jeffersontown District, boast several degree options and certifications, including the Master of Science in Information Technology Management.
The Harrodsburg Conover Education Center, located at 1150 Danville Road in Harrodsburg, Ky., is a fully equipped center for learning. The two buildings offer several classrooms, cosmetology salon, science lab, allied health lab, chapel, student lounge, and offices.

The Hodgenville Brockman Center in Hodgenville, Ky., is home to two of our most popular and successful professional training programs. Students can receive cosmetology certification and, in partnership with Allied Health, a number of healthcare certifications. The Brockman Center is located at 813 Old Elizabethtown Road, Hodgenville, Ky.

Campbellsville University’s Larry and Beverly Noe Education Center in Somerset, Ky. offers several professional certification and undergraduate programs. This center offers adult learners an accelerated program where classes are available both day and night, Monday-Friday.

One of the newest educational centers, offering four undergraduate programs and a work-ready certificate program, is located in the heart of Liberty, Ky. At the Casey County Education Center, students have the opportunity to earn a Liberal Arts and Sciences degree or a certificate in Allied Health.

Phillips Education Center is now Los Angeles Education Center of Campbellsville University and offers a master of marriage and family therapy program. Located at 19900 Plummer Street Chatsworth, Calif., the Master of Marriage and Family Therapy degree is designed to meet the California Board of Behavioral Sciences (BBS) requirements for licensure as a marriage and family therapist (LMFT).

Campbellsville’s main campus’ Office of Finance and the Office of Purchasing maintains an up-to-date address list of all buildings and properties that Campbellsville University owns or controls. The disclosed statistics also reflect areas identified as public property that is within, immediately adjacent to, and accessible from our campus.

**The Office of Campus Safety and Security**

**Mission Statement**

The mission of the Office of Campus Safety and Security is to promote a safe and secure living, learning and working environment for our students, faculty, coaches, and staff in a diverse campus community setting. The emphasis is to keep our students and campus community safe and secure by means of a community-friendly approach that enhances safety through accessibility, positive conflict resolution, and crime prevention and awareness programs. The Office of Campus Safety and Security collaborates with all local law enforcement and community organizations in fulfilling its mission. We also work with city, county, and state law enforcement officials on student safety and programs. The continuing mission of the Office of Campus Safety and Security extends beyond the boundaries of the main campus and serves all regional centers across the Commonwealth.
Responsibilities

This office aids in the enforcement of federal, state, and local statues as well as University regulations. While campus security officers do not make arrests, they maintain a close working relationship with all city, state, and county law enforcement officials. Security officers do have the right to detain and identify any individual on University property until law enforcement officers can arrive. In addition, this office is in charge of protecting property, enforcing University policies and maintaining order. Officers investigate suspicious acts and monitor parking lots and facilities across the entire campus community.

Training

University Safety and Security Officers are trained and certified in first aid, CPR, and AED procedures. Along with basic first responder training, officers are trained in emergency response, self-awareness training while responding to violent students, alcohol and drug intoxication detection, campus policy enforcement, Jeanne Clery Act Policies, Michael Minger Act policies, drug and pill identification, suicide prevention, Title IX policies, and sexual assault awareness. The Harrodsburg and Somerset centers do maintain a small security force on site that meet the needs of the Centers. The remaining regional centers do not maintain a 24-hour security officer on site. However, Campus Security Authorities may be utilized at the regional centers to assist in the event a safety or security incident may arise.

Facilities Access and Monitoring

Campus safety officers utilize a campus surveillance system that monitors University common areas, facilities, and parking lots. Surveillance cameras are designed to be a crime deterrent and device to assist in investigating crimes that may have occurred in and around the University’s jurisdiction. All other buildings without access control features are opened and secured by onsite administrators, faculty, coaches, and staff. Individuals not associated with the University are not allowed in University controlled buildings without approval and proper identification.

Local Law Enforcement assistance

In the event Campbellsville University needs immediate assistance from local law enforcement agencies at the main campus, officers communicate directly to the city’s 911-dispatch center via direct radio communication. Regional centers do not employ campus safety officers who communicate via radio to local law enforcement agencies. All emergencies and crime reports at these centers communicate by phone through the local 911-dispatch center. Crime related reports and statistics are exchanged among local, state, and federal agencies. Local law enforcement agencies are not obligated by this document to report off-campus criminal activity. However, due to the relationship between the University and local agencies, it is mutually beneficial that inter-agency cooperation is achieved and any public property crimes contiguous to the campus are reported to a Campus Security Authority and or Campus Safety and Security personnel.
Record Keeping

The Office of Campus Safety and Security and the Office of Student Services are responsible for maintaining records and statistics for criminal offenses, fire alarms, and “Students Right to Know Act” signed information. The Office of Campus Safety and Security is also responsible for releasing public service information as required by state and federal law. In addition to releasing state and federally required Minger and Clery Act reports, and posting them on its website, the Office of Campus Safety and Security updates its Incident Daily Log online including all data from regional centers and sites. Regional centers also maintain copies of all related criminal activity and fire logs. Campus Security Authorities at all locations and centers are trained, and required to report all incidents to the main campus Office of Campus Safety and Security.

Crime Prevention Programs

Throughout the year, the Office of Student Services personnel facilitate safety programs for students, faculty, staff, and coaches. Some of these crime prevention programs include personal property safety awareness presentations, providing safety awareness publications, and security risk assessments. Students are also provided with different programs which focus on personal health and safety as well as crime preventative programing through orientation and chapel programs. Students are engaged with these opportunities through the following events:

- New Student Orientation (NSO)
- New International Student Orientation
- Chapel programming
- New employee orientations as requested by the Office of Personnel Services (CSA and Title IX)
- Website publications
- Student Handbook discussions with new students
- Residence Hall meetings with Resident Directors

Campus Security Authority

Campbellsville University Campus Safety and Security is required to report “statistics concerning the occurrence of certain criminal offenses reported to local police agencies or any official of the institution who is defined as a “Campus Security Authority.”

The definition of “Campus Security Authority,” according to the federal law, is as follows: “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to student housing, student discipline, and campus judicial proceedings.” For example, a dean or director who oversees student housing, a student center, or student extracurricular activities, has significant responsibility for student and campus activities. Similarly, a director of athletics, team coach, and faculty advisor to a student group also has significant responsibilities for student and campus activities. A teaching faculty member is
unlikely to have significant responsibility for student and campus activities. In addition to the members of the Office of Campus Safety and Security, the following positions are identified as a “Campus Security Authority”:

- The President of the University
- Provost and Vice President for Academic Affairs
- Associate Vice Presidents for Academic Affairs
- Vice President for Student Services
- Faculty and Staff Advisors to Official Student Organizations
- Dean(s) of Student Services
- Director of Residence Life
- Academic Advisors
- Resident Directors
- Resident Assistants
- Athletics - Directors and Coaches

The above individuals are also responsible for disclosing any information in a timely fashion in order to notify the campus community of an impending threat.

**Reporting Crimes**

Campbellsville University encourages accurate and prompt reporting of crimes to the Office of Campus Safety and Security or other local law enforcement agencies in a timely fashion. If you have been the victim of, or have knowledge of a crime being committed, contact the Office of Campus Safety and Security or local law enforcement agencies soon as possible. The University will investigate all crimes occurring in its jurisdiction regardless of delay in reporting, but prompt reporting allows for swift investigations while witnesses are still available and evidence still exists.

This institution does not have a confidential reporting system such as an anonymous phone tip line. It is encouraged that all students should inform a “Campus Security Authority” with the understanding confidentiality will be upheld if so desired, or applicable.

**No Smoking Policy**

Campbellsville University realizes the health risks involved in smoking and use of tobacco products. Therefore, in compliance with federal guidelines for a smoke-free environment, smoking and use of tobacco products are strictly prohibited in all campus buildings and grounds. This policy is outlined within the Campbellsville University Student Handbook, within the employee Administrative Policies and Procedures Manual, and no smoking signs are placed throughout the campus community.
Emergency Procedures

The Campbellsville University’s Emergency Action Plan (EAP) is designed to give direction and guidance in response to a man-made or natural disaster emergency that may affect our campus community. It details the response and procedures that campus officials should follow in case of an emergency. The EAP describes an integrated plan for responding to a University emergency and may be found on the University’s website within the Office of Campus Safety and Security’s web page. However, it is understood that a crisis event or emergency can and may occur at any time day or night, weekend or holiday, with little or no warning. Due to the fact of unpredictability and succession of events during an emergency, this document will only serve as a guide and may require modification during such an event. Whenever an emergency affecting the University reaches proportions that cannot be handled by routine measures, the President of the University, or designees of the Administrative Council may declare a state of emergency and implement the Emergency Action Plan, or portions therein. It is recognized that the specific actions implemented will be dependent on the nature and severity of the situation. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes. This plan also resonates across all regional centers and sites. Due to the distance, it may be necessary for regional administrators on site to act as deemed necessary due to time constraints and the magnitude of the situation.

University staff members begin each semester with orientations that opens discussions about what to do in an emergency situation. Students are instructed on what to do in case of severe weather, active shooters, bomb threats, and other physical threats the campus may have to contend with such as water and power failures.

Emergency Mass Notification System

“CU ALERTS”

Campbellsville University offers a cellular alert notification system called “CU Alerts” to the campus community. This notification system provides the campus with notice of severe weather, campus crises, or important information that could be vital to their safety. The alerts are in the form of cell phone SMS/text messaging and voicemail.

The system can be activated by the:

Director of Campus Safety and Security
Dean of Student Services
Authority of any member within the Campbellsville University Administrative Council
Director of Camps and Special Events
Regional Directors and Administrators

In addition to the cellular messaging system, the University will also utilize the following redundant systems if deemed necessary:

1. Community warning systems
2. Landline voicemail
3. Campus wide email to faculty/staff/students
4. Internet interruption with emergency information

This system is tested regularly and is monitored within the Office of Student Services.

**General Evacuation Procedures in an Emergency**

The campus community is informed that different emergencies require different evacuation strategies. The Emergency Action Plan posted online contains general evacuation directions for most emergencies. When evacuation is not indicated for the emergencies described by the plan or by obvious circumstances, the campus community is informed they should stay where they are until given direction by emergency personnel. The unpredictable nature of emergency situations requires quick action and clear thinking to avoid injury. The decision to evacuate is based on factors that give individuals the best chance of remaining safe and avoid putting themselves in a more harmful situation.

**The campus community is informed when to evacuate**

1. Anytime an individual hears the fire alarm bells in a building.
2. If an individual smells smoke or know an actual fire is burning.
3. When instructed to do so by Campbellsville University administrative personnel, local police, and fire/EMS personnel.

**The campus community is informed when not to evacuate (shelter-in-place)**

1. When a tornado warning is sounded (find appropriate shelter within a building).
2. During a hostage/barricade situation/active shooter.
3. During a power failure.
4. When instructed to not evacuate by Campbellsville University administrative personnel, local police, and fire/EMS personnel.

**The campus community is informed what to do if an individual must evacuate**

1. Listen carefully to instructions of emergency personnel.
2. Remain calm.
3. Close office doors as you leave.
4. Do not try to gather materials on the way out, leave quickly.
5. Keep talking to a minimum.
6. Exit via stairwells, not elevators.
7. No smoking.
8. Alert emergency personnel of any disabled persons who may need assistance.

**Shelter-in-place procedures in an Emergency**

An incident may occur that dictates that individuals remain inside a building during an emergency. A decision to shelter-in-place may or may not be obvious based on information known to them at the time. A decision to shelter-in-place may come from first responders’ instructions, or may initially be made by that individual. This decision will be made based on what gives them the best chance of remaining safe and avoiding putting themselves in a more harmful situation.
Factors given to the campus community to consider when deciding whether to evacuate or shelter-in-place include:

- Where is the threat now and where is it likely to go?
- Where will I be safest now and in the near future?
- Will I be more likely to get help for myself and others by evacuating or staying in place?
- Does this space provide adequate safe shelter for the emergency at hand, i.e. locking door, place to take cover/hide, availability of more than one exit, windows to allow alerting or rescue, phone/internet/email?

The campus community is informed when to shelter-in-place

1. When a tornado warning is sounded (find appropriate shelter within the building).
2. During a hostage/barricade situation.
3. During a power failure.
4. If an individual cannot leave due to being trapped by a fire or hazardous materials release.
5. Any other situation where it is apparent that leaving will put an individual in a potentially more harmful situation than staying in place.
6. When instructed to do so by University or local first responders/emergency personnel.

The campus community is informed when not to shelter-in-place

1. Anytime an individual hears a fire alarm bell/horn sounding.
2. If an individual smells smoke or knows there is an actual fire or hazardous material release, and an individual has a safe evacuation route away from danger.
3. Any other situation where it is apparent that staying in place will put an individual in a potentially more harmful situation than leaving.
4. When instructed to do so by University or local first responders/emergency personnel.

The campus community is informed what to do if an individual must shelter-in-place

1. If it is safe to do so, move to an area farthest away from the incident/hazard.
2. As soon as possible, if it is safe to do so, notify emergency responders (or 911) and keep responders informed of changes in your situation.
3. Be aware of surroundings and be ready to move quickly if needed.
4. In case of hostile intruder, lock doors and plan for a secondary escape route.
5. Leave only if told to do so by responders, or the situation changes requiring evacuation. Notify responders if an individual must evacuate before being told to do so.

General Procedures during an Active Shooter Event Policy Statement

If you find yourself in the middle of an active shooter event, your survival may depend on whether or not you have a plan. The plan does not have to be complicated and there are three things you could do that make a difference: Run. Hide. Fight.

1. First and foremost, if you can get out, do.
2. Always try to escape or evacuate, even when others insist on staying.
3. Encourage others to leave with you, but do not let them slow you down with indecision.
4. Remember what is important: you, not your stuff. Leave your belongings behind, and try to find a way to get out safely.
5. Trying to get yourself out of harm’s way needs to be your number one priority.
6. Once you are out of the line of fire, try to prevent others from walking into the danger zone and call 911.

A. **RUN** when an active shooter is in your vicinity:

1. If there is an escape path, attempt to evacuate.
2. Evacuate whether others agree to or not.
3. Leave your belongings behind.
4. Help others escape if possible.
5. Prevent others from entering the area.
6. Call 911 when you are safe.
7. If you cannot get out safely, you need to find a place to hide.
8. Act quickly and quietly. Try to secure your hiding place the best you can.
9. Turn out lights, and if possible, remember to lock doors. Silence your ringer and vibration mode on your cell phone.
10. In addition, if you cannot find a safe room or closet, try to conceal yourself behind large objects that may protect you.
11. Do your best to remain quiet and calm.

B. **HIDE** If an evacuation is not possible, find a place to hide.

1. Lock and/or blockade the door.
2. Silence your cell phone.
3. Hide behind large objects.
4. Remain very quiet.
5. Your hiding place should:
6. Be out of the shooter’s view.
7. Provide protection if shots are fired in your direction.
8. Not trap or restrict your options for movement.
9. As a last resort, if your life is at risk, whether you are alone or working together as a group, fight! Act with aggression. Improvise weapons. Disarm the shooter ... and commit to taking the shooter down, no matter what.

C. **FIGHT** as a last resort, and only if your life is in danger:

1. Attempt to incapacitate the shooter.
2. Act with physical aggression.
3. Improvise weapons.
4. Commit to your actions.
5. Try to be aware of your environment. Always have an exit plan.
6. Know that in an incident like this, victims are generally chosen randomly. The event is unpredictable and may evolve quickly.
7. The first responders on the scene are not there to evacuate or tend to the injured. They are well trained, and are there to stop the shooter.

When law enforcement arrives:
1. Remain calm and follow instructions.  
2. Keep your hands visible at all times.  
3. Avoid pointing or yelling.  
4. Know that help for the injured is on its way.  
5. Your actions can make a difference for your safety and survival. Be aware and be prepared.

**Drug Free Schools and Community Act (DFSCA)**

**Substance Abuse: Prevention and Intervention**

As a Baptist institution of higher education, Campbellsville University complies with the Federal regulations regarding the Drug-Free Workplace Requirements and, therefore, prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on its campus and with University-sponsored classes, events, and activities. Because the use of alcohol, narcotic drugs, and other mind-altering drugs can be detrimental to the health of individual members of the University community, such use is in direct violation of the standards of the University. This policy applies to students, faculty, staff, and administration.

**Guidelines for Implementation/Administration**

A. The University shall provide a program of education concerning the dangers of drug abuse in the learning/work environment on campus. Convocations, seminars, lectures, and printed materials provide opportunities for students and employees to learn of the requirement of maintaining a drug-free workplace.

B. The University requires each student and employee to abide by the terms of the policy statement. Each student and employee, also, must notify the appropriate University official of any criminal drug statute conviction for a violation occurring on the campus of Campbellsville University no later than five (5) days after such conviction. Any University community member, sensing that a violation of University standards has occurred or is occurring, has the responsibility for reporting the alleged violation to the appropriate University Vice President.

C. To further insure a drug free work environment, the University reserves the right to request any employee submit to drug testing. Drug testing of any current employee may be done on the basis of reasonable cause upon recommendation of the supervisor to the Vice President to which he/she reports. Refusal to submit to a drug test will result in immediate termination of employment. Drug Screens are mandatory when an accident occurs requiring more than first-aid.

D. Persons violating this substance abuse policy are subject to disciplinary action ranging from a warning to dismissal/suspension from the University.
E. As a recipient of Federal funds, the University must notify the appropriate Federal agency within ten (10) days of any criminal drug conviction for an employee or student.

F. Any member of the University community who seeks counseling or medical assistance for any problems related to the use or abuse of alcohol and/or drugs will receive strict counseling and medical confidentiality. An employee who has violated the policy, then seeks counseling will not avoid disciplinary action, up to and including termination.

Appeals Procedure

A. Students

- For any STUDENT violation, the Office of Student Services will investigate the report and collect information regarding the alleged incident of misconduct. If matters of fact and/or applicable policy remain in question, the Office of Student Services may make a direct decision or refer the case to a hearing committee. Students may appeal a suspension from University to an Appeals Committee which shall be established as follows:
  - The Chairman of the Judicial Council Committee shall appoint a member of the Committee to serve on the Appeals Committee.
  - The STUDENT making the appeal shall appoint one member.
  - The selection of a third member shall be made by these two members.
  - (Should a conflict arise in selection of a third member, the Vice President shall make the final rule.)

B. Employees

- For EMPLOYEE violations, an appeal of termination may be made to their respective Vice President. The Vice President will initiate the formation of an Appeals Committee which shall be established as follows:
  - The Vice President shall appoint a co-worker.
  - The EMPLOYEE making the appeal shall select one member.
  - The selection of a third member shall be made by these two members. (Should a conflict arise in selection of a third member, the Vice President shall make the final rule.)
Health Risks Caused by Alcohol

Campbellsville University promotes wellness and staying healthy. It is essential that members be aware of the health risk of substance abuse. In extreme cases, alcohol leads to physical damage that is serious, and sometimes irreversible, such as comas, brain damage or even death.

Other toxic effects of alcohol that can be damaging to your body are:

- Brain - hangovers, memory lapses, blackouts.
- Digestive system - nausea, vomiting, ulcers, liver diseases, other organ corrosion.
- Cardiovascular system - high blood pressure, heart failure, respiratory distress or failure.
- Nerves and Muscles - loss of muscle coordination.
- Reproduction system - sexual impotence, irregular periods.
- Overall - malnutrition, increased cancer risk, weakened immune system, injuries due to falls, violent behavior.

Summary of State/City Laws

Under Kentucky state law, it is illegal to purchase, drink or to possess alcoholic beverages by persons under 21 years of age. Kentucky also has and enforces laws for driving under the influence of alcohol. Copies of Kentucky laws regarding alcohol/drugs are on file in the Office of Student Services for reference.

Under Kentucky State law, it is illegal:

- To purchase, possess, or consume alcoholic beverages by persons under 21 years of age.
- To operate a motor vehicle while under the influence of any alcohol or drugs, which may impair one’s driving ability. [Under influence of alcohol is determined if there is 0.08 percent (under 21, .02 percent) or more weight of alcohol in blood].
- To misrepresent one’s age to purchase alcoholic beverages.
- To purchase or distribute alcoholic beverages for/or to anyone under 21 years of age.
- To drink or be drunk in a public place.

Under state law, violations of alcohol laws range up to $2,000 in fines, 12 months in jail and/or suspension of driver’s license.

Under Kentucky state law, the most severe penalties apply to those involved in trafficking, manufacture, sale, and possession of narcotic drugs. Fines/penalties range from one year in jail and/or $1,000 fines under federal law to $10,000 in fines and up to 10 years in prison.

Alcohol/Drug Counseling Program

Any member of the University community, who seeks counseling or medical assistance related to use or abuse of alcohol/drugs, will receive counseling and/or medical help confidentially. The Office of Counseling Services, Office of Student Services, and the Campus Nurse offer counseling on campus. Drug and alcohol information pamphlets are also available in the Office of Student Services.
Students with more severe alcohol abuse and/or other substance abuse problems are referred to inpatient and residential treatment facilities throughout the state, local intensive outpatient programs, independent clinicians, as well as, AA and AL-Anon meetings in the local area.

**Triage Assessment for Addictive Disorders**

The TAAD is a brief structured interview designed to identify current alcohol and drug problems. This 10-minute assessment tool covers all DSM 5 criteria for substance use disorder. It offers high internal reliability for dependence (over .90) and abuse (over .80). The TAAD produces alcohol and drug dependence profiles like those of more time intensive instruments.

**Benefits:**
- Offers a quick assessment of current substance abuse and dependence criteria.
- Provides support for dependence diagnoses in minutes.
- Documents negative findings for those individuals who deny problems.

**Resources for Help with Alcohol Problems**

**Campus Resources:**

<table>
<thead>
<tr>
<th>Residence Hall Directors</th>
<th>Village Phase I</th>
<th>Village Phase II</th>
<th>Village Phase III</th>
<th>North Hall</th>
<th>South Hall East</th>
<th>South Hall West</th>
<th>Broadway Hall</th>
<th>Men’s Village</th>
</tr>
</thead>
<tbody>
<tr>
<td>(270) 789-5358</td>
<td>(270) 789-5547</td>
<td>(270) 789-5030</td>
<td>(270) 789-5569</td>
<td>(270) 789-5599</td>
<td>(270) 789-5409</td>
<td>(270) 789-5277</td>
<td>(270) 789-5067</td>
<td>(270) 789-5365</td>
</tr>
</tbody>
</table>

Office of Counseling Services (270) 789-5070
101 University Drive

Campus Nurse Office (270) 789-5235
101 University Drive

Campus Security (270) 403-3611
101 University Drive

Regional Prevention Center 1-800-432-9237

Office of Student Services (270) 789-5005
101 University Drive
Community Resources:

Adanta Clinical Services  (270) 465-7424
3020 Old Lebanon Road
Campbellsville KY, 42718

Alcohol Abuse Accredited  1-800-274-2042
24-Hour Helpline and Treatment

Lincoln Trail Hospital  1-800-274-7474
3909 S. Wilson Road
Radcliff, KY 40160

*AA
The Haven Club
Campbellsville, KY 42718

T.J. Sampson Health Columbia  (270) 384-4753
901 Westlake Dr.
Columbia, KY 42728

*A complete list of meetings is available in the Office of Counseling Services.

Enforcement of Substance Abuse Policy

Below is a list of sanctions, as defined by the University’s Student Handbook, which can be taken against a student for possession, use, sale, and manufacturing of alcohol and/or drugs. These disciplinary guidelines are laid out in a student handbook which is presented online to the student at the beginning of each semester.

Possession or Use of Alcoholic Beverages

Definition: Possession, consumption or distribution of alcoholic beverages is prohibited on campus, in ANY buildings, facilities, grounds (including parked vehicles on campus) and other properties owned/or controlled by Campbellsville University, as well as in your system. This policy also applies on University related off-campus trips and/or group activities. This includes students charged with alcohol related offenses by state or local authorities on or off campus, as well as empty containers.

Minimum Sanction:
First Offense:
- Probation until a specified date
- Fine of $250
Second Offense:
- Extended probation until a specified date
- Counseling assessment (participate in services deemed necessary by Director of Counseling Services)
- Fine of $500
- Possible suspension

Third Offense:
- Suspension

Consumption of Alcoholic Beverages:
A student appearing on campus whose use of an alcoholic beverage is discernable will be subject to disciplinary action. Campus security may use a Breathalyzer to determine level of alcohol content consumed. A student has the right to request a Breathalyzer test when alcohol consumption is disputed.
- Refusal to be tested by a Breathalyzer by campus or other authorities will be considered admission of guilt and insubordination.

NOTE: The legal age to purchase and consume alcohol is 21. However, Campbellsville University does not allow the distribution of alcoholic beverages; therefore, no person, regardless of age, should have alcohol in his/her possession on campus.

Distributing Alcoholic Beverages
Definition: An individual student or campus organization/group distributing/providing alcoholic beverages will be liable for disciplinary actions according to amounts distributed.

Minimum Sanction:
First Offense:
- Probation until a specified date
- Fine of $500
- Possible suspension

Second Offense:
- Suspension

Manufacture and/or distribution of illegal drugs and other controlled substance
Definition: The manufacture, possession, distribution or use of illegal drugs or other controlled substances or drug paraphernalia is prohibited on campus buildings, facilities, grounds or other properties owned/or controlled by Campbellsville University. This also includes privately owned parked vehicles on campus and off-campus activities sponsored by any University organization, area or group. Any possession of illegal drugs will be turned over to the local police.

NOTE: Campbellsville University reserves the right to administer alcohol/drug testing. The findings can be used in a judicial hearing. Refusal to comply with an alcohol/drug test will be considered an admission of guilt.
Minimum Sanction:
First Offense:
- Suspension
- Possible expulsion

Possession or use of illegal drugs and other controlled substances

Definition: The possession or use of illegal drugs or other controlled substances or drug paraphernalia is prohibited on campus buildings, facilities, grounds or other properties owned/or controlled by Campbellsville University. This also includes privately owned parked vehicles on campus and off-campus activities sponsored by any University organization, area or group. Any possession of illegal drugs will be turned over to the local police.

NOTE: Campbellsville University reserves the right to administer alcohol/drug testing. The findings can be used in a judicial hearing. Refusal to comply with an alcohol/drug test will be considered an admission of guilt.

Minimum Sanction:
First Offense:
- Probation until a specified date
- Counseling assessment (participate in services deemed necessary by Director of Counseling Services)
- Fine of $250
- Possible Suspension

Second Offense:
- Suspension
- Possible expulsion

Sexual Misconduct Policy

Introduction

The University prohibits the exclusion of any person, on the basis of sex, from participation in, to be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the University.¹ If not addressed by the University, sexual harassment and other forms of sexual misconduct as defined below constitute a form of discrimination on the basis of sex.² The purpose of this policy is to set forth the prompt and effective steps, which the University will take to end sexual misconduct, prevent its recurrence, and, as appropriate, remedy its effects.³ This policy applies to sexual misconduct involving the University’s students, faculty, staff, and visitors and which occur

¹ 34 CFR §106.31
² 2001 Guidance, p. 2.
³ 2001 Guidance, p. iii.
against a person in the United States. Any provision of any University policy or handbook, which deals with sexual discrimination in any fashion, is hereby superseded as of the Effective Date by this Sexual Misconduct Policy so that all forms of sexual misconduct involving the education programs of the University will be subjected to the remedial steps set forth in this policy.

Appendix “A” contains a list of names, physical addresses, email addresses, telephone numbers, and certain other information, which may change from time to time. Appendix “A” may be updated from time to time by the Title IX Coordinators without University approval so as to maintain current information for use by the campus community.

Nothing contained in this Sexual Misconduct Policy shall be deemed to have created a contract between the University and any student, faculty member, or staff member. The University reserves the right to unilaterally change any provision of this policy without the consent of any other party.

Notification Requirements

The University hereby notifies applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the University that the names of the employees designated as the Title IX Coordinators are set forth in Appendix “A.”

The University hereby notifies such persons that (a) the University does not discriminate on the basis of sex in the education programs or activities that the University operates, (b) the University is required by Title IX not to discriminate in such a manner, and (c) the requirement of the University not to discriminate in the education programs or activities extends to employment and admission.

Inquiries about the application of Title IX to the University may be referred to the employee(s) designated by the University as its Title IX Coordinator(s) or to the Assistant Secretary of the Office of Civil Rights at the United States Department of Education, or both.

A notice of the University’s policy of nondiscrimination shall be widely disseminated on the University’s campus and the University will prominently display a statement of this policy on its website and in each handbook or catalog that it makes available to applicants for admission and

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4 34 CFR §106.8(c).and (d); 34 CFR §106.31(b); 2001 Guidance, p. 13.
5 34 CFR §106.8(a)
6 34 CFR §106.8(b)(1)
7 34 CFR §106.8(b)(1)
employment, students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the University. The notice of nondiscrimination shall also state the contact information for the Title IX Coordinator(s). The University shall use or distribute a publication stating that the University does not treat applicants, students, or employees differently on the basis of sex.

The University has adopted and published grievance procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX. Additionally, the University’s grievance process complies with Title IX §106.45 for formal complaints. The University hereby provides notice of the University's grievance procedures and processes to applicants for admission and employment, students and employees, and all unions of professional organizations holding collective bargaining or professional agreements, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the University will respond in such cases, all of which is set forth in Sections 5 through 9 below.

Definitions

As used in this policy, the phrases and words listed shall have the meanings set forth below:

**Actual Knowledge** - Notice of sexual harassment or allegations of sexual harassment to the University’s Title IX Coordinator(s) or any official of the University who has authority to institute corrective measures on behalf of the University. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the University with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the University. "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator(s) as described in the Notification section of this policy.

**Campus** - Any building or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, the University's educational purposes, including residence halls. Any building or property that is within or reasonably contiguous to any building or property owned or controlled by the University within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, University's educational purposes,

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8 34 CFR §106.8(b)(2)(i)
9 34 CFR §106.8(b)(2)(i)
10 34 CFR §106.8(b)(2)(ii)
11 34 CFR §106.8(c)
12 34 CFR §106.8(c)
13 34 CFR §106.30(a)
that is owned by the University but controlled by another person, is frequently used by students, and supports University purposes such as a food or other retail vendor.14

Campus Security Authority - A campus police department or a campus security department of the University. Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department, such as an individual who is responsible for monitoring entrance into University property. Any individual or organization specified in the University's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. An official of the University who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.15

Complainant - An individual who is alleged to be the victim of conduct that could constitute sexual harassment.16

Consent - Verbal statements or non-verbal actions, which a reasonable person would understand to mean a voluntary agreement to engage in sexual activity. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent.17

Deliberately Indifferent - A response to sexual harassment or other sexual misconduct that is clearly unreasonable in light of the known circumstances.18

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. “Dating violence” includes, but is not limited to, sexual or physical abuse or the threat of such abuse. “Dating violence” does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.19

Domestic Violence - A felony or misdemeanor crime of violence committed by: (a) a current or former spouse or intimate partner of the victim20, (b) a person with whom the victim

14 34 CFR § 668.46(a)
15 34 CFR § 668.46(a)
16 34 CFR §106.30(a)
17 34 CFR §106.30(a) The Assistant Secretary will not require universities to adopt a particular definition of consent with respect to sexual assault, as referenced in this section.
18 34 CFR §106.44(a)
19 34 CFR §668.46
20 The use of the word “victim” in this policy stems from the use of that word in 34 CFR §668.46 and is not intended to infer the guilt or innocence of any party with respect to any crime or any violation of this policy.
shares a child in common, (c) a person who is cohabitating with, or has cohabited with, the victim as a spouse or intimate partner, (d) a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (e) any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.\textsuperscript{21}

**Education Program or Activity of a University** – Locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.\textsuperscript{22}

**Formal Complaint** - A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the University investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the University with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator in Appendix “A”, and by any additional method designated by the University. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the University) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under 34 CFR 106 or under 34 CFR 106.45, and must comply with the requirements of 34 CFR 106, including 34 CFR 106.45(b)(1)(iii).\textsuperscript{23}

**Hostile Environment** – An environment where the conduct of one or more individuals is sufficiently serious that it denies or limits a student’s, faculty member’s, or staff member’s ability to participate in or benefit from the University’s program based on sex. In determining whether a hostile environment exists, the University shall consider all relevant circumstances, including the following factors: (a) the degree to which the conduct affected the University’s educational programs, (b) the type, frequency and duration of the conduct, (c) the age and sex of the alleged harasser and the subject or subjects of the harassment, (d) the location of the incidents and the context in which they occurred, (e) other incidents at the University, and (f) incidents of gender-based, but nonsexual harassment.

**Incapacitation** – Any situation in which a person is incapable of giving consent due to the student’s age, state of consciousness, use of drugs or alcohol, or an intellectual or other disability.

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\textsuperscript{21} 34 CFR §668.46
\textsuperscript{22} 34 CFR §106.44(a)
\textsuperscript{23} 34 CFR §106.30(a)
**Intimidation** – The intentional act of coercing or frightening someone to engage or not engage in conduct of a sexual nature against the person’s will.

**Non-Consensual Sexual Contact** - Any physical touching of a sexual nature which is not preceded by consent or which continues after a previous consent is withdrawn.

**Non-consensual Sexual Intercourse** - Any sexual intercourse which is not preceded by consent or which continues after previous consent is withdrawn.

**Respondent** - Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.\(^{24}\)

**Retaliation** - The act of seeking revenge upon another person.\(^{25}\)

**Sexual Assault**\(^ {26}\) - An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program.\(^ {27}\)

**Sexual Harassment** – Conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University’s education program or activity; or
3. “Sexual assault”, “dating violence”, “domestic violence”, or “stalking” as defined herein.\(^ {28}\)

**Sexual Intercourse** - Vaginal or anal penetration by a penis, object, tongue or finger and oral copulation.

**Sexual Misconduct** – Any act of sexual harassment, sexual violence, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, quid pro quo, intimidation, or any act that creates a hostile environment or any act of retaliation against a complainant or anyone involved in a grievance procedure under this policy.

**Sexual Violence** - Physical sexual acts perpetrated against a person’s will or with a person who suffers from incapacitation. It also means same-sex conduct that violates the University's prohibition on sexual violence.

\(^{24}\) 34 CFR §106.30(a)  
\(^{25}\) https://definitions.uslegal.com/r/retaliation/ (July 19, 2019)  
\(^{26}\) 34 CFR § 668.46(a)  
\(^{27}\) 34 CFR § 668.46(a)  
\(^{28}\) 34 CFR § 106.30(a)
Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person’s safety or the safety of others or (b) suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

Standard of Evidence – The standard of evidence that shall be used is the clear and convincing standard of evidence which requires that the evidence be highly and substantially more likely to be true than untrue. The fact finder must be convinced that the contention is highly probable.

Supportive Measures - Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the University’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The University must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Title IX Coordinator – The person designated as such by the University’s President or the person temporarily designated by the Title IX Coordinator to serve in that capacity during the Title IX Coordinator’s incapacity or absence from the University’s campus.

Unwelcome Conduct - Conduct is unwelcome if an individual did not request or invite it and regarded the conduct as undesirable or offensive. Acquiescence in the conduct or the failure to complain does not always mean that the conduct was welcome.

Title IX Coordinator

The University’s current lead Title IX Coordinator and any deputy Title IX Coordinator(s) are the individuals specified in Appendix “A”. The names and current contact information for these individuals, including the office address, electronic mail address, and telephone number can be

29 34 CFR § 668.46(a)
30 34 CFR § 668.46(a)
31 34 CFR § 668.46(a)
32 34 CFR §106.30(a)
33 2001 Revised Sexual Harassment Guidance, pp. 7-8.
34 34 CFR §106.8(a)
found in Appendix “A”, and on the University’s website at: https://www.campbellsville.edu/policy/title-ix-policy-procedure/. 35 All of the University’s Title IX Coordinators shall work together to ensure consistent enforcement of its policies and Title IX. 36 The lead and deputy Title IX Coordinator(s) shall coordinate the University’s efforts to comply with its responsibilities under this policy, guidance from the United States Department of Education, and federal statutes and regulations governing sexual misconduct. 37 Further, when designating a Title IX coordinator, the University will make efforts to designate a coordinator whose other job responsibilities will not create a conflict of interest. 38

The Title IX Coordinator will assist the University in complying with Title IX and promoting gender equity in education. 39

The University must inform the Title IX Coordinator(s) of all reports and complaints raising Title IX issues, even if the complaint was initially filed with another individual or office or the investigation will be conducted by another individual or office.

The University will ensure that the Title IX Coordinator(s) are/is appropriately trained and possess comprehensive knowledge in all areas over which the Title IX Coordinator(s) has/have responsibility in order to effectively carry out those responsibilities, including University policies and procedures on sex discrimination and all complaints raising Title IX issues throughout the University.

**University’s Response to Sexual Harassment**

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator(s), or by any other means that results in the Title IX Coordinator(s) receiving the person’s verbal or written report. 40 Such report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator(s). 41

**a. Response to Sexual Harassment in General**

When the University has actual knowledge of sexual harassment occurring in any of the University’s education programs or activities against a person in the United States, the University shall respond promptly in a manner that is not deliberately indifferent. 42 The University shall treat complainants and respondents equitably by offering supportive measures to a complainant, and by

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35 34 CFR §106.8(a)
36 OCR Guidance on Title IX Coordinators (April 24, 2015), pp. 2-3
37 34 CFR §106.8(a)
38 OCR Guidance on Title IX Coordinators (April 24, 2015), p. 3
39 OCR Guidance on Title IX Coordinators (April 24, 2015), p. 4
40 34 CFR §106.8(a)
41 34 CFR §106.8(a)
42 34 CFR §106.44(a)
following the University’s grievance policy before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Additionally, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The University will provide written notification of complainant’s options for, and available assistance in, changing academic, living, transportation, and working situations, if so requested by the complainant and if such accommodations are reasonably available, regardless of whether the complainant chooses to report the crime to campus police or local law enforcement. The University will respond in the manner described in this section with or without a formal complaint.

b. University’s Response to a Formal Complaint

When a formal complaint has been filed, the University shall follow all procedures consistent with Title IX and the University’s grievance policy.

The University may remove a respondent from the University’s education program or activity on an emergency basis, after the University undertakes an individualized safety and risk analysis, determines that the respondent poses an immediate threat to the physical health or safety of any student or individual arising from the allegations of sexual harassment and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. The University may also place a non-student employee respondent on administrative leave during the pendency of a grievance process.

c. Confidentiality and Privilege

The University will provide information, in writing, about how the University will protect the confidentiality of complainants, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the complainant, to the extent permissible by law. The University shall keep confidential the identity of any individual.

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43 34 CFR §106.44(a)
44 34 CFR §106.44(a)
45 Although 34 CFR §668.46 and 20 U.S.C. §1092 refer to “victim”, this policy utilizes the word “complainant” because “complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment under 34 CFR§106.30(a). See Section III for the definition of “complainant.”
46 34 CFR §668.46(b)(11)(v)
47 34 CFR §106.44(b)(1)
48 34 CFR §106.44(b)(1)
49 34 CFR § 106.44(c)
50 34 CFR §106.44(d)
51 See Note 46 above.
52 See Note 46 above.
53 34 CFR §668.46(b)(11)(A)
who has made a report or complaint of sex discrimination, including any individual who has made
a report or filed a formal complaint of sexual harassment, any complainant, any individual who
has been reported to be the perpetrator of sex discrimination, any respondent, and any witness,
except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34
CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the
conduct of any investigation, hearing, or judicial proceeding arising thereunder. The University
shall maintain as confidential any supportive measures provided to the complainant or respondent,
to the extent that maintaining such confidentiality would not impair the ability of the University to
provide the supportive measures.55

The University does not require, allow, rely upon, or otherwise use questions or evidence that
constitute or seek disclosure of, information protected under a legally recognized privilege, unless
the person holding such privilege has waived the privilege.56

**Grievance Procedures for Formal Complaints of Sexual Harassment**

For purposes of addressing formal complaints of sexual harassment, the University will comply
with the grievance procedures of this section. The University’s grievance procedures treat
complainants and respondents equitably by providing remedies to a complainant where a
determination of responsibility for sexual harassment has been made against the respondent, and
by following a grievance process that complies with this section before the imposition of any
disciplinary sanctions or other actions that are not supportive measures against a respondent.57
Remedies are designed to restore or preserve equal access to the University’s education program
or activity.58

\[ \text{a. Basic Requirements for Grievance Procedures} \]

Grievance proceedings shall be conducted by officials who receive annual training on the issues
related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an
investigation and hearing process that protects the safety of victims and promotes accountability.59
Proceedings shall provide a prompt, fair, and impartial investigation and resolution.60

The University’s grievance procedures shall use an objective evaluation of all relevant evidence,
including both inculpatory and exculpatory evidence.61 During the grievance process, credibility
determinations may not be based on a person’s status as a complainant, respondent, or witness.62

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54 34 CFR §106.71(a)
55 34 CFR §106.30(a)
56 34 CFR §106.45(b)(1)(x)
57 34 CFR §106.45(b)(1)(i)
58 34 CFR §106.45(b)(1)(ii)
59 34 CFR §668.46(k)(2)(ii)
60 34 CFR §668.46(k)(2)(i)
61 34 CFR §106.45(b)(1)(ii)
62 34 CFR §106.45(b)(1)(ii)
Any individual designated by the University who is to be involved in the University’s grievance procedures, such as a coordinator, investigator, or decision-maker, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The University’s grievance procedure includes reasonably prompt time frames for the conclusion of the grievance process. This includes reasonably prompt timeframes for filing and resolving appeals and informal resolution processes, and a process that allows for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent for the delay or extension and the reasons for the action. “Good cause” may include consideration such as the absence of a party, a party’s advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

The University’s grievance procedures describe the range of possible sanctions and remedies that the University may implement following any determination of responsibility. The grievance procedures also describe the standard of evidence to be used to determine responsibility. This standard of evidence is applied for formal complaints against students as well as formal complaints against employees, including faculty. It shall be applied to all formal complaints of sexual harassment.

**b. Supportive Measures**

The University must provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on-campus and in the community. The University provides such written notification in Appendix “A”. There are a range of supportive measures available to complainants and respondents. Such supportive measures may include but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

**c. Notice of Allegations**

61 34 CFR §106.45(b)(1)(iii)
62 34 CFR §106.45(b)(1)(iv)
63 34 CFR §106.45(b)(1)(v)
64 34 CFR §106.45(b)(1)(vi)
65 34 CFR §106.45(b)(1)(vii)
66 34 CFR §106.45(b)(1)(x)
67 34 CFR §106.45(b)(1)(xi)
68 34 CFR §668.46(b)(11)(iv)
69 34 CFR §668.46(b)(11)(v)
70 34 CFR §668.46(b)(11)(vi)
71 34 CFR §668.46(b)(11)(vii)
Upon receipt of a formal complaint from a student or employee or upon the initiation of a formal complaint by the Title IX Coordinator on behalf of the University, the University must provide the following written notice to the parties who are known: notice of the University's grievance procedures, including any informal resolution process, notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.\textsuperscript{72}

The University’s written notice must also include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.\textsuperscript{73}

The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney and may inspect and review evidence. In accordance with the Violations/Sanctions Section of the University’s Student Handbook, it is a violation to willfully or knowingly provide false information, either written or oral. This includes statements made to University officials, faculty and staff members, residence hall staffs, student government councils and any written University records. Such violations are subject to disciplinary consequences and sanctions. Additionally, the University Whistleblower Policy prohibits the act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false. Such acts will be viewed as serious disciplinary offenses and may also result in disciplinary actions, up to and including, termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.\textsuperscript{74}

If, in the course of investigation, the University decides to investigate allegations about the complainant or respondent that are not included in the notice requirements above, then the University will provide notice of the additional allegations to the parties whose identities are known.\textsuperscript{75}

\textit{d. Investigations of a Formal Complaint}

The University must investigate the allegations in a formal complaint.\textsuperscript{76} If the conduct alleged in the formal complaint would not constitute sexual harassment even if proved, did not occur in the University’s education program or activity, or did not occur against a person in the United States, then the University must dismiss the formal complaint with regard to that conduct for purposes of

\textsuperscript{72} 34 CFR §106.45(b)(2)(i)-(B)
\textsuperscript{73} 34 CFR §106.45(b)(2)(i)(B)
\textsuperscript{74} 34 CFR §106.45(b)(2)(i)(B)
\textsuperscript{75} 34 CFR §106.45(b)(2)(ii)
\textsuperscript{76} 34 CFR §106.45(b)(3)(i)
sexual harassment under title IX. However, such a dismissal does not preclude action under another provision of the University’s code of conduct.

As soon after the initiation of the investigation as possible, the Title IX Coordinator or the designated investigator shall notify all University employees or students who are believed to have documentary, electronic, or tangible evidence to preserve such evidence for the investigation.

The University must also notify the complainant of: (a) the importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order, (b) the agencies to whom the alleged offense should be reported, (c) options regarding law enforcement and campus authorities, including notification of the complainant’s option to (i) notify proper law enforcement authorities, including on-campus and local police, (ii) be assisted by campus authorities in notifying law enforcement authorities if the complainant so chooses, and (iii) decline to notify such authorities.

When investigating a formal complaint, the University must ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the University and not on the parties, provided that the University cannot access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains that party’s voluntary, written consent to do.

The University must provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The University must also provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. In addition, the University may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

77 34 CFR §106.45(b)(3)(i)
78 34 CFR §106.45(b)(3)(i)
79 34 CFR §668.46((b)11)(ii)(A)
80 See Note 46 above.
81 See Note 46 above.
82 See Note 46 above.
83 34 CFR §668.46((b)11)(ii)(A)
84 34 CFR §106.45(b)(5)(i)
85 34 CFR §106.45(b)(5)(vi)
86 34 CFR §106.45(b)(5)(ii)
87 34 CFR §106.45(b)(5)(iii)
The University must provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The University may not limit the choice of advisor or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding. Advisors are not required to be attorneys. Additionally, the University may not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding. However, the University may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

The University must also provide to the party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all hearings, investigative interview, or other meetings with a party, with sufficient time for the party to prepare to participate.

e. Investigative Report

The University is required to create an investigative report that fairly summarizes relevant evidence. Prior to completion of an investigative report, the University must send each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format, or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The University must also provide a copy of the investigative report at least 10 days prior to a hearing or other time of determination regarding responsibility, send to each party and the party’s advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

f. Live Hearing

The University is required under Title IX to have a live hearing as part of the University’s grievance procedures.

During a live hearing, the University and the University’s decision-maker(s) must permit each party’s advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing

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88 34 CFR §106.45(b)(5)(iv)
89 34 CFR §106.45(b)(5)(iv)
90 34 CFR §105.45(b)(5)(iv)
91 34 CFR §106.45(b)(5)(iv)
92 34 CFR §106.45(b)(5)(iv)
93 34 CFR §106.45(b)(5)(v)
94 34 CFR §106.45(b)(5)(vii)
95 34 CFR §106.45(b)(5)(vi)
96 34 CFR §106.45(b)(6)(i)
97 34 CFR §106.45(b)(6)(i)
98 34 CFR §106.45(b)(6)(i)
must be conducted directly, orally, and in real time by the parties' advisor of choice and never by a party personally, notwithstanding the discretion of the University to otherwise restrict the extent to which advisors may participate in the proceedings. If a party does not have an advisor present at the live hearing, the University will provide without fee or charge to that party, an advisor of the University’s choice, who may be, but is not required to be, an attorney, to conduct cross examination on behalf of that party.

The University must also make all evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examinations.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party’s or witness’s absence from the live hearing or refusal to answer cross-examination or other questions.

Live hearings may be conducted with all parties physically present in the same geographic location or, at the University’s discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other. The University must create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review. At the request of either party, the University must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.

99 34 CFR §106.45(b)(6)(i)  
100 34 CFR §106.45(b)(6)(i)  
101 34 CFR §106.45(b)(5)(vi)  
102 34 CFR §106.45(b)(6)(i)  
103 34 CFR §106.45(b)(6)(i)  
104 34 CFR §106.45(b)(6)(i)  
105 34 CFR §106.45(b)(6)(i)  
106 34 CFR §106.45(b)(6)(i)  
107 34 CFR §106.45(b)(6)(i)
Determination Regarding Responsibility

For the purpose of making a determination regarding responsibility, the University must appoint decision-maker(s) who cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s) for the University's grievance procedures.\textsuperscript{108} When making a determination regarding responsibility, the University must apply the standard of evidence as defined above.\textsuperscript{109}

The University's decision-maker(s) must issue a written determination regarding responsibility.\textsuperscript{110} The University must provide the written determination to the parties simultaneously.\textsuperscript{111} The University's written determination must include:

(a) identification of the allegations potentially constituting sexual harassment;

(b) a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

(c) findings of fact supporting the determination;

(d) conclusions regarding the application of the University’s code of conduct to the facts;

(e) a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the University imposes on the respondent, and whether remedies designed to restore or preserve equal access to the University’s education program or activity will be provided by the University to the complainant; and

(f) the University’s procedures and permissible bases for the complainant and respondent to appeal.\textsuperscript{112}

The University must list all of the possible sanctions or supportive measures that the University may impose following the results of any University disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking in its annual security report, all of which are listed in Appendix “B”.\textsuperscript{113} In cases of alleged violence, sexual harassment, dating violence, sexual assault, or stalking, both the complainant and the respondent shall be simultaneously informed in writing of the outcome of any institutional disciplinary proceeding, the institution's procedures for the accused and the complainant\textsuperscript{114} to appeal the results of the

\textsuperscript{108} 34 CFR §106.45(b)(7)(i)
\textsuperscript{109} 34 CFR §106.45(b)(7)(i)
\textsuperscript{110} 34 CFR §106.45(b)(7)(i)
\textsuperscript{111} 34 CFR §106.45(b)(7)(iii)
\textsuperscript{112} 34 CFR §106.45(b)(7)(ii)(A)-(F)
\textsuperscript{113} 34 CFR §668.46(k)(1)(k)(iii)
\textsuperscript{114} See Note 46 above.
institutional disciplinary proceeding, any change to the results that occurs prior to the time that such results become final, and when such results become final.\textsuperscript{115}

The determination regarding responsibility becomes final either on the date that the University provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.\textsuperscript{116}

The Title IX Coordinator is responsible for effective implementation of any remedies.\textsuperscript{117}

**Appeals**

The University must offer both parties an appeal from a determination regarding responsibility, and from a University’s dismissal of a formal complaint or any allegations therein, on the following bases: (a) procedural irregularity that affected the outcome of the matter; (b) new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or (c) the Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.\textsuperscript{118}

As to all appeals, the University must (a) notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties; (b) ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator; (c) ensure that the decision-maker(s) for the appeal complies with the standards set forth in this policy and Title IX; (d) give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; (e) issue a written decision describing the result of the appeal and the rationale for the result; and (f) provide the written decision simultaneously to both parties.\textsuperscript{119}

**Informal Resolution Process**

A University may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section.\textsuperscript{120} Similarly, a University may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed.\textsuperscript{121} However, at any time prior to reaching a determination regarding responsibility the University may facilitate an informal resolution process, such as mediation, that

\begin{itemize}
\item \textsuperscript{115} 20 U.S.C. § 1092(f)(8)(B)(iv)(III)
\item \textsuperscript{116} 34 CFR §106.45(b)(7)(iii)
\item \textsuperscript{117} 34 CFR §106.45(b)(7)(iv)
\item \textsuperscript{118} 34 CFR §106.45(b)(8)(i)
\item \textsuperscript{119} 34 CFR §106.45(b)(8)(iii)
\item \textsuperscript{120} 34 CFR §106.45(b)(9)
\item \textsuperscript{121} 34 CFR §106.45(b)(9)
\end{itemize}
does not involve a full investigation and adjudication, provided that the University (a) provides to the parties a written notice disclosing: (i) the allegations, (ii) the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and (iii) any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; (b) obtains the parties’ voluntary, written consent to the informal resolution process; and (c) does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.122

Record Keeping

A University must maintain for a period of seven years records of each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the University’s education program or activity; any appeal and the result therefrom; any informal resolution and the result therefrom; and all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.123 Materials used to train Title IX Coordinators, investigators, decision-makers, and any persons who facilitates an informal resolution process will be publicly available on the University’s website.124

The University shall create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.125 In each instance, the University shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the University’s education program or activity.126 If the University does not provide a complainant with supportive measures, then the University must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.127 The documentation of certain bases or measures does not limit the University in the future from providing additional explanations or detailing additional measures taken.128

Prevention and Education

The University shall provide education programs to promote the awareness of rape, acquaintance rape, domestic violence, sexual assault, sexual harassment, and stalking, which shall include:

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122 34 CFR §106.45(b)(9)(i)-(iii)
123 34 CFR §106.45(b)(10)(i)(A)-(D)
124 34 CFR §106.45(b)(10)(i)(A)-(D)
125 34 CFR §106.45(b)(10)(ii)
126 34 CFR §106.45(b)(10)(ii)
127 34 CFR §106.45(b)(10)(ii)
128 34 CFR §106.45(b)(10)(ii)
1. Primary prevention and awareness programs for all incoming students and new employees, which shall include:
   a. A statement that the University prohibits the offenses of domestic violence, dating violence, sexual assault, sexual harassment, and stalking;
   b. The definition of domestic violence, dating violence, sexual assault and stalking in the state of Kentucky (see Appendix “C”);
   c. The definition of consent, in reference to sexual activity, in the state of Kentucky (see Appendix “C”);
   d. Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, sexual assault, sexual harassment, or stalking against a person other than such individual;
   e. Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks.
   f. Information described in 20 U.S.C. 1092(f)(8)(B)(ii) through (vii); and
2. Ongoing prevention and awareness campaigns for students and faculty including the information described in clauses (a) through (f) of subparagraph 1 above.  

Training

The University ensures that Title IX coordinators, investigators, and decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment, the scope of the University’s education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.  Coordinator(s) should be knowledgeable about other applicable Federal and State laws, regulations, and policies that overlap with Title IX. Additionally, the University ensures that decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant. Furthermore, the University ensures that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

The University uses training materials that do not rely on sex stereotypes to train coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The University also uses materials that promote impartial investigations and adjudications of formal complaints of sexual harassment to train coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

129 34 CFR §668.46(j)
130 34 CFR §106.45(b)(1)(iii)
132 34 CFR §106.45(b)(1)(iii)
133 34 CFR §106.45(b)(1)(iii)
134 34 CFR §106.45(b)(1)(iii)
135 34 CFR §106.45(b)(1)(iii)
Retaliation Prohibited

The University or any other person may not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this part, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part.\textsuperscript{136} Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.\textsuperscript{137} Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination.\textsuperscript{138} The exercise of rights protected under the First Amendment does not constitute retaliation.\textsuperscript{139} Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation.\textsuperscript{140} However, a determination regarding responsibility alone will not be sufficient to conclude that any party made a materially false statement in bad faith.\textsuperscript{141}

Appendix “A”

Contact Information for Title IX Coordinator and Supporting Services

Effective Date: August 14, 2020

All students whether taking courses online or in-person at the main campus, instructional centers, or instructional sites have access to all of the main campus resources listed below. Students should contact the director of their respective program if they have any questions regarding supportive services.

Title IX Coordinator’s Name and Contact Information

E.J. Pavy – Lead Coordinator
Administration Building, Office 7C
1 University Drive, UPO 944
Campbellsville, KY 42718
TitleIXCoordinator@campbellsville.edu
(270) 789-5092
For policy information or to file a report: https://www.campbellsville.edu/policy/title-ix-policy-procedure/

Raquel Cunha – Deputy Coordinator

\footnotesize{\textsuperscript{136} 34 CFR §106.71(a)\textsuperscript{137} 34 CFR §106.71(a)\textsuperscript{138} 34 CFR §106.71(a)\textsuperscript{139} 34 CFR §106.71(b)(1)\textsuperscript{140} 34 CFR §106.71(b)(2)\textsuperscript{141} 34 CFR §106.71(b)(2)}
Alumni Building, Office 303  
1 University Drive, UPO 928  
Campbellsville, KY 42718  
racunha@campbellsville.edu  
(270) 789-5431

Anna Marie Pavy – Deputy Coordinator  
Administration Building, Office 11C  
1 University Drive, UPO 881  
Campbellsville, KY 42718  
ampavy@campbellsville.edu  
(270) 789-5059

Deborah Thomas – Deputy Coordinator for Louisville Education Center  
2300 Greene Way  
Louisville, KY 40220  
dethomas@campbellsville.edu  
(502) 694-4764

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<tr>
<th>On-Campus Counseling</th>
<th>Office of Counseling Services</th>
<th>101 University Drive, Campbellsville, KY 42718</th>
<th>(270) 789-5070</th>
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<td>Off-Campus Counseling</td>
<td>Adanta Victim Advocacy Services</td>
<td>259 Parkers Mill Road, Somerset, KY 42501</td>
<td>(606) 679-7348</td>
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<tr>
<td>On-Campus Healthcare</td>
<td>Campus Nurse</td>
<td>101 University Drive, Campbellsville, KY 42718</td>
<td>(270) 789-5555 or (270) 403-3611</td>
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<tr>
<td>Off-Campus Healthcare</td>
<td>Taylor Regional Hospital</td>
<td>1700 Old Lebanon Road, Campbellsville, KY 42718</td>
<td>(270) 465-3561</td>
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<td>On-Campus Mental Health Services</td>
<td>Office of Counseling Services</td>
<td>101 University Drive, Campbellsville, KY 42718</td>
<td>(270) 789-5070</td>
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<tr>
<td>Off-Campus Mental Health Services</td>
<td>Adanta Behavioral Health Services</td>
<td>3020 Old Lebanon Rd, Campbellsville, Ky 42718</td>
<td><a href="http://www.adanta.org">www.adanta.org</a> (270) 465-7424 or (800) 633-5599</td>
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<td>Office of Counseling Services</td>
<td>101 University Drive, Campbellsville, KY 42718</td>
<td>(270) 789-5070</td>
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Appendix “B”

Possible Sanctions or Supportive Measures That University May Impose Following the Results of Any University Disciplinary Proceeding under this Policy

The following sets forth a non-exhaustive list of potential remedies for complainants, which the University may impose.

The possible sanctions that University may impose for employees include appropriate disciplinary action, up to and including, dismissal and or termination.

The possible sanctions that University may impose for students include probation, loss of privileges, a fine of $250, counseling costs for the victim, suspension, and expulsion.
The University may provide immediate steps and supportive measures to ensure the safety and well-being of the complainant. The possible supportive measures University may impose include discreet housing changes, discreet course changes, access to local law enforcement, counseling services, and the development of a safety plan which may include housing, academic, and transportation support, campus safe spaces, code-word usage, technology safety measures, support networks, and follow-ups. Any interim measures shall be identified and implemented by University in its sole discretion and based on the then known facts and circumstances of a particular Title IX investigation.

Appendix “C”

Dissemination of Sexual Violence Definitions

Campbellsville University hereby provides definitions of sexual violence in the state of Kentucky, including:

a. domestic violence,
b. dating violence,
c. sexual assault,
d. stalking, and
e. consent in reference to sexual activity

These definitions can be found here: https://www.campbellsville.edu/policy/title-ix-policy-procedure/resources/.
Fire Reporting and Safety Standards

Local Fire Departments Assisting Campbellsville University

- Campbellsville - Taylor County Fire and Rescue (CTCFR)- is located at 100 W. Broadway St., Campbellsville, KY 42718
  - This department is located across the street from the south entrance to the campus. University Safety Officers have radio communication patched directly to the local 911 center to assist emergency personnel responding to campus.
- Louisville –
  - Jeffersontown - 10530 Watterson Trail, Jeffersontown, KY 40299-3754
  - Shively - The Fire and Police Department Headquarters is located at 1800 Park Road, Shively, KY 40216
- Somerset – The Fire Department Headquarters is located at 121 South Central Ave., Somerset, KY 42501
- Hodgenville – The Fire Department Headquarters is located at 209 East Water St., Hodgenville, KY 42748
- Harrodsburg – The Fire Department is located at 125 W. Broadway St., Harrodsburg, KY 40216
- Liberty – Local fire department headquarters are located at 55 Jockey St., Liberty, KY 42539
- Los Angeles- Fire Station 107 is located at 9461 Oakdale Ave., Chatsworth, CA, 91311

Campbellsville University contracts with SimplexGrinnell for fire alarm monitoring, smoke detector inspections, fume and range hood inspections, sprinkler systems maintenance, and
preventative maintenance. SimplexGrinnell performs two inspections each year for preventative maintenance and routine maintenance on these systems. All Kentucky State Fire Marshal Safety Inspection Records and external safety inspection records from SimplexGrinnell, Otis Elevator, Zee Medical Inc., and Adair County Fire Extinguisher Services are maintained and kept in the Office of Physical Plant Services and the on-site maintenance director. Adair County Fire Extinguisher Services currently provides annual fire extinguisher maintenance and inspections throughout campus.

In addition to outside entities that inspect campus safety equipment, Campbellsville University Campus Safety and Security Staff also conduct internal safety inspections audits on internal emergency lighting, external lighting repairs, and fire extinguishers at all locations. Documentation on these audit reports are located and maintained with the on-site maintenance directors. Internal safety inspections are conducted monthly.

In accordance with state and federal law, Campbellsville University initiates fire drills, under the supervision of Campbellsville - Taylor County Fire and Rescue and the Harrodsburg Fire department, annually to all residential buildings on the Campbellsville University’s main campus and at the Harrodsburg Conover Education Center. These drills are designed not only to promote fire safety awareness for its residential student body, but they also provide procedural training for University safety and security officers, residential directors, and fire personnel. These drills are initiated at the beginning of the semester and procedures for residence hall evacuations and emergency preparedness are discussed during hall meetings conducted by residence hall directors. All University buildings have evacuation plans posted throughout the buildings along with safe shelter areas for severe weather.

In 2019, The Noe Education Center in Somerset Kentucky began housing students in an apartment complex located at 20, 22, 26, 30 44 and 48 Ashbrook Drive, Somerset, KY 42503.
Fire Drills for Residential Facilities

### Campbellsville University Main Campus Fire Drills 2019

<table>
<thead>
<tr>
<th>Location</th>
<th>Date Scheduled</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Men’s Residential Housing</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Broadway Hall</td>
<td>September 11, 2019</td>
<td>September 11, 2019</td>
</tr>
<tr>
<td>South Hall East</td>
<td>September 11, 2019</td>
<td>September 11, 2019</td>
</tr>
<tr>
<td>South Hall West</td>
<td>September 11, 2019</td>
<td>September 7, 2019</td>
</tr>
<tr>
<td>North Hall</td>
<td>September 10, 2019</td>
<td>September 10, 2019</td>
</tr>
<tr>
<td>Men’s Village (3)</td>
<td>September 11, 2019</td>
<td>September 11, 2019</td>
</tr>
<tr>
<td><strong>Women’s Residential Housing</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stapp Hall</td>
<td>September 10, 2019</td>
<td>September 10, 2019</td>
</tr>
<tr>
<td>Women’s Village E</td>
<td>September 9, 2019</td>
<td>September 9, 2019</td>
</tr>
<tr>
<td>Women’s Village A, B, C, D</td>
<td>September 9, 2019</td>
<td>September 9, 2019</td>
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</tbody>
</table>

### Harrodsburg Conover Education Center Fire Drills 2019

<table>
<thead>
<tr>
<th>Co-ed Residential Housing</th>
<th>Date Scheduled</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Harrod</td>
<td>November 11, 2019</td>
<td>November 11, 2019</td>
</tr>
</tbody>
</table>

Disclosure of the Existence of Fire Suppression System in On-Campus Housing

In accordance with Kentucky’s Senate Bill 63, the Office of Residence Life and its staff informs all residential students that we currently have fire suppression systems in the South East Residence Hall. All residence halls are within the regulated fire code of the Commonwealth of Kentucky and fire safety information is covered during check in and residential hall meetings. Students are required to sign a form notifying them as to if their residential facility does or does not have a fire suppression system. This information is also covered within the Campbellsville University’s Student Handbook that can be found online.
### Main Campus Fire Suppression System in Campus Housing 2019

<table>
<thead>
<tr>
<th>Campbellsville University Residential Facilities</th>
<th>Fire Alarm System Monitored by Simplex</th>
<th>Partial Sprinkler System</th>
<th>Full Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans Displayed</th>
<th>Number of (Fire) Drills Each Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Broadway Hall</td>
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<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
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<tr>
<td>Men’s Village</td>
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<td>South Hall West</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Women</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stapp Hall</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
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<td></td>
<td>1</td>
</tr>
<tr>
<td>*Village 2</td>
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<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>*Village 3</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
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<td>1</td>
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<tr>
<td>*Village 4</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

1. Partial sprinkler system is defined as having sprinklers in the halls and/or common areas
2. Full sprinkler system is defined as having sprinklers in both the common areas and individual rooms
* Village 1, 2, 3 are residential apartments. Sprinkler systems are not required by fire code.
1. Partial sprinkler system is defined as having sprinklers in the halls and/or common areas

### Harrodsburg Conover Education Center Fire Suppression System In Campus Housing 2019

<table>
<thead>
<tr>
<th>Campbellsville University Residential Facilities</th>
<th>Fire Alarm System Monitored by Simplex</th>
<th>Partial Sprinkler System</th>
<th>Full Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans Displayed</th>
<th>Number of (Fire) Drills Each Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Harrod</td>
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<td></td>
<td></td>
<td></td>
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</tbody>
</table>

1. Partial Sprinkler system is defined as having sprinklers in the halls and/or common areas
2. Full sprinkler system is defined as to having sprinklers in both the common areas and individual rooms such as the Village residential areas.
Splinkler systems are not required by fire code in the Village residential apartments.
1. Partial Sprinkler system is defined as having sprinklers in the halls and/or common areas
## Residential Fire Report Summary Campbellsville University Main Campus 2017

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<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Broadway Hall</td>
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<td>Women’s Village II</td>
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<td>Women’s Village IV</td>
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<td>0</td>
<td>3</td>
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### Date and Location

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Campus</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/17/2019</td>
<td>Women’s Village IV K</td>
<td>MAIN CAMPUS</td>
<td>Cooking</td>
</tr>
<tr>
<td>2/24/2019</td>
<td>Men's Village 1</td>
<td>MAIN CAMPUS</td>
<td>Cooking</td>
</tr>
<tr>
<td>3/3/2019</td>
<td>North Hall</td>
<td>MAIN CAMPUS</td>
<td>Cooking</td>
</tr>
<tr>
<td>3/21/2019</td>
<td>South Hall East</td>
<td>MAIN CAMPUS</td>
<td>Cooking</td>
</tr>
<tr>
<td>4/1/2019</td>
<td>Men's Village 1</td>
<td>MAIN CAMPUS</td>
<td>Smoking Materials</td>
</tr>
<tr>
<td>6/24/2019</td>
<td>Women’s Village IV K</td>
<td>MAIN CAMPUS</td>
<td>Other</td>
</tr>
<tr>
<td>6/24/2019</td>
<td>Women’s Village I E</td>
<td>MAIN CAMPUS</td>
<td>Other</td>
</tr>
<tr>
<td>6/25/2019</td>
<td>North Hall</td>
<td>MAIN CAMPUS</td>
<td>Other</td>
</tr>
<tr>
<td>7/5/2019</td>
<td>Women’s Village IV K</td>
<td>MAIN CAMPUS</td>
<td>Other</td>
</tr>
<tr>
<td>7/12/2019</td>
<td>Broadway Hall</td>
<td>MAIN CAMPUS</td>
<td>Machinery/Industrial</td>
</tr>
<tr>
<td>8/8/2019</td>
<td>Men's Village 1</td>
<td>MAIN CAMPUS</td>
<td>Other</td>
</tr>
<tr>
<td>8/20/2019</td>
<td>Women’s Village IV K</td>
<td>MAIN CAMPUS</td>
<td>Other</td>
</tr>
<tr>
<td>8/29/2019</td>
<td>Women’s Village IV J</td>
<td>MAIN CAMPUS</td>
<td>Other</td>
</tr>
<tr>
<td>9/9/2019</td>
<td>Men's Village 1</td>
<td>MAIN CAMPUS</td>
<td>Other</td>
</tr>
<tr>
<td>9/11/2019</td>
<td>Men's Village 3</td>
<td>MAIN CAMPUS</td>
<td>Electrical</td>
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<tr>
<td>9/17/2019</td>
<td>Men's Village 1</td>
<td>MAIN CAMPUS</td>
<td>Other</td>
</tr>
<tr>
<td>9/22/2019</td>
<td>Women’s Village I E</td>
<td>MAIN CAMPUS</td>
<td>Other</td>
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<td>10/15/2019</td>
<td>Women’s Village IV J</td>
<td>MAIN CAMPUS</td>
<td>Other</td>
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<td>10/16/2019</td>
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<td>Smoking Materials</td>
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<td>Location</td>
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<td>Category</td>
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<tr>
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<tr>
<td>10/17/2019</td>
<td>Men's Village 3</td>
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<td>Smoking Materials</td>
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<td>10/21/2019</td>
<td>Women’s Village IV J</td>
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<td>Other</td>
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<td>12/6/2019</td>
<td>Women’s Village I E</td>
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</tr>
<tr>
<td>12/7/2019</td>
<td>Women’s Village II H</td>
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### Residential Fire Report Summary Harrodsburg Conover Education Center 2019

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fires</td>
<td>Inj.</td>
<td>Deat.</td>
</tr>
<tr>
<td>The Harrod</td>
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</table>

### Residential Fire Report Summary Somerset Student Apartments 2019

<table>
<thead>
<tr>
<th>Name of Facility</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fires</td>
<td>Inj.</td>
<td>Deat.</td>
</tr>
<tr>
<td>Ashbrook Dr.</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>
The Campbellsville University Main Campus, Harrodsburg Conover Education Center, and the Noe Education Center in Somerset, Kentucky are the only locations that support on-campus housing in the 2019 calendar year. In addition, 2017 crime statistics for the Louisville Education Center, Somerset Noe Education Center, Harrodsburg Conover Education Center, and Hodgenville Brockman Education Center were included in the “non-campus category” within the Campbellsville University Annual Fire Safety and Crime Statistics Report in the 2017 year. The Casey County Education Center began classes in the 2019 calendar year and was not included in the 2017 and 2018 statistical records.

Unfounded Crimes

Unfounded crimes can be classified as crimes that occurred on campus, in on-campus student housing facilities, on or in non-campus property or buildings, and on public property. The total number of unfounded crimes includes all criminal offenses, hate crimes, arrests or disciplinary action referrals for weapons, drug or liquor law violations, and domestic violence, dating violence, or stalking incidents that have been unfounded. If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded.” Only sworn or commissioned law enforcement personnel may unfound a crime.

On-campus

Any building or property, owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls is considered on-campus property. In addition, any building or property that is within or reasonably contiguous to the area that is owned by the institution but controlled by another person, which is frequently used by students, and supports institutional purposes (such as a food or other retail vendor) is also considered on-campus property.

On-campus Student Housing Facility

Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus, or “separate campus,” is considered an on-campus student housing facility.
Non-campus

Any building or property owned or controlled by a student organization that is officially recognized by the institution is considered a non-campus building. In addition, any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution is also considered a non-campus building.

Public Property

All public property, including thoroughfares, streets, cemeteries, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus is considered public property.
## Crime Statistics by Location

**Campbellsville University Main Campus - Campbellsville, KY**

<table>
<thead>
<tr>
<th>Crime</th>
<th>On Campus</th>
<th>On-Campus Student Housing</th>
<th>Non-Campus</th>
<th>Public Property</th>
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<td>Criminal Homicide</td>
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<tr>
<td>Murder and Non-Negligent Manslaughter</td>
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<td>Manslaughter by Negligence</td>
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<td>Sex Offenses</td>
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<td>Statutory Rape</td>
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<td>Other Criminal Offenses</td>
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**Hate Crimes:** There were no hate crimes reported for any category in 2017, 2018, 2019 calendar year at this location.
## Crime Statistics by Location

### Campbellsville University Louisville Education Center - Louisville, KY

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## Crime Statistics by Location

**Campbellsville University**  
Conover Education Center - Harrodsburg, KY

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## Crime Statistics by Location

**Campbellsville University Brockman Education Center - Hodgenville, KY**

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Unfounded Crimes: There are no unfounded crimes reported for any category in 2017, 2018, 2019 calendar year at this location.

Hate Crimes: There were no hate crimes reported for any category in 2017, 2018, 2019 calendar year at this location.
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Unfounded Crimes: There are no unfounded crimes reported for any category in 2019 after Campbellsville University acquired this center.

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