PAUL QUINN

3837 Simpson Stuart RD
Dallas, TX 75241
www.PAULQUINN.edu

2026
Combined
Annual Security
And
Fire Safety Report

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Table of Content

Emergency Number Quick Reference 8

Emergency - Call 911 8

Non-Emergency 8

Campus Security Authorities contact numbers and locations 8

Daily Crime Log and Daily Fire Log 9

Emergency Phone Numbers 9

Paul Quinn College Student Handbook 9

Campus Safety Plans 9

Crime Reporting Policies and Procedures 9

Confidential Crime Reporting Policies and Procedures 9

Counselors and Confidential Reporting 10

Pastoral Counselor 10

Professional Counselor 10

Accident and Illness Emergencies 10

Relationships with State and Local Law Enforcement 10

The Adam Walsh Child Protection and Safety Act 11

Texas Department of Public Safety TxDPS Sex Offender Registry 11

Monitoring of Off-Campus Locations and Activity 12

Offense and Penalties for False Alarm or Report 13

Timely Warning Policies and Notification Procedures 13

Emergency Preparedness, Response, Notification and Evacuation Procedures 14

Evacuation 16

Testing and Evaluation of Emergency Response and Evacuation Procedures 16

Crime Prevention Activities 17

Maintenance of Campus Facilities 17

Alcohol and Drug Policy 17

Employee Alcohol and Drug Policy 18

Alcohol and Substance Abuse Prevention Programs and Education 20

Professional Counseling 20

Disciplinary Complaints for Sexual Discrimination, Harassment and Misconduct 22

Filing Report with Local Law Enforcement 22

Preserving Evidence 23

Student and Visitor Responsibility to Report 23

Mandatory Employee Reporting 23

Off-Campus Conduct 24

Confidentiality 24
Availability of Counseling and Advocacy 24
Education and Awareness Programs 24
Policy Expectations with Respect to Consensual Relationships 25
Reporting 26
Title IX Coordinator 26
Privileged Communication 26
Confidential Disclosures 27
Responsible Employees 27
Notice of Non-discrimination 27
Policy Statement – Sexual Misconduct 28
Sexual Misconduct and Other Important Definitions 28
Sexual Harassment 28
Unwelcome Conduct 29
Hostile Environment 29
Quid Pro Quo Harassment 29
Sexual Assault 29
Sexual Exploitation and Intimidation 30
Stalking 30
Domestic and Intimate Partner Violence 30
Dating Violence 30
Consent 30
Incapacitation 30
False Accusations 31
Retaliation 31
Confidentiality 31
Bill of Rights for Student Participants (respondent/complainant) 31
A Safe Environment and Protective Measures 32
Procedures for Resolution of Complaints Against Students Regarding Sexual Misconduct 32
Resources and Support 32
Fairness 32
Options for Reporting 32
To make a Police Report for Non-Emergency Call 214-744-4444 33
RIGHTS OF VICTIMS 34
Privacy 35
Freedom from Retaliation 35
Investigation and Adjudication Process 35

Reporter/Complainant Participant 36
Responding Participant 36
Reporting a Complaint 36
Protective Measures 37
Fact-Finding Investigation 38
Basic Expectations of Individuals Involved 39
DISCIPLINARY HEARING GUIDELINES 39
General Hearing Process 41
Related Hearing Process Guidelines 41
Disciplinary Committee Finding 43
Sanctions for Violence Against Women Act (VAWA) Offenses 44
Appeal Procedure 45
Records 46
COMPLAINT WITH THE TEXAS HIGHER EDUCATION COORDINATING BOARD 46
Statement of Accreditation 48
Paul Quinn College Sexual Harassment Policy 48
Sexual Harassment Definition 48
Cyberstalking 49
Domestic/Dating Violence 49
Stalking 49
Sex Offender Registration 49
Paul Quinn College Policy and Programs to Promote Awareness and Prevention of Dating Violence, Domestic Violence, Sexual Assault, and Stalking 49
Training Partners 50
Awareness and Prevention Programs and Campaigns 50
How to be an Active Bystander 52
Paul Quinn College Campus Security 52
Crime Prevention and Awareness Programs 53
Security Awareness Programs 53
Security Awareness Meetings 53
CAMPUS SAFETY PLAN 53
Safety Tips on Campus 53
Identification Cards 54
Access to the Campus of Paul Quinn College 54
Access to Administration Building, Library, Student Union Building 54
Residence Hall Security 55
Room Keys 55

Curfews 55
Guest Visitation Policy 55
Missing Student Policy 56
Active Shooter Procedures 57
Fire/Alarm Procedures 58
Annual Fire Safety 58
Fire Safety System 58
On-Campus Housing 58
ON-CAMPUS FIRE SAFETY SYSTEM TABLE 58
Non-campus owned or controlled property 59
Fire Safety Awareness and Training 59
Plans for future improvements in fire safety 62
Bomb Threats/Explosions 62
Tornado/Severe Weather Warnings 62
Tornado WATCH: 62
Tornado WARNING: 62
Hazardous Material Policy 63
Vaccination Policy and Illness Prevention 63
Meningitis Vaccination Policy 63
Recommendations for the Flu Season 63
CODE OF CONDUCT AND DISCIPLINARY PROCEDURES 64
STUDENT'S CODE, RIGHTS, RESPONSIBILITIES AND CONDUCT 64
Rules and Regulations 65
Prohibited Conduct 65
Dress Code 66
Disruption 66
Unauthorized Entry 66
Damage/Vandalism to Property 66
Theft and Unauthorized Possession of Another Person's Property 66
Harassment 66
Physical Abuse/Fighting of another Person 67
Sexual Misconduct/Abuse/Assault of another Person 67
Dangerous Weapons and Explosives 67
Drugs 68
Gambling 68
Failure to meet financial obligations to the College 68
Aiding and Abetting 68

Use of Alcoholic Beverages 68
Misuse of College Supplies, Documents, or Services 68
Reasonable Request of a College Official 69
Students Arrested in the City of Dallas or Dallas County, Texas 69
Hazing 69
Paul Quinn College Classroom Etiquette 70
Social Media Policy 71
Discrimination Policy Statement on the basis of Sex, Gender Identification, Handicap, Race, Color or National Origin 71
Student Disability Discrimination 72
Age Discrimination 72
Race/Color Discrimination 72
Handicap/Disability Discrimination 72
Sex Discrimination 72
Gender Identification Discrimination 72
National Origin Discrimination 72
Paul Quinn College Disciplinary Measures 73
Immediate Expulsion 73
Warning/Reprimand 73
Suspension 73
Expulsion 73
Social/Disciplinary Probation 74
Termination of an Approved Student Organization 74
Restitution 74
Fines 74
Condition of Suspension and Reinstatement 74
Failure to Observe Terms and Conditions 75
Violation of Civil Law 75
Offense and Penalties for False Alarm or Report 75
ANNUAL SECURITY REPORT 77
Crime Reports for the Previous Three (3) Years 77
Clery Security Report Geographic Location Legend 78
Report Preparation and Notification 78
Geographical Location Definitions 79
Crime Definitions from the Uniform Crime Reporting Handbook 79
Sex Offenses Definitions 80
Hate Crimes Definitions 82

Definition of Proceeding 83
Definition of Result 83
"Unfounded" Crime Reporting 83
Paul Quinn College Campus Directions 84
Paul Quinn College Campus Map 85
CRIMINAL OFFENSES 87
ARRESTS 88
CAMPUS DISCIPLINARY ACTIONS/REFFERALS 88
VIOLENCE AGAINST WOMEN ACT OFFENSES 88
"UNFOUNDED" CRIMES 88
HATE CRIMES *Geographical Location: On-Campus* 90
HATE CRIMES *Geographical Location: On-Campus – Student Housing Facilities* 91
HATE CRIMES *Geographical Location: Public Property* 92
HATE CRIMES *Geographical Location: Non-Campus* 93
2026 Annual Fire Safety Report 94
Fire/Alarm Procedures 94
Annual Fire Safety 94
Fire Safety System 94
On-Campus Housing 94
ON-CAMPUS FIRE SAFETY SYSTEM TABLE 94
Non-campus owned or controlled property 94
Fire Safety Awareness and Training 94
Plans for future improvements in fire safety 96
FIRE STATISTICS 2025 97
FIRE STATISTICS 2024 97
FIRE STATISTICS 2023 97

Emergency Number Quick Reference

Emergency - Call 911

For Ambulance, Fire, or Crime in Progress

Non-Emergency

Paul Quinn College Security - Booth	(214) 379-5599	Dallas Police Department	(214) 744-4444
Paul Quinn College Security - Mobile	(972) 310-2158	Dallas Fire-Rescue	(214) 670-5466
Dallas County Sheriff	(214) 653-3450	Dallas Code Compliance	311
Dallas Animal Control	(214) 670-8246		

Campus Security Authorities contact numbers and locations

NAME	TITLE	PHONE #	LOCATION
Security	**Security**	**(214) 379-5599**	**Welcome Center**
Administration			
Michael J. Sorrell, Ed.D.	President	(214) 379-5546	Adams 300
Yanek Michel	Chief Financial Officer	(214) 379-5573	Adams 300
Kizuwanda Grant, Ed.D.	Chief Administrative Officer & Title IX Coordinator	(214) 379-5500	Adams 307
Lola Esmieu	Chief of Staff	(214) 379-5413	Adams 200
Paola Ortiz	Executive Assistant to the President	(214) 379-5546	Adams 300
Athletics			
Brian Evans	VP of Athletics & Student Experience	(214) 379-5400	H&W 214
	Men's Basketball Head Coach	(214) 289-7036	Adams 200
	Women's Basketball Head Coach	(214) 379-5499	SUB 106
	Soccer Head Coach	(469) 558-6001	Adams 200
Student Services			
Stacia Alexander, PhD, LPC	Mental Health Coordinator	(214) 379-5426	SUB 202
Angela Belton	Counselor	(214) 379-5473	SUB 202
Glenda Davis, LVN	Campus Nurse	(214) 379-5526	SUB 105
Kelsel Thompson	Site Director Plano / External Affairs	(214) 379-5551	Adams 105A
Student Advising			
Kelli Emerson	Director Student Support Services	(214) 379-5425	SUB 100
Patrick Gonzalez	Retention Manager	(214) 379-5441	Adams 100
Clarice Weeks	Librarian / Campus Advisor NAIA	(214) 379-5565	Library
Courtney Craig	Director, Prestigious Opportunities	(214) 379-5463	Adams 100

GENERAL INFORMATION & EMERGENCY PREPAREDNESS SOURCES

Daily Crime Log and Daily Fire Log
Available in the Office of Facilities – Room 108 of the Adams Building

Emergency Phone Numbers
Published and can be seen online under **www.paulquinn.edu/Consumer-Information** - **Campus Security / Emergency Procedures**

Paul Quinn College Campus Security Policies and Procedures Handbook
Published and can be seen online under **www.paulquinn.edu/Consumer-Information** - **Campus Security / Emergency Procedures**

Paul Quinn College Student Handbook
Published and can be seen online under PQC-Student-Handbook-2023-2025-BOT-approved-Sept-2023.pdf

Campus Safety Plans
Posted in each building throughout the campus:

Active Shooter	Bomb Threats/Explosions	Tornado/Severe Weather
Fire/Alarm Procedures	Hazardous Material Policy	

Crime Reporting Policies and Procedures

Community members, students, faculty, staff, and guests are encouraged to report all crimes accurately and promptly, by victims and witnesses to the appropriate Campus Security Authorities, and the appropriate police and law enforcement agencies as soon as possible. If this is not possible for some reason, the crime should be reported to the Chief Administrative Officer, the Dean of Students, Campus Facilities and Security Manager and/or the Campus Security Office immediately. These individuals will notify the President of the College as well as the appropriate law enforcement officials. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the Residential Halls should be reported to Campus Security or these individuals as well. Contact information for these individuals and ALL Campus Security Authorities can be located on the preceding page.

Confidential Crime Reporting Policies and Procedures

Confidential crime reporting is an essential method of reporting. While the reporting of all crimes is encouraged, it is voluntary for victims and witnesses to do so. For that reason, we also have a policy for confidential crime reporting. If you are the victim of a crime and do not want to pursue action within the college procedures or the criminal justice system, you may still want to consider making a confidential report. The details of your incident can be reported without revealing your identity to the Chief Financial Officer, the Dean of Student Talent, the Director of Campus Life and/or the Campus Facilities and Security Manager. Reports filed in this matter are counted and disclosed in the annual crimes statistics for the college. The preferred and primary points of crime reporting should be the local police department and the office of the Chief Financial Officer and/or the Office of Student Experience. If you choose to file a confidential report through the office of the Dean of Student Experience and/or

the Office of the Chief Financial Officer, with your permission, they can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, College personnel can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. It is the policy of the College to encourage reporting of crimes even if the victim does not wish to file a complaint. The Chief Financial Officer is ultimately responsible for collecting, reporting, and disseminating the annual crime statistics from the local law enforcement agencies and Campus Security Authorities for inclusion in the Annual Crime Report.

Counselors and Confidential Reporting

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be Campus Security Authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such, are not considered to be a Campus Security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if, and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for investigation and inclusion into the annual crime statistics.

Counselors are defined as:

Pastoral Counselor

An employee of an institution who is associated with a religious order or denomination recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

A professional counselor is an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

Accident and Illness Emergencies

Any accident, illness or emergency should be reported to the Residence Life Coordinator, Resident Assistant, Nurse, or Dean of Student Experience immediately. Campus Security should be notified immediately. Campus Security will notify the Campus Facilities and Security Manager. Students are also encouraged to report crimes or suspicious activity to the Dean of Student Experience, Title IX Coordinator, the Chief Financial Officer and/or the Campus Security Office.

Relationships with State and Local Law Enforcement

In addition to the Campus Security force that provides armed and unarmed security services 7 days per week, 24 hours per day, the local law enforcement agencies, Dallas Police Department (DPD) and Dallas County Sheriff's Department (DCSD) regularly patrol the Paul Quinn campus and provide

security services for campus events on a regular basis. The officers of DPD and DCSD communicate regularly on the scene of incidents that occur in and around the campus area. The DPD Police Investigators work closely with the staff at Paul Quinn College when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between DPD, DCSD and Paul Quinn College. State and local law enforcement personnel have arrest authority on the Paul Quinn College campus.

Campus Security Officers are licensed and bonded employees of a contracted security service and are not sworn or commissioned law enforcement personnel, nor are they authorized to arrest any individual. Campus Security Officers investigate, prepare, and submit incident reports to the Campus Facilities and Security Manager, who will coordinate with the Office of Student Experience whose staff will further investigation and issue charges when necessary.

The Adam Walsh Child Protection and Safety Act

The **Adam Walsh Child Protection and Safety Act** is a federal statute that was signed into law by U.S. President George W. Bush on July 27, 2006. The Walsh Act organizes sex offenders into three tiers according to the crime committed, and mandates that Tier 3 offenders (the most serious tier) update their whereabouts every three months with lifetime registration requirements. Tier 2 offenders must update their whereabouts every six months with 25 years of registration, and Tier 1 offenders must update their whereabouts every year with 15 years of registration. Failure to register and update information is a felony under the law. States are required to publicly disclose information of Tier 2 and Tier 3 offenders, at minimum. It also contains civil commitment provisions for sexually dangerous people.

The Act also creates a national sex offender registry and instructs each state and territory to apply identical criteria for posting offender data on the internet (i.e., offender's name, address, date of birth, place of employment, photograph, etc.). The Act was named after Adam Walsh, an American boy who was abducted from a Florida shopping mall and later found murdered.

As of April 2014, the Justice Department reports that 17 states, three territories and 63 tribes had substantially implemented requirements of the Adam Walsh Act.

Texas Department of Public Safety TxDPS Sex Offender Registry

The Department of Public Safety has created searches for Texas Public Sex Offender Registry. These searches allow the public to search the registry for sex offenders registered in Texas. The Public Sex Offender Registry is available as a download for users wishing to do comparisons against their own systems, combine with other data, run statistics or otherwise perform operations not available through the TxDPS Crime Records Service Public website.

Pursuant to Texas Code of Criminal Procedure Art. 62.005, the Texas Department of Public Safety (DPS) establishes this website as the official Internet public access to the DPS sex offender registration computerized central database.

All information on individual registrants is based on registration information submitted by Texas

Department of Criminal Justice, Texas Youth Commission, or various local criminal justice agencies. DPS Cannot guarantee the records obtained through this site relate to the person about whom information is sought. Searches based on names, dates of birth, or other alphanumeric identifiers are not always accurate. The only way to positively link an individual to a specific sex offender record is through fingerprint verification. However, if you feel there is an error on a sex offender registration record, please report this to the local law enforcement agency the sex offender has verified their information with. The verification agency is listed in the sex offender registration information.

All information provided through this website is open record. It may be used by anyone for any purpose. However, it is your responsibility to make sure the records you access through this site pertain to the person about whom you are seeking information. Extreme care should be exercised in using any information obtained from this website. Neither DPS nor the State of Texas shall be responsible for any errors or omission produced by secondary dissemination of this information. The Texas Legislature mandates the following information not be public record: a sex offender's home telephone number, social security number, driver license number, and any information required by DPS for law enforcement purposes.

Pursuant to Texas Code of Criminal Procedure Art. 62.301 and judicial orders, not all offenders are available on the public access sex offender database.

Anyone who uses any information on this website to injure, harass, or for any other unlawful purpose may be subject to criminal prosecution or civil liability.
https://records.txdps.state.tx.us/sexoffender/

Monitoring of Off-Campus Locations and Activity
Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations, is monitored and recorded. This information is provided to the Dean of Student Experiences and/or the Chief Administrative Officer for any action or follow-up that may be required.

There are currently three (3) off-campus housing location at the following addresses:

555 Ross Avenue Apartments
1777 North Record Street
Dallas, TX 75202

Windhaven Park Apartments
6201 Windhaven Pkwy
Plano, TX 75093

Bishop Uniti
596 W 9th ST
Dallas, TX 75208

All crimes and suspicious behavior should be reported to the following immediately as well as local law enforcement:

Offense and Penalties for False Alarm or Report

Section 42.06 of the Texas Penal Code, False Alarm or Report:

(a) A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:

   i. cause action by an official or volunteer agency organized to deal with emergencies;

   ii. place a person in fear of imminent serious bodily injury; or

   iii. prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

(b) An offense under this section is a Class A misdemeanor unless the false report is an emergency involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony.

Timely Warning Policies and Notification Procedures

In compliance with the "Timely Notice" provisions of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, timely warnings are made to the campus community about any occurrences that would pose a threat to the College community. Timely warnings are issued through the Campus Security Office, Office of the Chief Financial Officer or the Office of the President. These reports are distributed in various ways depending on the nature of the threat.

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Security Office the Chief Financial Officer, or the Office of the President, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college emergency notification system, via text message, phone message, and e-mail system to students, faculty, and staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Chief Financial Officer may also post a notice on the campus website and other social media venues, providing the university community with more immediate and wide spread notification. In such instances, a copy of the notice will also be posted in the residence hall, the student union building, the library, the chapel annex, the gymnasium and the Adams building.

Anyone with information warranting a timely warning should report the circumstances to the Chief Financial Officer, President’s Office, Campus Facilities and Security Manager, Director of Campus Life, or the Campus Security Office:

Chief Financial Officer	Office (214) 379-5573 or Mobile (313) 590-7714	Adams 300
VP Inst Programs/Title IX Coord.	Office (214) 379-5500 or Mobile (972) 822-7372	Adams 310
Campus Facilities Office	Office (214) 379-5411 or Mobile (347) 833-5476	Adams 108
President’s Office	Office (214) 379-5546	Adams 300
Campus Security Office	Office (214) 379-5599 or Mobile (972) 310-2158	Welcome Center

Emergency Preparedness, Response, Notification and Evacuation Procedures

The authority to declare a campus state of emergency rests with the President or his designee(s). Paul Quinn College security personnel and administrators have received training in responding to critical 46incidents on campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually Campus Security personnel, and school administrators such as the Campus Facilities and Security Manager, the Chief Financial Officer, the Dean of Student Experience, the Title IX Coordinator or the College President. These individuals typically respond and work together to confirm if a legitimate emergency or dangerous situation exists and manage the incident to resolution. Depending on the nature of the incident, other Paul Quinn College departments and other local or federal agencies could also be involved in responding to the incident.

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, and to the extent the situation affects part or all of the campus, the campus community will be immediately notified via our O365 system. The warning will be issued through the college emergency notification system, O365, via text message, phone message, and e-mail system to students, faculty, and staff. In the event the emergency is isolated, that portion of the campus community would be notified directly. The situation would be assessed on a continuous basis, and the campus community updated, until the emergency situation has been completely resolved or the threat no longer exists.

If Paul Quinn College confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Paul Quinn College campus community, the Campus Facilities and Security Manager, the Chief Financial Officer, the Dean of Student Experience, the Title IX Coordinator and the College President will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the Paul Quinn College campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. Paul Quinn College administration will, without delay and taking into account the safety of the campus community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

During a time of campus emergency, the employee discovering the emergency shall immediately notify the Chief Financial Officer, Campus Facilities and Security Manager and/or the Office of the President. If not available, contact Security or any other senior college administrator. During evening classes, said employee shall contact the Campus Security Office immediately. The contacted Security Officer or Administrator shall determine whether to declare a state of emergency and if necessary, place into effect the appropriate procedures necessary to meet the emergency, safeguard persons and property, and maintain educational facilities.

In the event of a serious incident that poses an immediate threat to members of the Paul Quinn College campus community, the College has various systems in place for communicating information quickly.

Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails, emergency text messages that can be sent to a mobile phone, tablet or computer, and emergency messages that scroll across the Paul Quinn College website. The University will post updates during a critical incident on the web site at http://www.paulquinn.edu.

Communication is a high priority in an emergency situation and Paul Quinn College has multiple layers of communications to notify the campus community of emergency situations.

- **Paul Quinn College Email** – Emergency notifications are sent to Paul Quinn College email addresses and mobile phone numbers. All students, faculty and staff are issued a Paul Quinn College email address.
- **Paul Quinn College Web Site** – All emergency notifications are posted and updated on the Paul Quinn College web site home page, http://www.paulquinn.edu.

If the situation warrants it, the Office of the President will communicate emergency information to individuals and/or organizations outside of the campus community, other than emergency responders. This may include any or all of the following: local news media, radio, television and print; City Government; parents, guardians, alumni, and churches and schools in the neighboring community. The method of communicating with each of these external constituents would be dictated by the severity and urgency of the emergency and may include telephone, email, flyers, press release, etc.
General information about the emergency response and evacuation procedures for Paul Quinn College are publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the Paul Quinn College web site. Detailed information about and updates to the Paul Quinn College emergency response procedures are available on its web site at http://www.paulquinn.edu/consumer-information/.

The College's emergency response procedures include information about College operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. College Departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The College conducts numerous emergency response exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

All members of the Paul Quinn College campus community are notified on an annual basis that they are required to notify the Paul Quinn College security department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Paul Quinn College has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the Paul Quinn College security department has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the

community that may be affected by the situation.

Evacuation

Buildings on campus have an emergency notification system in place. The fire alarm system serves as the evacuation signal. Whenever the alarm system sounds, everyone must leave the building and move to a safe location. Building maps showing exits and where to assemble are posted throughout each facility on campus. Additionally, O365, is the official emergency notification system for Paul Quinn College, providing critical information via text message, phone message, and email. O365 may be triggered for evacuation, inclement weather, power outages, or unscheduled closures. During emergencies, check your PQC email for details. If a closure notice has not been sent, assume the college is open. College-issued email and registered mobile phone numbers are automatically loaded into O365, but students can and should update their contact information in CAMS when information changes. Standard text messaging fees from service providers may apply.

Testing and Evaluation of Emergency Response and Evacuation Procedures

Paul Quinn College will inspect the fire alarm systems on a monthly basis using a licensed, fire and security company. The fire system and campus notification systems will be tested campus-wide at least once per calendar year. Testing Emergency Response and Evacuation Procedures will also be tested campus-wide at least once per calendar year. These events will be publicized and the time and date will be documented.

These tests will address emergency response and evacuation on a campus wide scale. Students, faculty and staff will learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a building evacuation. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At Paul Quinn College, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

If an incident occurs and the building you are in is not damaged, stay inside-seeking an interior room-until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, PQC ID card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

Evacuation plans for each building, campus wide will be reviewed, tested and publicized annually. Notice of the test will be publicized via the O365 system by which a phone, text message and email alert system that will alert students, faculty, and staff via Paul Quinn College issued email and registered mobile phone numbers. The results of the test will be documented and maintained in the office of facilities management and security.

Crime Prevention Activities

Students and employees are encouraged to report all crimes and suspicious activities immediately to:

NAME	TITLE	PHONE #	LOCATION
Security	**Security**	**(214) 379-5599**	**Welcome Center**
Administration			
Michael J. Sorrell, Ed.D.	President	(214) 379-5546	Adams 300
Yanek Michel	Chief Financial Officer	(214) 379-5573	Adams 300
Kizuwanda Grant, Ed.D.	Chief Administrative Officer & Title IX Coordinator	(214) 379-5500	Adams 307
Lola Esmieu	Chief of Staff	(214) 379-5413	Adams 200
Paola Ortiz	Executive Assistant to the President	(214) 379-5546	Adams 300
Athletics			
Brian Evans	VP of Athletics & Student Experience	(214) 379-5400	H&W 214
	Men's Basketball Head Coach	(214) 289-7036	Adams 200
	Women's Basketball Head Coach	(214) 379-5499	SUB 106
	Soccer Head Coach	(469) 558-6001	Adams 200
Student Services			
Stacia Alexander, PhD, LPC	Mental Health Coordinator	(214) 379-5426	SUB 202
Angela Belton	Counselor	(214) 379-5473	SUB 202
Glenda Davis, LVN	Campus Nurse	(214) 379-5526	SUB 105
Kelsel Thompson	Site Director Plano / External Affairs	(214) 379-5551	Adams 105A
Student Advising			
Kelli Emerson	Director Student Support Services	(214) 379-5425	SUB 100
Patrick Gonzalez	Retention Manager	(214) 379-5441	Adams 100
Clarice Weeks	Librarian / Campus Advisor NAIA	(214) 379-5565	Library
Courtney Craig	Director, Prestigious Opportunities	(214) 379-5463	Adams 100

Maintenance of Campus Facilities

Paul Quinn College's Facilities organization maintains the College buildings with a concern for safety and security. In order to provide a safe environment, please report broken or flickering lights, dimly lit corridors, doors and windows that are broken or do not close or lock properly. Inspections of campus facilities are conducted regularly and repairs are made in a timely manner. All members of the campus community are encouraged to report any safety and security hazards to the Facilities Manager, Campus Security, the office of the Chief Financial Officer or the President's Office immediately via the Paul Quinn College online trouble ticket system, email or a telephone call.

Chief Financial Officer	Office (214) 379-5573	Adams 300
Chief Administrative Officer & Title IX Coord.	Office (214) 379-5500 or Mobile (972) 822-7372	Adams 307
Campus Facilities Office	Office (214) 379-5411 or	Adams 108
President's Office	Office (214) 379-5546	Adams 300
Campus Security Office	Office (214) 379-5599 or	Welcome Center

Alcohol and Drug Policy

Paul Quinn College is committed to maintaining a drug and alcohol free campus for employees and

students. This is an essential part of ensuring the safety of employees and students while at work and school, and eliminating poor job performance, inefficient operations, College rule violations, and unethical behavior. The users of drugs may impair the well-being of all employees and the public at large, as well as result in damage to College property. Therefore, it is the policy of Paul Quinn College, the City of Dallas and the State of Texas that it is unlawful to manufacture, distribute, dispense, possess or use a controlled substance on the Paul Quinn College Campus.

The College does not condone violations of federal, state, or local laws regarding any illegal drugs, narcotics, or dangerous substances. Paul Quinn College campus has been designated "Drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by College Security. Violators are subject to disciplinary action under the College's Student Code of Conduct, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21 in the State of Texas. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Paul Quinn College Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus without prior approval by the College. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the College. The College does not permit the use or possession of illegal drugs, or firearms of any kind on the campus, at any College sponsored activity, or when representing the College.

A violation of any local, state or federal law regarding alcohol is also a violation of Paul Quinn College's *Student Code of Conduct,* and will be treated as a separate disciplinary matter by the college. Any student found using, under the influence of, in possession of, or found distributing illegal drugs and/or alcohol is subject to disciplinary action or sanctions by the college, (consistent with local, State, and Federal law), up to and including expulsion and referral for prosecution and possible punishment under the law accordingly.

Employee Alcohol and Drug Policy

In compliance with federal law, Paul Quinn College maintains a drug-free workplace policy. The term "drug" as used in this policy includes alcoholic beverages, prescription drugs, as well as illegal inhalants and illegal drugs and/or controlled substances. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a satisfactory and safe manner that does not endanger other individuals in the workplace. Employees, as well as those who perform work for the College but are not employees (e.g., independent contractors, temporary agency personnel, authorized volunteers) are prohibited from unlawfully manufacturing, distributing, selling, offering to sell, dispensing, possessing, purchasing or using alcohol, illegal or controlled substances, or other intoxicants on the premises of the College, at any time either during work hours or non-work hours, including meal and break periods. The entire College campus is considered the workplace. Any individual who conducts business for Paul Quinn College, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy. Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for Paul Quinn College. Therefore, this policy applies during all working hours, whenever conducting business or representing Paul Quinn College and at company-

sponsored events, on campus, or off campus.

An employee's use of a legal drug can also pose a significant risk to the safety of the employee and the College community. The use or being under the influence of any legally obtained drug by any employee performing Paul Quinn College's business or in an Paul Quinn College facility is prohibited to the extent such use or influence may affect the safety of co-workers or members of the public, the employee's job performance or the safe or efficient operation of the Paul Quinn College's facility.

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program all employees will receive a written copy of the policy. It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.

Entering Paul Quinn College's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, wallets, purses, briefcases and lunchboxes, desks and work stations and vehicles and equipment.

All drug-testing information will be maintained in separate confidential records. Any employee who tests positive will be immediately removed from duty, referred to a substance abuse professional for assessment and recommendations and required to pass a Return-to-Duty test and sign a Return-to-Work Agreement.

An employee will be subject to the same consequences of a positive test if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Paul Quinn College recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.

The College retains the right to require any employee to undergo drug and/or alcohol testing as part of a routinely scheduled fitness-for-duty medical exam to the extent such an exam is regularly conducted on the employee. Also, any employee may be required to undergo drug and/or alcohol testing which is

routinely scheduled for all members of the employee's classification or group.

An employee who refuses to consent to a drug and/or alcohol test when a reasonable suspicion of drug or alcohol use has been identified, a post-accident/incident has occurred or the employee occupies a safety and security sensitive position, is subject to disciplinary action up to and including termination of employment. The reason(s) for refusal shall be considered in determining the appropriate disciplinary action. Reasons for refusal shall be documented in writing by the Chief Financial Officer.

All information from an employee's drug and alcohol test is confidential and only Paul Quinn College, tested employee, or authorized agents of Paul Quinn College or employee are to be informed of test results. Disclosure of test results to any other person, agency, or organization is prohibited unless written authorization is obtained from the employee. The results of a positive drug test shall not be released until the results are confirmed. The records of unconfirmed positive test results and negative test results shall be destroyed by the testing laboratory.

Any employee found using, under the influence of, in possession of, or found distributing illegal drugs and/or alcohol is subject to disciplinary action or sanctions by the college, (consistent with local, State, and Federal law), up to and including termination of employment and referral for prosecution, and possible punishment under the law accordingly.

Alcohol and Substance Abuse Prevention Programs and Education

Paul Quinn College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. This program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and college disciplinary actions.

Paul Quinn College's Student Experience Office, in conjunction with the Campus Health Services Center, provides an overall coordination of the Drug-Free School Program. However, many services are the responsibility of other areas of the institution. These services and responsible areas include:

1. Alcohol and Drug Education: Counseling Services, Employee Assistance Program, and Paul Quinn College Health & Wellness classes.
2. Counseling Services: Campus Mental Health Clinic
3. Referral Services: Mental Health Clinic representatives and the Employee Assistance Program.
4. College Disciplinary Action: Dean, Student Experience, Chief Administrative Officer /Title IX Coordinator, Chief Financial Officer and the President of the College.

A violation of any local, state or federal law regarding alcohol is also a violation of Paul Quinn College's *Student Code of Conduct,* and will be treated as a separate disciplinary matter by the college.

Referrals to drug and alcohol abuse education providers are available from the office of the Chief Financial Officer, the Office of the chief Financial Officer/Title IX Coordinator, the Dean of Student Experience or the Paul Quinn College's Healthcare/Nurse's office.

Professional Counseling

The College provides access to counseling services for students through the campus mental health clinic. The Clinic is open five days a week and makes in person and virtual appointments. Their services are provided at no cost to students who are physically in Texas. To schedule an appointment, contact the Mental Health Coordinator at salexander@pqc.edu.

First-time student appointments will include an intake process. This includes completing the initial paperwork with the Coordinator and talking with a psychiatrist who will determine the best strategy to support each individual student.

Students may receive counseling sessions that relate to depression, anxiety, anger management, time management, grief, substance abuse, interpersonal conflict, and other major mental and behavioral health issues. All records and documents will be filed confidentially and maintained in accordance with HIPAA policies and guidelines.

Disciplinary Complaints for Sexual Discrimination, Harassment and Misconduct

Title IX protects the Paul Quinn College community from sexual discrimination, harassment and misconduct in a school's educational programs and activities. Title IX protects the Paul Quinn College community in connection with all academic, educational, extracurricular, athletic, and other programs, whether those programs take place on Paul Quinn College property, in Paul Quinn College transportation, at a class or training program sponsored by Paul Quinn College at another location or elsewhere.

All complaints or any concerns about conduct that may violate this Policy should be submitted to the Title IX Coordinator, Dean of Student Experience, the Chief Financial Officer, and/or Campus Security as soon as possible.

Filing Report with Local Law Enforcement

In some instances, sexual misconduct may constitute both a violation of Paul Quinn College policy and criminal activity. The Paul Quinn College disciplinary complaint process is not a substitute for instituting legal action. Paul Quinn College encourages individuals to report alleged sexual misconduct promptly to campus officials and to law enforcement authorities, where appropriate. Individuals may file a report directly with local law enforcement agencies by dialing 911 or directly to the Dallas Police Department at 214.744-4444.

Students and staff are also encouraged to report crimes or suspicious activity to the following Campus authorities:

NAME	TITLE	PHONE #	LOCATION
Security	**Security**	**(214) 379-5599**	**Welcome Center**
Administration			
Michael J. Sorrell, Ed.D.	President	(214) 379-5546	Adams 300
Yanek Michel	Chief Financial Officer	(214) 379-5573	Adams 300
Kizuwanda Grant, Ed.D.	Chief Administrative Officer & Title IX Coordinator	(214) 379-5500	Adams 307
Lola Esmieu	Chief of Staff	(214) 379-5413	Adams 200
Paola Ortiz	Executive Assistant to the President	(214) 379-5546	Adams 300
Athletics			
Brian Evans	VP of Athletics & Student Experience	(214) 379-5400	H&W 214
	Men's Basketball Head Coach	(214) 289-7036	Adams 200
	Women's Basketball Head Coach	(214) 379-5499	SUB 106
	Soccer Head Coach	(469) 558-6001	Adams 200
Student Services			
Stacia Alexander, PhD, LPC	Mental Health Coordinator	(214) 379-5426	SUB 202
Angela Belton	Counselor	(214) 379-5473	SUB 202

Glenda Davis, LVN	Campus Nurse	(214) 379-5526	SUB 105
Kelsel Thompson	Site Director Plano / External Affairs	(214) 379-5551	Adams 105A
Student Advising			
Kelli Emerson	Director Student Support Services	(214) 379-5425	SUB 100
Patrick Gonzalez	Retention Manager	(214) 379-5441	Adams 100
Clarice Weeks	Librarian / Campus Advisor NAIA	(214) 379-5565	Library
Courtney Craig	Director, Prestigious Opportunities	(214) 379-5463	Adams 100

Preserving Evidence

It is important that evidence of sexual assault be preserved, because it may be needed for prosecuting the criminal case. Victims and others should not alter the scene of the attack. The victim should not change clothes, bathe or shower, drink or eat anything, or brush her/his teeth before reporting the assault. Any items worn by the victim during the assault, but are not currently being worn, and any materials encountered during the assault should be placed in a plastic bag and brought along with the victim to a local hospital emergency department that has kits to collect and preserve evidence of rape and sexual assault.

Seek medical care as soon as possible at any emergency medical facility. To preserve your legal options, it is important to have a medical exam to assess for physical injuries and to collect evidence. You may have the exam and then decide not to pursue legal action. To preserve evidence of a sexual assault you should not wash or use the restroom in any way until you have been examined. Evidence may deteriorate quickly so victims are encouraged to seek an exam as quickly as possible. A Sexual Assault Nurse Examiner (SANE) can be found at:

- Texas Health Presbyterian
  - Emergency help: 214.345.6203
  - General questions about SANE: 214.345.6443
- Parkland Hospital 214.590.8145
- Methodist Hospital 214.947.8181

Student(s) needing assistance with transportation are encouraged to inform the Title XI Coordinator or the Office of Student Experience.

Student and Visitor Responsibility to Report

Students and visitors to Paul Quinn College are strongly encouraged to report allegations of discrimination, harassment, retaliation and sexual misconduct to the Title IX Coordinator, Dean of Student Experience, the Chief Financial Officer, and/or Campus Security. A report should be made as soon as possible after the incident in order to facilitate an effective response. The longer a report is delayed, the more difficult it will be for Paul Quinn College to investigate. Reports may be made by the person experiencing the misconduct or by a third party, such as a witness or someone who is told of the misconduct.

Mandatory Employee Reporting

In order to enable Paul Quinn College to respond effectively and to proactively stop instances of

discrimination, harassment, retaliation and sexual misconduct at Paul Quinn College, all employees must, within 24 hours of receiving information regarding a potential violation of this Policy, report information to the Title IX Coordinator, Dean of Student Experience, and/or the Chief Financial Officer. Only employees who are statutorily prohibited from reporting such information (e.g., licensed health-care professionals) are exempt from these reporting requirements. This Policy is not intended to restrict curriculum or prohibit or abridge the use of particular textbooks or curricular materials.

Off-Campus Conduct

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this Policy. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the attention of the Title IX Coordinator, Dean of Student Experience and/or the Chief Financial Officer or other Paul Quinn College Administrator's attention immediately

Confidentiality

The College is committed to protecting the privacy of any individual(s) involved in allegations of sexual misconduct. Should a reporter/complainant choose to make a report/bring a formal complaint, investigations of sexual misconduct are done so with respect for confidentiality. Every effort will be made to ensure confidentiality to the extent feasible in order to allow the College to conduct a thorough review of allegation(s). Names and details of the incident will not be shared with anyone outside of the investigative effort, hearing process, and will only be shared with those who must know in order to assist in the review, investigation or resolution of a report. If the complainant requests confidentiality, and/or that the matter not be investigated, the Title IX Coordinator will weigh the request for confidentiality or no investigation against the College's ability to conduct an investigation without revealing identifiable information, the seriousness of the alleged conduct, and the threat to the College community.

It is important to remember when sharing an incident that different employees have different responsibilities regarding confidentiality. As noted herein, responsible employees are required to report all details of an incident (including the identities of both the complainant and the alleged perpetrator) to the Title IX Coordinator.

Availability of Counseling and Advocacy

Counseling and other mental health services for victims of sexual assault are available in the community. A current list of these services is available on the Paul Quinn College website or from the Paul Quinn College Mental Health Coordinator, Stacia Alexander, PhD, LPC. or College Nurse, Glenda Davis, LVN. Family Violence Prevention, Inc. may assist with making referrals for individual counseling and support groups and in identifying community resources that may be of additional help and serve as a victim advocate upon request.

Education and Awareness Programs

Paul Quinn College's Dean of Student Experience and the Title IX Coordinator, in conjunction with other campus offices, is responsible for planning and coordinating campus education and awareness programs about all forms of sexual assault, including rape, acquaintance rape, domestic violence,

dating violence, and other sex offenses. Programs are presented regularly throughout the academic year in student orientation at the beginning of each semester, academic classes, employee training and professional development, and in other settings that are likely to reach people throughout the campus community. Campus-wide education and awareness activities are also conducted during Sexual Assault Prevention and Awareness Month. Students are told about crime on-campus and in surrounding neighbor-hoods. Similar information is presented to new employees. Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis.

At least once per semester, officers from the Dallas Police Department, in cooperation with other university organizations and departments, present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), Rohypnol abuse, theft, and vandalism, as well as educational sessions on personal safety and residence hall security. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in university and student newspapers. When time is of the essence, information is released to the university community through security alerts posted prominently throughout campus, through computer memos sent over the university's electronic mail system and a voice mail broadcasting system.

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. The Office of Student Experience personnel facilitate programs for student, parent, faculty, and new employee orientations, student organizations, community organizations, in addition to quarterly programs for Housing Services Resident Advisers and residents providing a variety of educational strategies and tips on how to protect themselves from sexual assault, theft and other crimes.

During our Drug and Alcohol prevention awareness programs students are also reminded that when under the influence it may be difficult, if not impossible to say no, or fend off an assault from another person or persons.
Tip: *To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call the Campus Security for an escort.*

Policy Expectations with Respect to Consensual Relationships
There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of Policy. Paul Quinn College does

not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of Paul Quinn College. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student or employee) are prohibited except in extraordinary circumstances. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or will shift the student or employee out of being supervised or evaluated by someone with whom he or she has established a consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee, up to and including termination.

Reporting

There are several ways to speak with someone, report an incident, or seek additional information, support, and resources. Different people on campus have different reporting responsibilities and different abilities to maintain confidentiality. The following list provides reporting options and an explanation as to how confidentiality applies to each entity.

Title IX Coordinator

Title IX Coordinator: Pursuant to Title IX of the Education Amendments of 1972, the College's Title IX Coordinator is the designated agent of the College with primary responsibility for coordinating College Title IX compliance efforts. The Title IX Coordinator's responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation, regulation, and case law. The Title IX Coordinator oversees monitoring of College policy in relation to Title IX law developments and is also responsible for implementation of grievance procedures, including notification, investigation and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the College's Title IX compliance, including identifying and addressing any patterns or systemic problems.

Individuals with questions or concerns about Title IX, and/or those who wish to file a complaint of non-compliance or incidence of sexual misconduct (regardless of whether the complaint is against a student, staff, faculty, visitor, or otherwise), may contact the College's Title IX Coordinator or any of the other College officials listed below:

Dr. Kizuwanda Grant, Title IX Coordinator, Title IX Office, Adams 310, kgrant@pqc.edu
214.379.5500

Privileged Communication

The professional, licensed counselors and pastoral counselors affiliated with the College are not required to report any information concerning an incident without the complainant's permission.

Confidential Disclosures
Non-professional counselors or advocates will report the incident to the Title IX Coordinator. However, they are not required to report personally identifiable information about the reporter/complainant. Reporter/complainant needs to understand that not providing identity information may prohibit the College from conducting an investigation and pursuing disciplinary action.

Each academic year, the non-professional counselors or advocates will be identified from among the faculty and staff on campus who have been prepared for such roles.

Responsible Employees
A "responsible employee" is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or whom a student could reasonably believe has the authority or duty to do so. All College employees and volunteers are considered responsible employees and have an obligation to report any knowledge of a sexual misconduct incident to the Title IX Coordinator(s). A report to responsible employees constitutes a formal report to the College and generally obligates the College to investigate the incident and to take appropriate steps to address the situation. These employees cannot guarantee confidentiality due to College's responsibility to provide a safe campus environment. Reports made to Campus Security will also be reported to the Title IX Coordinator. The College follows proper confidential protocol as it pertains to reporting obligations under the Clery Act.

Examples of Responsible Employees: Mental Health Coordinator, College Nurse, faculty, administrative staff, coaches, campus security, area coordinators, Communication/Inquiry student leaders, faculty mentors, and resident assistants.

Questions regarding Title IX may also be referred to the United States Department of Education's Office for Civil Rights.

Office for Civil Rights – Dallas Office
U.S. Department of Education 1999 Bryan Street, Suite 1620
Dallas, TX 75201
Telephone: 214-661-9600
FAX: 214-661-9687; TTD: 877-521-2172 Email: OCR.Dallas@ed.gov

Notice of Non-discrimination
The College is committed to equal opportunity and does not discriminate on the basis of age, color, disability, national origin, race, religion, sex, gender, gender identity, sexual orientation, citizenship status, genetic information, status as a veteran, or any other characteristic that is protected by applicable state or federal law in its operations, employment opportunities, educational programs and related activities.

The College's Policy for Sexual Misconduct and Harassment ("Sexual Misconduct Policy") applies to all applicants, students, faculty, administrators, staff, guests and third parties.

Furthermore, the College forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination or harassment or as a result of participating in an investigation of a complaint of discrimination or harassment.

The Human Resources Department has been designated to handle discrimination or harassment

inquiries regarding the non-discrimination policy. In such matters, please contact:

> **Dr. Kimberly Horne,** Human Resources, Adams 308A, khorne@pqc.edu 214.379.5430
> **Dr. Kizuwanda Grant**, Title IX Coordinator, Title IX Office, Adams 307, kgrant@pqc.edu 214.379.5500

Title IX of the Educational Amendments of 1972 provides that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

The Title IX Coordinator has been designated to handle sex or gender-based inquiries regarding the non-discrimination policy:

Dr. Kizuwanda Grant, Title IX Coordinator, Title IX Office, Adams 307, kgrant@pqc.edu
214.379.5500

Policy Statement – Sexual Misconduct
Discrimination on the basis of sex or gender to include sexual misconduct (sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual violence and sexual exploitation), domestic violence, dating violence, stalking, or other forms of sexual violence, sex or gender-based, or gender-identification based harassment is a violation of the Sexual Misconduct Policy and will not be tolerated by the College. Furthermore, the College forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination or harassment or participating in an investigation of a complaint of discrimination or harassment. The policy and investigation also applies to off-campus conduct if it occurs in the context of an education program or activity of the school. If so, the College will treat the complaint in the same manner that it treats complaints regarding on-campus conduct.

This Sexual Misconduct Policy applies to all applicants, students, faculty, staff, and third parties and applies regardless of the sexual orientation or gender identity of the parties. If you believe you have been subjected to sexual misconduct, you may report such conduct or file a complaint with the Title IX Coordinator, Dr. Kizuwanda Grant.

Sexual Misconduct and Other Important Definitions
The College reaffirms its commitment to a campus community free from sexual misconduct in all of its forms. This commitment involves continuing efforts to eliminate all forms of harassment, sexual misconduct, and interpersonal violence. These efforts include education and preventative programming, personnel training, establishment of procedures that ensure the protection of individual rights, and resources for those who believe they have experienced such conduct. Sexual misconduct may occur across a broad spectrum and between persons of the same or opposite sex. The College prohibits all variations of sexual misconduct.

The following is a non-exhaustive list of prohibited sexual misconduct, as well as important definitions:

Sexual Harassment
Sexual Harassment includes "sex-based harassment" and "gender-based harassment" and is any unwelcome conduct of a sexual nature, including, but not limited to, unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence,

and stalking may also be forms of sexual harassment.

Unwelcome Conduct
Unwelcome Conduct is considered "unwelcome" if a person did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct may take various forms, including name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Hostile Environment
A Hostile Environment exists when sexual harassment/misconduct is sufficiently serious to deny or limit a person's ability to participate in or benefit from the College's programs or activities. A hostile environment can be created by anyone involved in the College's programs or activities. The College will work to make a reasonable determination if a hostile environment exists.

Quid Pro Quo Harassment
Quid Pro Quo Harassment may occur when anyone in a position of power or authority over another uses any academic or supervisory reward to subject such other person to unwanted sexual attention or subject such other person to verbal or physical conduct of a sexual nature. In general, quid pro quo sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal and physical conduct of a sexual nature by one in a position of power or influence when:

1. Submission by an individual is made either as an explicit or implicit term of condition of employment or of academic standing; or
2. Submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting that student or employee.

Sexual Assault
Sexual Assault involves actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

1. Intentional touching of another person's intimate parts without that person's consent; or
2. Other intentional sexual contact with another person without that person's consent; or
3. Coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent; or
4. Rape, which consists of penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
5. Sexual assault can be committed by persons of the same sex as well as those of the opposite sex.
6. Students, faculty members and staff members should understand that forced or unwanted sexual intercourse or sexual contact (as defined above), whether it involves a stranger or an acquaintance, is sexual assault.

Sexual Exploitation and Intimidation
Sexual Exploitation and Intimidation occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples could include prostitution, recording and/or distributing and/or viewing of images/audio of another person without their consent, and voyeurism. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned. Students, faculty members and staff members should understand that apparently consensual sexual relationships, particularly those between individuals of unequal status, may be (or may become) a violation of the Sexual Misconduct Policy.

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

Domestic and Intimate Partner Violence
Domestic and Intimate Partner Violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of Texas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Texas.

Dating Violence
Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic nature or intimate nature with the victim; and, whereas 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, and the frequency of interaction between the persons involved in the relationship.

Consent
Consent is knowing, voluntary, and clear permission to engage in sexual activity or contact. Each party is responsible for making certain consent is given and continued throughout the encounter. A person can withdraw consent at any time, through words or actions. Silence or absence of resistance does not constitute consent. Past consent does not confirm future consent; consent to specific activity does not imply consent to other activity; and consent with one person does not constitute consent with another person. Current or past relationships do not sufficiently constitute consent. Texas State law requires persons be 17 years of age to give consent. Consent cannot be given if force or threat of force has been used to coerce sexual activity or if a party is incapacitated.

Incapacitation
Incapacitation occurs when a person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Such reasons for incapacitation include the use of drugs or alcohol either voluntarily or involuntarily, being asleep or

unconscious, or an intellectual or other disability that prevents a party from having the capacity to consent. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual misconduct.

False Accusations

A false complaint of sexual misconduct can place a permanent stigma on a member of the Paul Quinn College community, regardless of the outcome of an investigation. Therefore, false accusations are prohibited and are violations of College policy. The College reserves the right to redress through appropriate College protocol any complaint, accusation, or testimony found through an investigation to be brought in bad faith or knowingly false. This provision does not apply to reports made in good faith, even if the allegations in the report are not substantiated through an investigation.

Retaliation

Retaliation is defined as any adverse action taken against a person either bringing a complaint of misconduct or accused of misconduct. Retaliation could include, but is not limited to, threats, intimidation, coercion or discriminatory action. Retaliation against an individual who brings a complaint, participates in an investigation, or pursues a criminal charge is prohibited, and will not be tolerated. Retaliation against those accused of sexual misconduct is also prohibited.

Confidentiality

The College is committed to protecting the privacy of any individual(s) involved in allegations of sexual misconduct. Should a reporter/complainant choose to make a report/bring a formal complaint, investigations of sexual misconduct are done so with respect for confidentiality. Every effort will be made to ensure confidentiality to the extent feasible in order to allow the College to conduct a thorough review of allegation(s). Names and details of the incident will not be shared with anyone outside of the investigative effort, hearing process, and will only be shared with those who must know in order to assist in the review, investigation or resolution of a report. If the complainant requests confidentiality, and/or that the matter not be investigated, the Title IX Coordinator will weigh the request for confidentiality or no investigation against the College's ability to conduct an investigation without revealing identifiable information, the seriousness of the alleged conduct, and the threat to the College community.

It is important to remember when sharing an incident that different employees have different responsibilities regarding confidentiality. As noted herein, responsible employees are required to report all details of an incident (including the identities of both the complainant and the alleged perpetrator) to the Title IX Coordinator.

Bill of Rights for Student Participants (respondent/complainant)

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the Higher Education Amendments of 1992 (Public Law: 102-325, section 486(c)). This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford participants in sexual assault proceedings certain basic rights. It also requires the school to notify students of their option to report their assault to the proper law enforcement authorities.

In situations of sexual misconduct participants have the right to a safe environment.

A Safe Environment and Protective Measures
The College takes seriously the safety of individual students as well as the entire campus community and will pursue whatever means it deems necessary and feasible to provide a safe environment with respect to the rights and well-being of all students. Such accommodations may include, but are not limited to, no contact directives, change in class schedules, or change in living arrangements. As part of our victim response policy, we are obligated to comply with a student's reasonable request for a living or academic change.

Procedures for Resolution of Complaints Against Students Regarding Sexual Misconduct

Resources and Support
All parties have the opportunity to have others present for support and consultation and access to campus support services, including, but not limited to, Counseling Services, Office of Student Experience, Health Services, faculty mentor, and identified advocates. The College will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community.

Fairness
The College will investigate and adjudicate violations of The Sexual Misconduct Policy in a timely and impartial manner. All involved will be taken seriously and treated with respect and dignity. Both parties shall be informed in a timely manner and as close to the same time as possible of the outcome of any disciplinary proceeding.

Options for Reporting
Victims shall be informed of all of their options to notify proper law enforcement authorities, including on-campus and local police. The victim has the option of being assisted by campus authorities in notifying the proper law enforcement authorities. The college will provide the specific contact information for the proper law enforcement authorities. The college will recommend, in certain cases, that the victim submit to a forensic examination and that submitting to a forensic examination does not require a police report. If the victim chooses to file a police report the college will assist the victim in every way possible in filing a report.

To file a protective order in Dallas County you may apply for a protective order by contacting the District Attorney's Office at (214) 653-3528. Under Texas law, there is no charge for a protective order obtained through the District Attorney's Office.

Dallas Police Department
Domestic Violence Squad
1400 S. Lamar Street
Dallas, Texas 75215

Protective Orders
Dallas County District
Attorney's Office
133 N. Industrial Blvd.

(214) 671-4304

10th Floor
Dallas, Texas 75207
(214) 653-3528

The Dallas Police Department Victim Services serves a dual function of assisting victims of violent crimes and assisting detectives who investigate crimes. Our primary purpose is to alleviate the psychological and emotional trauma experienced as a result of violent crime. Our services provide information & referral, crisis counseling regarding normal reactions to trauma, and a contact person for the victim or family survivor. Addressing these needs will in turn reduce the short term and long term effects of the trauma while helping to facilitate the victims' willingness and ability to cooperate with the Criminal Justice System in the investigation and prosecution of crimes. This office also assists victims and family survivors with the process of filing for Texas Crime Victims' Compensation funds to aid qualifying victims and their surviving families with expenses incurred as a result of a violent crime. Our goal is to assist people who are victimized by violent crimes in a professional, compassionate, and helpful manner.

The Dallas Police Department Victim Services office is located in the Jack Evans Police Headquarters of the Dallas Police Department Crimes Against Persons Division (CAPERS), 1400 S. Lamar, 5th Floor, Dallas, Texas, 75215.

For information Call:

To make a Police Report for Non-Emergency Call 214-744-4444

Victim Services – (for victims of homicide, sexual assault, aggravated assault, aggravated robberies, and traffic crimes).

Pat Leal Keaton – Victim Services Coordinator – (Spanish Speaker) 214-671-3587 (Mon–Fri.)
Krissi Boulom – Victim Advocate – (Vietnamese Speaker) 214-671-3588 - (Mon – Fri.)
Alberto Nino – Victim Advocate - 214-671-3669 (Tues & Wed.)
Family Violence Contact: (for victims of domestic/family violence)
Sylvia Paige - Family Violence Counselor 214-671-4325
Petra Tamez – Family Violence Counselor – (Spanish Speaker) 214-671-4307
Gang Unit Contact: (for victims of gang violence)
Gang Unit 214-671-4264
Child Exploitation: (for child victims of sexual assault)
Dorine Fernandez – Caseworker 214-671-4211
Identity Theft
Debra Allen - Caseworker 214 671-3560

Division Detectives Phone Numbers (for Burglary & Property Crimes)
Central 214-670-4414
Northeast 214-670-4415
Southeast 214-670-4416
Southwest 214-670-7470
Northwest 214-670-6179
North Central 214-670-7253
South Central 214-671-4501

If no answer or AFTER HOURS – please leave a message or contact these agencies:

Suicide & Crisis Center - 24 hours – 214-828-1000
Violence Intervention Program – Parkland Rape Crisis 214-590-0430
DPD - City of Dallas Crisis Social Services – 214-670-4225
Community Council of Greater Dallas - Information & Referral call - 211
Mosiac Family Services – (Refugee and Immigrant hotline) - 214-823-4434
Victim Relief Ministries – (Faith Based Ministry for Crime Victims) 972-234-3999
Child Advocacy Center – Victim Assistance Coordinator - 214-818-2613
Dallas County District Attorney – Victim Witness – 214-761-1358/ 214-653-3838
Dallas County DA (protective order) 214-653-3528
Dallas Area Rape Crisis Center (DARC-C) - 972-641-7273
Trauma Support Services of North Texas (TSSNT) - 972-709-4904
The Turning Point (Rape crisis counseling - Collin & Dallas County) 972-985-0951
VINE (Victim Information & Notification Everyday) 1-877-894-VINE (8463) - provides basic information on jailed suspects/offenders and their scheduled court events (County jail)
www.vinelink.com
MADD – Mothers Against Drunk Driving 1-800-382-6233
MADD – Victim/Survivor Helpline – 1- 877-623-3435 www.madd.org
RAINN (Rape Abuse and Incest National Network) 24 hrs.- 1-800-656-HOPE (4673)
www.rainn.org
National Domestic Violence Hotline - 24 hrs. 1-800-799-SAFE (7233) www.ndvh.org
Texas Abuse Hotline – Department of Family & Protective Services – For Abuse, Neglect, Exploitation of Children, Elderly and Disabled Adults – 24 hrs. - 1-800-252-5400
www.dfps.state.tx.us
Texas Department of Criminal Justice – Victim Services 1-800-848-4284
www.tdcj.state.tx.us
Texas Crime Victims Compensation – 1-800-983-9933
www.oag.state.tx.us

RIGHTS OF VICTIMS

A victim of crime is defined by Chapter 56 of the Code of Criminal Procedure, as (1) someone who is the victim of sexual assault, kidnapping, or aggravated robbery or who has suffered bodily injury or death because of the criminal conduct of another, (2) the close relative (spouse, parent, adult brother or sister, or child) of a deceased victim or (3) the guardian of a victim. The law also applies to victims of juvenile crime, including victims who suffer property loss.

The State of Texas intends that victims of crime receive the following safeguards, assurances and considerations:

Code of Criminal Procedure, Chapter 56 Texas Constitution, Article I Section 30

- Receive adequate protection from harm and threats of harm arising from cooperation with prosecution efforts;
- have their safety considered by the magistrate when setting bail;
- receive information, on request, of relevant court proceedings, including appellate proceedings, of cancellations and rescheduling prior to the event, and appellate court decisions after the decisions are entered but before they are made public;

- be informed, when requested, by a peace officer about the defendant's right to bail and criminal investigation procedures, and from the prosecutor's office about general procedures in the criminal justice system, including plea agreements, restitution, appeals and parole;
- provide pertinent information concerning the impact of the crime to the probation department prior to sentencing;
- information about the Texas Crime Victims' Compensation Fund and payment for a medical examination for a victim of sexual assault, and, on request, referral to social service agencies that provide additional assistance;
- information, on request, about parole procedures; notification of parole proceedings and of the inmate's release; and the opportunity to participate in the parole process by submitting written information to the Board of Pardons and Paroles for inclusion in the defendant's file for consideration by the Board prior to parole;
- a separate or secure waiting area at all public court proceedings;
- prompt return of any property that is no longer needed as evidence;
- have the prosecutor notify, upon request, an employer that the need for the victim's testimony may involve the victim's absence from work;
- on request, counseling and testing regarding AIDS and HIV infection and testing for victims of sexual assault
- request victim-offender mediation coordinated by the Victim Services Division of the Texas Department of Criminal Justice;
- be informed of the use and purpose of a victim impact statement, to complete a victim impact statement and to have the statement considered before sentencing and acceptance of a plea bargain and before an inmate is released on parole.
- A victim, guardian of a victim, or close relative of a deceased victim may be present at all public court proceedings, with the consent of the presiding judge;
- A judge, attorney for the state, peace officer, or law enforcement agency is not liable for a failure or inability to provide a service enumerated herein.
- Victims should also know that they can have a victim advocate accompany them during the sexual assault exam if an advocate is available at the time of the examination.

Please call your crime victim services contacts in law enforcement and the prosecutor's office for more information about victim services in your community.

Privacy

The investigative process is closed and handled with all confidentiality in mind. Any documents or written statements by both parties are protected by the Family Educational Rights and Privacy Act (FERPA).

Freedom from Retaliation

Any retaliation or intimidation of those involved in a misconduct incident, be it those bringing a complaint, those accused, or those participating in a process, is prohibited and will not be tolerated by the College.

Investigation and Adjudication Process

Most allegations of misconduct within the Paul Quinn College community will proceed through the disciplinary process set forth under the Code of Student Conduct. Allegations of sexual misconduct (including but not limited to sexual harassment, unwelcome conduct, hostile environment, sexual assault, sexual exploitation and intimidation, stalking, domestic violence, and dating violence) will be

adjudicated using the process(es) outlined below.

For complaints alleging a possible violation of the Paul Quinn College Sexual Misconduct Policy the following terms shall apply:

Reporter/Complainant Participant
In this process, the person reporting a possible violation of Sexual Misconduct Policy and/or complaint is referred to as the reporter/complainant.

Responding Participant
In this process, the person who is alleged to have violated the Sexual Misconduct Policy is referred to as the responding participant, or a respondent.

Reporting a Complaint
A student or employee who wishes to make a report of sexual misconduct is encouraged to inform the Title IX Coordinator. To the extent possible, a report should be written and include details of the sexual misconduct, name of the accused individual, the date, and location. Any other relevant and supporting information should be submitted as well. In every report of sexual misconduct, the College will conduct an initial Title IX assessment. At the conclusion of the assessment, the report will be referred for either a remedies-based resolution or investigation to determine if there is sufficient information to proceed with judicial resolution.

Upon receipt of a report, the Title IX Coordinator or his designee will have a preliminary meeting with the reporter/complainant. The purpose of the preliminary meeting is to gain basic understanding of the nature and circumstances of the report; it is not intended to be a full investigation. At this meeting, the reporter/complainant will be provided with a copy of the Sexual Misconduct and Harassment Policy, as well as information about resources, procedural options, interim remedies or remedies, and advised about the College's prohibition on retaliation.

The initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, an investigation may continue depending on a variety of factors, such as the nature of the complaint, the reporter/complainant's wish to pursue disciplinary action, the risk posed to any individual or the campus community by not proceeding.

In the course of this assessment, the College will consider the interest of the reporter/complainant and his/her expressed preference for the manner for resolution. Where possible and as warranted by a review of the facts and circumstances, the College will seek action consistent with reporter/ complainant's request.

Where a reporter/complainant requests that a name or other identifiable information not be shared with the respondent or that no formal action be taken, the College will balance this request with its dual obligations to provide a safe and non-discriminatory environment for all College community

members. The College also will consider its responsibility to afford a respondent fundamental fairness by providing notice and an opportunity to respond before action is taken against him/her.

Should the reporter/complainant not wish to proceed with an investigation or judicial resolution, the Title IX Coordinator, in consultation with the Dean of Student Experience and Chief Financial Officer, will determine, based on the available information, including any investigative report, whether the investigation or the judicial resolution proceedings should nonetheless go forward.

The College reserves the right to proceed with adjudicating a complaint without the support of the reporter/complainant.

In making such a determination the College will consider, among other factors, the following:

- whether the reporter/complainant has requested confidentiality;
- whether he/she wants to participate in the investigation or judicial hearing;
- the severity and impact of the sexual misconduct;
- the respective ages of the participants;
- whether the reporter/complainant is a minor under the age of 18;
- whether the respondent has admitted to the sexual misconduct;
- whether the respondent has a pattern of committing sexual misconduct;
- the existence of independent evidence; and
- the extent of prior remedial methods taken with the respondent.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or a request not to pursue an investigation, but the College's ability to do so may be limited, based on the nature of the request by the reporter/complainant.

Participants will be informed of the College's chosen course of action. Following the initial assessment with the reporter/complainant, and considering requests to date, the Title IX Coordinator will meet with the student alleged to have violated the Sexual Misconduct Policy - the respondent. The respondent is welcome to bring a support person/advisor with them to the meeting. At this meeting the Title IX Coordinator or designee will provide respondent with information about the complaint. The respondent will be provided a copy of the Sexual Misconduct Policy, advised of their rights and responsibilities and available resources and told about the College's prohibition on retaliation.

Prior to receiving the written information about the complaint, the respondent will be asked to acknowledge his/her understanding for confidentiality and non-retaliation, essentially, agreeing not to disclose or discuss anything related to the complaint with anyone other than those authorized to see/hear such information under the process.

Protective Measures

Upon receipt of a complaint, and continuing through to the release of a final outcome, the College has a duty to protect the complainant as well as the student body from potential further harassment.

Therefore, the College may initiate interim or temporary measures. Such measures are intended to reduce further contact between the participants, to ensure the safety of all involved, and to address concerns that may create a hostile environment. Interim measures and remedies will vary based on the facts of a particular case.

Examples of possible interim measures could include, but are not be limited to:

- administrative no-contact or “stay away” orders;
- academic accommodation and support;
- change in residential living arrangement, extracurricular activities, dining area access, work situation, and transportation on and off campus;
- counseling and health services;
- increased monitoring, supervision and/or security.

As part of our victim response policy, we are obligated to comply with a student’s reasonable request for a living or academic change.

An interim suspension of the respondent from the campus (e.g. residence halls, classes, other activities, etc.) will be enacted should there be a demonstrated threat to the health and safety of others involved and/or the normal operations of the College. Such determinations will be made by the Title IX Coordinator in consultation with the Dean of Student Experience and the Chief Financial Officer.

Fact-Finding Investigation

Upon receipt of initial statements from the participants, the Title IX Coordinator will review the information with the Dean of Student Experience. Where the review indicates a possible violation of the Sexual Misconduct Policy, the Title IX Coordinator may refer the case to a neutral investigator(s) of the College’s choosing or may complete the investigation themselves. The investigation is designed to provide fair, reliable gathering of facts. The investigation will be thorough, impartial, and fair; and all individuals will be treated with appropriate sensitivity and respect. The process will be conducted in a manner that is respectful of individual privacy concerns.

It is the responsibility of the investigator to gather information relevant to the facts provided by the statements of the participants to the extent reasonable and possible. Such information gathering will include, but is not limited to, speaking with the participants and any other individuals who may have relevant information, gathering any available physical or medical evidence, including documents, communications between the participants, and other electronic records as necessary and appropriate. Participants will have an equal opportunity to be heard, submit information, and identify witnesses who may have relevant information.

Upon completion of the fact-finding process, the investigator or Title IX Coordinator will prepare a report setting forth the facts gathered. The Title IX Coordinator, in consultation with the Dean of Student Experience, and Chief Financial Officer or their designee will review the report and make a

determination regarding whether there is sufficient information to support a violation of the Sexual Misconduct Policy or the report and investigation details will be referred to a Committee for further deliberations and a decision. All participants will be informed of the conclusion(s) made from the investigative report.

Basic Expectations of Individuals Involved

Basic expectations for individuals involved in the process for resolving alleged violation(s) of the Sexual Misconduct Policy:

1. Paul Quinn College community members are expected to participate in this process and cooperate fully, although efforts will be made where possible to accommodate schedules to reduce the burden of participation on participants and others.
2. Unless both participants agree otherwise, participants will not communicate with one another regarding the incident in question, once the process has begun.
3. To the extent permitted by law, participants and others will maintain confidentiality of the process. This is not intended to imply that participants involved in the process are prevented from speaking to parents, counselors, other confidantes or from reporting the matter to local authorities.

DISCIPLINARY HEARING GUIDELINES

The hearing is intended to provide a full and fair opportunity for the reporter/ complainant and respondent to present their accounts of events and for the Committee to determine the facts of the case, make a determination regarding alleged violation of College regulations, and to recommend appropriate sanctions, if necessary.

The hearing is closed and is not open to the public. The hearing process is an administrative process conducted in a higher education setting and is not subject to the same standards as a court of law. Rules of evidence found in legal proceedings shall not be applied, nor shall any deviations from these prescribed procedures alone invalidate a decision, unless significant prejudice to a reporter/ complainant, respondent, or the College may exist.

Violations of the Sexual Misconduct Policy and all Sexual, Gender or Gender Identification Discrimination Policies will be determined through careful investigation and findings meeting the preponderance of the evidence (i.e., more likely than not) standard.

If a participant does not attend a hearing for any non-emergency or non- compelling reason, the hearing may be held in the individual's absence at the discretion of the Dean of Student Experience/Chair.

If a respondent chooses to withdraw from the College prior to the end of the semester (defined by the last day of final exams) during which a complaint was filed under the Sexual Misconduct Policy, a hold shall be placed on the respondent's records noting "pending disciplinary charges." Should the respondent withdraw after the semester ended, similar action will be initiated. This notation will be

removed or changed as appropriate following final resolution of the disciplinary complaint. If the respondent withdraws from the College while the disciplinary complaint is pending, a permanent notation will be placed on his/her student transcript stating, "student withdrew with disciplinary charges pending." A student who leaves under these circumstances will not be eligible to return to the College. A respondent cannot receive a degree while there is a pending, unresolved disciplinary complaint against him/ her.

A reporter/complainant or respondent may request participation by other suitable means that would not require physical proximity to the other participant. This could include, but not be limited to, partitioning a hearing room or using technology, such as Skype or conference call from an alternative location, to facilitate participation. Any proposed alternative must be reviewed in advance to ensure it is consistent with the goals of a fair and equitable process.

All participants involved in the hearing are required to keep the information learned in preparation for the hearing and at the hearing private. Consistent with the Family Education Rights and Privacy Act (FERPA) regulations, the participants, Committee, and others associated may not share copies of documents. All copies provided must be returned to the College at the conclusion of the hearing as well as any appeals process. Any breach of this duty is subject to disciplinary action by the College.

Both the reporter/complainant and the respondent will:

- participate in a pre-hearing meeting;
- be given a statement of allegation(s) in writing;
- be provided a notice of hearing five calendar days prior to the hearing;
- be permitted to review all investigative documents and related information, subject to the privacy limitations imposed by state and federal law at least five days prior to the hearing;
- be able to provide a written response to the investigative documents within the stated timeline;
- have the opportunity to identify witnesses - Such individuals must have observed the acts in question or have information relevant to the incident and cannot be participating solely to speak generally about an individual's character;
- be permitted to have an advisor/support person of their choice to assist him/her throughout the hearing - Such individuals may only speak to the person to whom they are assisting;

An attorney may serve as an advisor/support person but must abide by the preceding statement. The College will not recognize or enforce agreements between parties reached outside this process.

- listen (e.g. by skype or phone connection) to the discussion (interviews, questions) in the hearing process;
- be given the opportunity to provide follow-up questions to the Committee for consideration to ask of other hearing participants;
- be notified of the outcome of the hearing and/or any appeal.

The Disciplinary Committee shall:

- be referred to as the Committee;

- consist of at least five (5) members in addition to the Chair, (the Chair is typically the Dean of Student Experience), and whose composition is recommended to include at least one (1) faculty member, one (1) staff member, and one (1) student;
- review all documents and information as presented to them;
- engage all participants needed to reach an informed decision;
- utilize "preponderance of the evidence" standard, meaning that it is more likely than not the respondent is responsible for the alleged violation;
- deliberate in closed (private) session to make determination of finding whether the respondent is in violation or not in violation of the Sexual Misconduct Policy;
- provide additional recommendation(s) regarding sanction, if desired.

In so doing the Committee will consider all the relevant information presented, prior disciplinary history, and any confirmed mitigating circumstances.

The Dean of Student Experience /Chair will:

- convene all meetings involved in the adjudication procedures and facilitate the hearing process;
- be a non-voting Committee member regarding findings;
- have the authority to determine the relevance of information in the investigative report, any witnesses and/or their statements, and

General Hearing Process

- The Chair will direct all present to state their names.
- The Chair will excuse unapproved parties, explain the general format and procedures for the hearing and answer any questions from the respondent or reporter/complainant.
- The Sexual Misconduct Policy violation(s) will be stated.
- The respondent will make a plea of either "in violation" or "not in violation".
- The witnesses will be asked to leave the room and shall be called back as requested by the Committee.
- The Committee will interview the participants as they need in order to make an informed decision.
- Each, the respondent and the reporter/complainant, will be given private time with the Committee for the purpose of discussing any questions, observations, or related information that either participant wants the Committee to review with the other directly.
- The Committee will reconvene with all participants.
- Closing (summary) statements will be heard.
- All participants will leave and the Committee shall deliberate in closed, private session.
- The Committee may reconvene, following the initial hearing, to consider additional questions or clarifications.

Related Hearing Process Guidelines

Request to reschedule hearing - Either participant can request to have a hearing rescheduled. Request for such must be made to the Dean of Student Experience/Chair at least three business days prior to the hearing. Such a reschedule will be at the discretion of the Committee and its chair. Such is typically

done when there are pending criminal charges against the respondent and he/she wants time to seek legal counsel and/or there is a substantive conflict in one's schedule, particularly regarding academic tasks.

Contest a Committee member - Participants may question the participation of any Committee member for conflict of interest or other good cause. Familiarity alone does not create a conflict. However, where there is clear information to suggest a member will not be able to provide unbiased and impartial decision, an alternate should be used.

Preponderance of the evidence - Committee members will consider credible evidence to assess the preponderance of the evidence or greater weight standard. This standard expects Committee members to consider whether it is more likely than not that a violation occurred.

Recording of hearing - The College will not audio or video record the Disciplinary Committee hearing, nor is any other individual permitted to do so.

Prior Sexual History of a reporter/complainant - A reporter/complainant's prior sexual history is not relevant and will not be admitted as evidence at a hearing. Where there is a current or ongoing relationship between participants, and the respondent alleges consent, the prior sexual history between participants may be relevant to assess the manner and nature of communications between them. However, the mere fact of a current or previous dating or sexual relationship by itself is not sufficient to constitute consent. Any prior sexual history of reporter/complainant with other individuals typically is not and will not be considered.

Pattern of evidence by a respondent -- Where there is evidence of a pattern of conduct similar in nature by the respondent, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, this information may be deemed relevant to the Committee's determination of in violation and /or assigning of a sanction.

Any participant seeking to introduce information about prior sexual history or pattern of evidence should bring this information to the attention of the investigator(s) at the earliest opportunity. The College, through the Dean of Student Experience/Chair may choose to introduce this information, with notice to both parties.

To aid in an advance determination of such information, a participant must submit to the Dean of Student Experience/Chair three days after the notice of the charge has been made the following:

- a written statement of the information, if not already provided during the investigation;
- a summary of the relevance of this information to make a decision of in violation or sanction; and,
- a brief statement of why this information was not shared previously.

Expert witnesses - Both the investigator and the Dean of Student Experience/Chair reserve the right to consult with any experts which he/she deems necessary to the determination of the facts for a case. Such individuals could be consulted to review or provide a professional opinion regarding evidence

discovered or testimony presented in a hearing.

Disciplinary Committee Finding

Once all the issues regarding the complaint have been fully investigated and adequately addressed, the Committee will report its decision to the Vice President for Academic Affairs. The decision will be reached by a majority. Under ordinary circumstances, the Committee's decision will be issued in writing within five days after the hearing.

The imposition of sanctions will take effect immediately and will not be deferred pending the resolution of appeal. Graduation, study abroad, internships, etc. do not in and of themselves constitute exigent circumstances. In cases where the appeal results in reinstatement to the College or resumption of privileges, all reasonable attempts will be made to restore the student to prior status, recognizing that some opportunities may be irreparable in the short term.

The Committee may find one of the following related to a sexual misconduct complaint:

- A finding that the Sexual Misconduct Policy was violated. The Committee can then recommend additional sanction(s) to the minimum consequences set forth by the College.

- A finding that the Sexual Misconduct Policy was not violated as there is insufficient information to substantiate the allegations of the complaint.

Upon final review of the entire process and the information related to the complaint, the Vice President for Academic Affairs will notify both the reporter/complainant and the respondent in writing. The College will provide both the accused and the accuser with simultaneous written notification of any result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking. In these cases, it is not necessary for a victim to make a written request.

The College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Sanctions for Violence Against Women Act (VAWA) Offenses

Sexual Assault

Based on the nature of the violation and the outcome of the investigation the respondent may receive a formal written warning and/or disciplinary probation; suspension from the residence hall; educational training/workshops; or community service hours; mandatory counseling; receive a suspension for the balance of the current semester; one additional semester; two additional semesters; three additional semesters; or expulsion from the college. The respondent may be required to participate and show proof of relevant counseling before being readmitted to the college and may be required to participate in on-going counseling while attending the college. Additionally, upon recommendation of the committee, or by request from the reporter, the respondent may be prohibited from living in on-campus housing upon being readmitted. At the college's discretion, the respondent may be limited to enrolling in online classes or limited to enrollment in specific sections only. Respondents who are permitted to continue attendance may be issued social probation (limiting campus life and student life activities) to minimize or prevent contact between the reporter and the respondent.

Domestic Violence

Based on the nature of the violation and the outcome of the investigation the respondent may receive a formal written warning and/or disciplinary probation; suspension from the residence hall; educational training/workshops; or community service hours; mandatory counseling; receive a suspension for the balance of the current semester; one additional semester; two additional semesters; three additional semesters; or expulsion from the college. The respondent may be required to participate and show proof of relevant counseling before being readmitted to the college and may be required to participate in on-going counseling while attending the college. Additionally, upon recommendation of the committee, or by request from the reporter, the respondent may be prohibited from living in on-campus housing upon being readmitted. At the college's discretion, the respondent may be limited to enrolling in online classes or limited to enrollment in specific sections only. Respondents who are permitted to continue attendance may be issued social probation (limiting campus life and student life activities) to minimize or prevent contact between the reporter and the respondent.

Dating Violence

Based on the nature of the violation and the outcome of the investigation the respondent may receive a formal written warning and/or disciplinary probation; suspension from the residence hall; educational training/workshops; or community service hours; mandatory counseling; receive a suspension for the balance of the current semester; one additional semester; two additional semesters; three additional semesters; or expulsion from the college. The respondent may be required to participate and show proof of relevant counseling before being readmitted to the college and may be required to participate in on-going counseling while attending the college. Additionally, upon recommendation of the committee, or by request from the reporter, the respondent may be prohibited from living in on-campus housing upon being readmitted. At the college's discretion, the respondent may be limited to enrolling in online classes or limited to enrollment in specific sections only. Respondents who are permitted to continue attendance may be issued social probation (limiting campus life and student life activities) to minimize or prevent contact between the reporter and the respondent.

Stalking

Based on the nature of the violation and the outcome of the investigation the respondent may receive a formal written warning and/or disciplinary probation; suspension from the residence hall; educational training/workshops; or community service hours; mandatory counseling; receive a suspension for the balance of the current semester; one additional semester; two additional semesters; three additional semesters; or expulsion from the college. The respondent may be required to participate and show proof of relevant counseling before being readmitted to the college and may be required to participate in on-going counseling while attending the college. Additionally, upon recommendation of the committee, or by request from the reporter, the respondent may be prohibited from living in on-campus housing upon being readmitted. At the college's discretion, the respondent may be limited to enrolling in online classes or limited to enrollment in specific sections only. Respondents who are permitted to continue attendance may be issued social probation (limiting campus life and student life activities) to minimize or prevent contact between the reporter and the respondent.

Appeal Procedure

Either participant may appeal the final determination of the decision in writing to the President of the College. The appeal must be filed within forty-eight (48) hours, of having received the outcome. The reporter/complainant and/or respondent may appeal only the parts of the decision directly relating to them. Dissatisfaction with the outcome of the hearing is not grounds for appeal. The appeal shall consist of a plain, concise, and complete written statement outlining the grounds for the appeal. The burden of proof lies with the participant requesting the appeal, as the original decision is presumed to have been decided reasonably and appropriately. The Vice President for Academic Affairs will inform participants of the appeal decision. Each participant has an opportunity to respond in writing to an appeal within forty-eight (48) hours of being notified.

The limited bases for appeal are as follows:

1. To consider new evidence or witnesses unavailable during the original hearing or investigation that could substantially impact the original finding and sanctions. This new evidence and its potential impact must be included.
2. An improper investigation and/or adjudication procedure occurred that adversely impacted the outcome of the hearing. Such a deviation would be of substantial impact on the fairness and/or outcome.
3. The sanction(s) imposed beyond the minimum consequences established by the College are too punitive for the designated violation and the cumulative history of the respondent.
4. A bias or conflict of interest existed or was discovered involving the hearing officer and/or Disciplinary Committee member.

The President of the College shall consider the merits of an appeal only on the basis of the four (4) grounds for appeal and supporting information provided in the written request and the record of the original hearing. The Vice President for Academic Affairs will communicate the result of the appeal to the participants within 15 calendar days of having received the appeal.

Records

In violation findings of responsibility regarding a sexual misconduct are maintained as part of the student's portfolio that is stored in the Office of Academic Affairs/Title IX Office. Cases involving suspension or expulsion may become a permanent part of the student's portfolio. The portfolio will be maintained in the file for no fewer than seven years after the student departs from the College.

Medical and law schools and some governmental agencies may require disclosure by the College of any student conduct findings. Students who transfer to other schools or participate in off-campus study programs may also be required to provide such information.

COMPLAINT WITH THE TEXAS HIGHER EDUCATION COORDINATING BOARD

After exhausting the institution's internal grievance/complaint process without satisfactory resolution, current, former, and prospective students may initiate a complaint with The Texas Higher Education Coordinating Board (THECB). That process is described below.

The Texas Higher Education Coordinating Board Student Complaints Overview:

The Texas Higher Education Coordinating Board (THECB) adopted rules codified under Title 19 of the Texas Administrative Code, Sections 1.1101.120, on October 25, 2012. The rules create a student complaint procedure to comply with the U.S. Department of Education's "Program Integrity" regulations, which require each state to have a student complaint procedure in order for public and private higher education institutions to be eligible for federal Title IV funds. In December 2011, the Office of Attorney General of Texas issued an opinion stating that THECB has authority under Texas Education Code Section 61.031 to promulgate procedures for handling student complaints concerning higher education institutions.

How to submit a student complaint: After exhausting the institution's grievance/complaint process, current, former, and prospective students may initiate a complaint with THECB by sending the required forms either by electronic mail to StudentComplaints@thecb.state.tx.us or by mail to:

Texas Higher Education Coordinating Board
College Readiness and Success Division
P.O. Box 12788
Austin, Texas 78711-2788

Facsimile transmissions of the forms are not accepted. All submitted complaints must include a student complaint form, a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release form, and a THECB Consent and Agreement Form. Submitted complaints regarding students with disabilities shall also include a signed Authorization to Disclose Medical Record Information form. Links to the forms are available on the Paul Quinn College website under "Complaint Procedures":

The following forms are required to start the complaint process:

- Student Complaint and Release Forms
- Authorization to Disclose Medical Record Information (Required if a disability is alleged)

The Agency does not handle, investigate, or attempt to resolve complaints concerning actions that occurred more than two years prior to filing a student complaint form with the Agency, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures. Former students shall file a student complaint form with the Agency no later than one year after the student's last date of attendance at the institution, or within 6 months of discovering the grounds for complaint, unless the cause of the delay in filing the student complaint form with the Agency was the complainant's exhaustion of the institution's grievance procedures.

Process: The first step in addressing a complaint is to follow your institution's complaint procedures. If your institution is unable to resolve the matter after you have exhausted their complaint and appeal processes, you may file a complaint with this Agency. Once the Agency receives a student complaint form, the Agency may refer the complaint to other agencies or entities as follows: THECB will refer complaints alleging that an institution has violated state consumer protection laws to the Consumer Protection Division of the Office of the Attorney General of Texas for investigation and resolution, and will refer complaints pertaining to a component institution in a university system to the appropriate university system for investigation and resolution. E.g., complaints pertaining to an institution in the University of Texas System, Texas A&M University System, University of Houston System, University of North Texas System, Texas Tech University System, or Texas State University System shall be referred to the appropriate university system for investigation and resolution. Further, if THECB determines that a complaint is appropriate for investigation and resolution, by the institution's accrediting agency or an educational association such as ICUT (Independent Colleges & Universities of Texas, Inc.), the Agency may refer the complaint to the accrediting agency or educational association.

THECB has the right to adopt any decision made by the accrediting agency or educational association, and may terminate the referral of the complaint to those entities at any time and proceed to investigate and adjudicate the complaint.

If a student complaint concerns compliance with the statutes and regulations that THECB administers and the complaint has not been referred to another entity, THECB will initiate an investigation. Prior to initiating an investigation, however, the student must exhaust all grievance/complaint and appeal procedures that the institution has established to address student complaints and provide documentation to THECB of such exhaustion. As part of its investigation, THECB will request a response from the institution, and may also contact other persons or entities named in the student's complaint or in the institution's response, in order to ascertain all relevant facts. During its investigation, THECB will, in appropriate cases, attempt to facilitate an informal resolution to the complaint that is mutually satisfactory to the student and institution. In cases in which an informal resolution between the student and the institution is not feasible, THECB will evaluate the results of the investigation of the student complaint and recommend a course of action to the Commissioner. After receiving staff's recommendation, the Commissioner will consider the recommendation regarding the complaint and render a written determination either dismissing the complaint or requiring the institution to take specific actions to remedy the complaint. The Commissioner may also request the Board to review and decide issues that regard institutional integrity.

Statement of Accreditation

Paul Quinn College is accredited by the Transnational Association of Christian Colleges and Schools (TRACS) [P.O. Box 328, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org].

For information on filing a complaint against Paul Quinn College, visit the following website: http://tracs.org/documents/1.ComplaintInformationSheet-AgainstInstitution.pdf

Paul Quinn College Sexual Harassment Policy

It is the policy of Paul Quinn College that sexual harassment (as defined under 29 CFR Ch. XIV, subsection 1504.11, Section 703 of Title VII of the Civil Rights Act of 1964), is unconscionable and will not be tolerated. Persons who commit or knowingly permit acts of sexual harassment will be subject to disciplinary action up to and including immediate dismissal. No employee or student at the College may attempt in any way to retaliate against a person who makes a claim of sexual harassment.

Sexual Harassment Definition

Paul Quinn College defines sexual harassment as an action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. Sexual harassment is also defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to or toleration of such conduct on or off campus is made a term or condition of instruction, employment, or participation in other College activities.
- Submission or rejection of such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive college environment.
- Stalking and Domestic/Dating Violence
- Stalking is a criminal act in which one person purposely and knowingly causes another person substantial emotional distress or reasonable fear of bodily injury or death by repeatedly harassing, threatening, or intimidating the victim. Stalking includes, but is not limited to the following behaviors:
    - Repeated following or pursuing;
    - Threatening or obscene gestures;
    - Non-consensual communication;
    - Trespassing;
    - Vandalism; and/or
- Non-consensual touching.
- Unwelcome sexual advances;
- Unwelcome requests for sexual favors;
- Conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, or offensive;
- Unwelcome and inappropriate touching, patting, or pinching and obscene gestures;
- Threats or insinuations that a person’s employment, graduation or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.

Cyberstalking
Cyberstalking (also known as online harassment or electronic stalking) is offensive, threatening communication through the internet, via e-mail, chat rooms, instant messaging, etc. For the legal description, see State of Texas Penal Code § 33.07.

Domestic/Dating Violence
Domestic/Dating Violence is a pattern of behavior in which one partner uses fear and intimidation to establish power and control over a family/household member or intimate partner, often including the threat or use of violence. This form of violence may include, but is not limited to, actions that cause bodily injury through physical, emotional, psychological, economic, or sexual means; and may cause reasonable fear of harm on the part of the victim/survivor, or threaten children or pets. Such violence may be done knowingly or negligently on the part of the perpetrator. Violence in domestic and dating relationships tends to escalate in frequency and intensity over time. The longer it continues, the greater the risk of the victim being seriously injured or killed. Domestic/dating violence and abuse occur among all races, ages, classes, and religious groups. For legal descriptions, see the State of Texas Penal Code § 33.07.

Stalking
Stalking is a criminal act in which one person purposely and knowingly causes another person substantial emotional distress or reasonable fear of bodily injury or death by repeatedly harassing, threatening, or intimidating the victim. Stalking includes, but is not limited to the following behaviors:

- Repeated following or pursuing;
- Threatening or obscene gestures;
- Non-consensual communication;
- Trespassing;
- Vandalism; and/or
- Non-consensual touching.

Sex Offender Registration
The State of Texas Code, Chapter 62 of the state's Code of Criminal Procedure, and the federal Campus Sex Crimes Prevention Act requires sex offenders who plan to enroll in college to register with the law enforcement agency having jurisdiction over the campus. The statute states that "All registered sex offenders who either work at or enroll in a public or private institution of higher education must provide notice to two different entities — Campus Security and the primary registration authority. The offender must notify those same entities when he or she terminates such work or enrollment." Local law enforcement will maintain the registration locally, provide notification to schools, if required, and submit all sex offender registration information to the Texas Department of Public Safety for inclusion in the DPS' Sex Offender Database. The State of Texas Public Sex Offender Registry is available on-line at https://records.txdps.state.tx.us/sexoffender.

Paul Quinn College Policy and Programs to Promote Awareness and Prevention of Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Dating violence, domestic violence, sexual assault and stalking are unconscionable and will not be tolerated at Paul Quinn College. Crimes committed as defined by the Violence Against Women Act (VAWA), will be prosecuted to the fullest extent of the law. Prevention of these crimes is a priority for the College. Periodically during the academic year, Paul Quinn College, in cooperation with other departments presents programs and training sessions to promote awareness of dating violence, domestic violence, sexual violence, and stalking. Information on prevention, personal safety, bystander intervention, the importance of preserving evidence, and reporting options are also presented during these programs and training sessions.

During all new student orientation sessions, and throughout the semester, Paul Quinn College presents information on these issues as well as personal safety and bystander intervention to incoming students and their parents. Paul Quinn College also supports the effort to educate the campus community about violence against women, empower the campus community to end the oppression of women, and promote one vision of dignity which affirms that women are treated with respect and honored as valuable members of all cultures around the world.

Training Partners

Paul Quinn College has developed relationships with external training partners to assist in the delivery of our awareness and prevention programs. Our partnerships regarding Alcohol and Drug Education were mentioned previously in this document. Some of our partnerships in the area of Title IX, Violence Against Women Act (VAWA), Sexual Assault, Domestic Violence, Dating Violence, Stalking and Child Abuse are:

Ms. Samantha Thomas
Executive Director for Access and Equity
Title IX Coordinator
Southern Methodist University
204 Perkins Administration Building
6425 Boaz Lane
PO Box 750200
Dallas, TX 75275-0200

Ms. Jennifer Green
Doctoral Candidate, Dept. of Health Promotion Sciences
College of Public Health, University of Oklahoma
Consent, Building Healthy Relationships, Abstinence, STD & Pregnancy Prevention

Libby Woolverton
Primary Prevention Coordinator (DARCC)
Dallas Area Rape Crisis Center
Obtaining and Maintaining Consent

Luís Acuña-Pilgrim
Education Specialist
Dallas Children's Advocacy Center
Recognizing and Preventing Child Abuse

Awareness and Prevention Programs and Campaigns

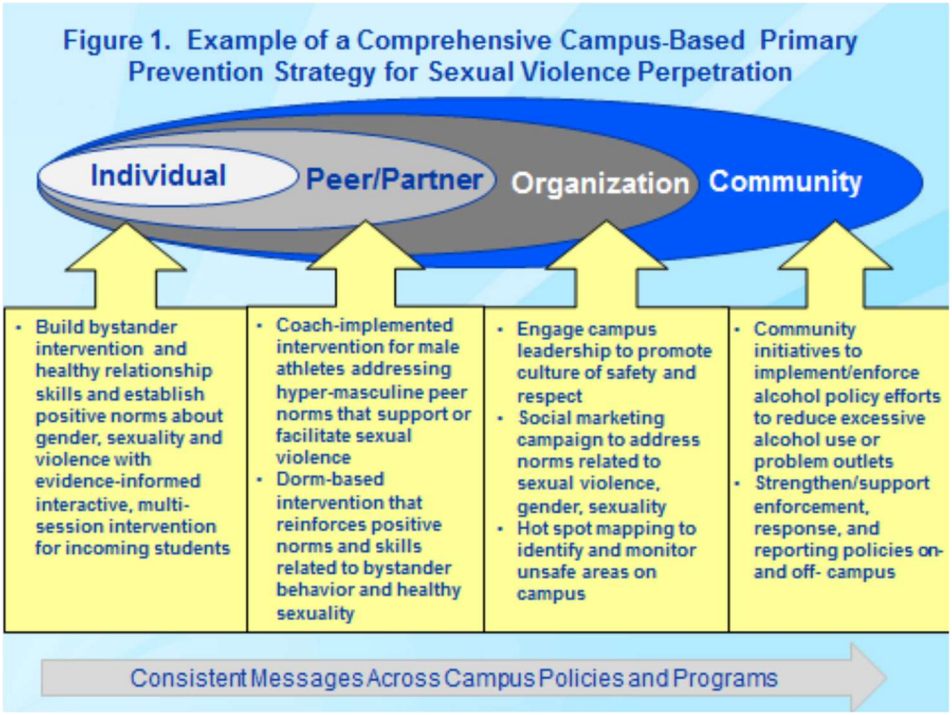
Foundations for Success

- Awareness Programs - Awareness increases understanding of what sexual violence is and its prevalence. Topics include the definition of dating violence, domestic violence, sexual assault, and stalking. Awareness activities also can inform students and staff on which resources are

available for support.

- Bystander Intervention - Bystanders are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. They are someone who is present and thus potentially in position to discourage, prevent, or interrupt an incident.
- Primary Prevention Programs – The next step beyond raising awareness and reducing risk by engaging the campus, the campus communities, and targeted programs in creating long-term solutions and prevention strategies. These include orientation meetings with new students and staff, ongoing, regularly scheduled campus meetings with law enforcement professionals, peer to peer reinforcement education, campus, building, and environmental reviews and inspections, situational and intervention training,
- Ongoing Prevention and Awareness Campaigns – Strategies that encompass the communication and continuing education regarding sexual violence and sexual violence avoidance using campus and community meetings and sessions, one-to-one counseling, electronic media, print media, social media, web content, email.
- Risk Reduction – Use of data, methods and approaches that will assist individuals identify warning signs, educate individuals on safety tips and ways to identify and avoid potentially unsafe situations.
- Drug and Alcohol Prevention and Awareness Campaigns – Implementing substance use/alcohol prevention and education intervention, plus environmental change strategies campus-wide and in the surrounding community that additionally addresses its association with risky sexual behaviors and sexual assault; plus, the evaluation of the program's effectiveness.

Sexual Violence Prevention Awareness Strategy



How to be an Active Bystander

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

- Watch out for your friends and fellow students/employees.
- If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Paul Quinn College Campus Security

The purpose of the security team is to provide 24-hour security to protect the physical properties of the campus, students and employees. The security's authority encompasses all properties owned and operated by the College.

The Security Station is located at the front entrance of the campus in the Welcome Center. It is open 24 hours a day. All reports or requests for security services should be directed to (214) 379-5599 Office or (469) 404-4832 Mobile. It is security's function to patrol the campus to ensure the safety of the students and the college's property and facilities. Security has the authority to issue fines for violations and is authorized to notify the Dallas Police and/or Fire Department during emergencies. Security officers have the authority to remove a student and his/her personal belongings from campus when directed to do so by the Administrative Officers of Paul Quinn College. Security has the authority to have unauthorized and illegally parked vehicles towed without notice, and the authority with the approval of the President, the Office of the Dean of Student Experience and/or the Chief Financial Officer to conduct searches of residence hall rooms when there is the suspicion of drugs, weapons, stolen items, any other legal activity or potentially threatening behavior.

The security team is a part of the Office of the President and is supervised by the Chief Financial Officer and the Campus Facilities and Security Manager. Campus Security Officers are bonded employees of a contracted security service and are not sworn or commissioned law enforcement personnel, nor are they authorized to arrest any individual. Campus Security Officers investigate, prepare, and submit incident reports to the Chief Financial Officer or the Campus Facilities and Security Manager, who will coordinate with the Office of the Dean of Student Experience for further investigation and charges.

Serial numbers of stolen items from the campus are reported to the local authorities.

Criminal actions or concerns of emergency can and should be reported by any student. The Office of Campus Facilities and Security maintains the college buildings and grounds with a concern for the safety of all. Campus facilities are regularly checked and repaired for safety and security purposes; i.e., broken windows, locks, and doors. College officials along with Security will observe the campus to maintain proper lighting and other items of concern for the well-being of our campus community. Any deficiencies observed are reported to the proper individuals for repairs.

During the time the College is officially closed, buildings are locked and cleaned and only dormitory personnel, physical plant, student workers, and other major officers have access to the facilities.

Crime Prevention and Awareness Programs

Periodically during the academic year, the Paul Quinn College will present crime prevention and awareness sessions on topics such as sexual assault; alcohol and drug abuse; theft, vandalism, and personal safety. Note: this information can also be found in the Paul Quinn College Student Handbook.

Security Awareness Programs

During new student orientation sessions in June, August and January, students are informed of services offered by Paul Quinn College and Campus Security. Slide presentations outline ways to maintain personal safety. Students are told about crime on campus and in surrounding neighborhoods. Similar information is presented to new employees.

Crime Prevention Programs and Sexual Assault Prevention Programs are offered on a continual basis. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, articles and advertisements in college newspapers, and on the Paul Quinn College website http://www.paulquinn.edu.

When time is of the essence, information is released to the Paul Quinn College community through alerts posted prominently throughout campus, computer memos sent over Paul Quinn College's email system, and on the Paul Quinn College alert system.

Security Awareness Meetings

Crime prevention meetings are held on campus including our Security Officers and the Dallas Police Department. Attendance to these meetings is voluntary. Prior notice will be provided through the residence hall, student union building, administration, and the dining hall.

CAMPUS SAFETY PLAN

Safety Tips on Campus

Paul Quinn College makes every effort to provide a safe campus for students, employees, and their property. However, students and employees are responsible for all personal items brought on the campus. The College does not provide insurance coverage.

- Be careful when crossing streets, Use pedestrian crosswalks.
- If driving on campus, yield to pedestrians in the crosswalk.

- Always lock and secure your vehicle when you park.
- Do not leave valuables unattended.
- Lock and secure your desk and office when away, even if it is for a short period of time.
- Keep small valuables (e.g. wallets and purses) out of sight in a closed and locked desk or file cabinet.
- When away from your work area, let a coworker or close neighbor know about your departure and expected time of return.
- Lock your computer when away from your office.
- Pay attention to people who do not belong in the areas where you work.
- Engage such people by saying "Excuse me? You appear to be lost. May I help you?"
- Pay attention to what they are wearing and other personal characteristics in case a description needs to be relayed to security.
- Report suspicious people or activity to security immediately. Give your name, department, phone extension, the location of the suspicious person and a description.
- Be discreet. Never advertise plans for being away to visitors you don't know or people calling your place of work.
- Report broken or flickering lights, dimly lit corridors, doors and windows that are broken or do not close or lock properly. Do not assume someone else will do it.

Identification Cards

All faculty, staff and registered students must have a Paul Quinn College identification card (ID card). The identification card is issued by The Office of Technology upon completion of the employment and student registration process and must be validated for the year. The identification card is used for identification, admission to college sponsored events, entrance to and use of college facilities (dining hall, library, fitness room, residence hall, etc.), and entrance to the campus. The identification card is non-transferable and must be surrendered upon withdrawal from the college. Students will be charged the appropriate fee to cover the cost of replacing a lost or damaged student I.D. card. Misuse of the Identification Card or failure to present it upon request may result in disciplinary action.

Access to the Campus of Paul Quinn College

Access to the Campus of Paul Quinn College is through the Welcome Center at the main gate. Staff, faculty and students are required to have a valid parking decal displayed in the upper left corner of the front windshield of their vehicle. Applications for parking decals can be obtained at the Welcome Center, dormitory and business office. Staff, faculty and students will also be required to show a valid PQC ID badge. All passengers in a vehicle also need to show their PQC ID badge before entering the campus. If guests are in the vehicle they will be required to show their identification and sign in and follow the procedures under Guest Visitation Policy below. Visitors with confirmed appointments, and prospective students must sign in and will be escorted by security to their destination.

Access to Administration Building, Library, Student Union Building

Access to the Administration Building, Library and the Student Union Building have limited access through a main entrance during normal business hours, Monday through Friday, 8:30AM to 5:00PM. Visitors with confirmed appointments, and prospective students are escorted by security to their destination. All other entrances to these facilities are access controlled via the S2 Access Control

System and require an authorized ID Card to access.

Residence Hall Security

Everyone shares a responsibility for the security of the residence hall. Outside doors are locked 24 hours a day, seven days a week, 365 days a year for the safety of the residents and are only accessible via an ID Card with appropriate access to the S2 Security System. ID Cards of non-resident students do not have access to the residence hall. Propping outside doors open is prohibited, and fines and/or disciplinary action will be assessed to any persons found guilty of violating this policy. Entering or exiting through windows is not permitted and may result in appropriate disciplinary action.

During between semester breaks, all student ID Cards are deactivated until the student is registered and the date to report back to campus has arrived.

The facilities staff has access to the residence hall at all times, but will not enter the room of a student without the permission of the student, or escorted by the residence hall manager unless there is an extreme emergency, such as water flooding or smoke protruding from underneath a door. Similarly, campus security personnel will not enter a student room without begin escorted by the residence hall manager or an authorized resident assistant.

Room Keys

Room Keys: Lost room keys may be replaced for a fee of $50. Locks in all residence halls will be re-keyed whenever a key is lost. As a result of this charge and work order, refunds are not available. All keys are considered Paul Quinn College property and must always be returned to the residential life professional staff. Under no circumstances should a resident loan his/her key(s).

Students will be charged $5 each time they require entrance to their rooms, including use of a loaner key. Loaner keys are intended for temporary use and must be promptly returned; failure to do so will result in a $50 charge for a re-keying of the door and $25 charge for the loss of the loaner key. Lost keys must be reported to the hall staff as they may compromise security to the building and other residents. Broken keys, due to negligence of the student, will be charged $25 for replacement.

Curfews

The Paul Quinn College curfew is designed to assist in the overall security of the campus. All resident students are required to be in the residence halls by MIDNIGHT on Sunday through Thursday, and by 3 a.m. on Friday and Saturday nights. Non-resident student vehicles are not permitted to enter the campus after curfew. No vehicles will be allowed on campus during curfew hours. Visitors will not be allowed to enter the campus after closing. PQC on-campus students will not be permitted to loiter outside campus buildings after the campus is closed.

Guest Visitation Policy

Each resident is responsible for the conduct of his/her guest(s). Visiting hours are 10 a.m.-12 a.m. Sunday through Thursday and 10 a.m.-2:30 a.m. Friday and Saturday. The residence life staff may grant extension of visiting hours for reasons of study, etc. Because of security considerations, all visitors to the residence halls are required to register at the security booth at the Welcome Center and leave identification until the visit is concluded and they have departed the residence hall. Only authorized residents are allowed to live in the residence halls. Students are expected to sleep in their

assigned rooms.

Hosts will be fined $100 for any unauthorized guests, and may be subject to disciplinary action, which may result in dismissal from the Residence Hall or their guest privileges being suspended.

Students desiring family or friend overnight accommodations must be authorized to do so by the Dean of Student Experience or his/her designated person, one week prior to the visit. Cohabitation is not permitted and may result in disciplinary action for the student or students involved.

Missing Student Policy

Higher Education Act Reauthorization with Higher Education Opportunity Act – 2008 Section 485(j) requires all institutions of Higher Education that participate in any Title IV program and provide on–campus housing to students to establish both a Missing Student Notification Policy and Official Notification procedure for handling missing persons that apply to missing student's reports of students who reside on campus. Any missing student report must be referred immediately to the Campus Security department.

Missing student policy is defined as any currently registered student of Paul Quinn College who has not been seen by friends, family members or associates for 24 hours, and whose whereabouts have been questioned and brought to the attention of one of the following staff members of the College community.

NAME	TITLE	PHONE #	LOCATION
Security	**Security**	**(214) 379-5599**	**Welcome Center**
Administration			
Michael J. Sorrell, Ed.D.	President	(214) 379-5546	Adams 300
Yanek Michel	Chief Financial Officer	(214) 379-5573	Adams 300
Kizuwanda Grant, Ed.D.	Chief Administrative Officer & Title IX Coordinator	(214) 379-5500	Adams 307
Lola Esmieu	Chief of Staff	(214) 379-5413	Adams 200
Paola Ortiz	Executive Assistant to the President	(214) 379-5546	Adams 300
Athletics			
Brian Evans	VP of Athletics & Student Experience	(214) 379-5400	H&W 214
	Men's Basketball Head Coach	(214) 289-7036	Adams 200
	Women's Basketball Head Coach	(214) 379-5499	SUB 106
	Soccer Head Coach	(469) 558-6001	Adams 200
Student Services			
Stacia Alexander, PhD, LPC	Mental Health Coordinator	(214) 379-5426	SUB 202
Angela Belton	Counselor	(214) 379-5473	SUB 202
Glenda Davis, LVN	Campus Nurse	(214) 379-5526	SUB 105
Kelsel Thompson	Site Director Plano / External Affairs	(214) 379-5551	Adams 105A
Student Advising			
Kelli Emerson	Director Student Support Services	(214) 379-5425	SUB 100
Patrick Gonzalez	Retention Manager	(214) 379-5441	Adams 100
Clarice Weeks	Librarian / Campus Advisor NAIA	(214) 379-5565	Library

The College will initiate an investigation when notified that a student; who resides in a campus residence hall, is missing, with no reasonable explanation for his/her absence. The investigation will include gathering of all information including: discussions with friends and roommate, meal and card access use around campus, social networking sites if possible, contacting them by phone or text. In the event of a missing student residing on campus, the President, Vice President for Academic Affairs, Dean of Student Talent, Director of Campus Life, Campus Facilities and Security Manager, or designee will notify the parents/family members regarding the situation, and regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, will also inform the local law enforcement agency that has jurisdiction in the area within 24 hours that the student is missing.

In the event the student does not reside in a College residence hall, the appropriate local police authorities will be notified by the college and an investigation will be initiated.

If the students are under 18 years of age and not emancipated, the institution will notify a custodial parent or guardian within 24 hours of the determination that the student is missing, if the student has been determined missing by the institutional police or Campus Security department, or the local law enforcement agency in addition to notifying any additional contact person designated by the student.

Each fall, summer, and spring, new and continuing students will be provided with an opportunity to denote a confidential contact person to notify in the event they become missing. All students will be advised that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials, and that it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. All students will be advised, if under 18 years of age and not emancipated, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student; and the college will advise all students that, the institution will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Active Shooter Procedures

If you witness the incident or suspect an active shooter incident, immediately Call 911 + Security, 214-379-5599.

- Be prepared to give details: location, suspect description, how many people are involved, type of weapon (handgun, etc.)
- If possible, safely exit the building, or seek immediate shelter behind a locked door/barricade and warn others.
- Stay away from windows.
- Turn cell phones to silence and turn computers off.
- Direct students to remain in locked classrooms or offices. Remain in locked classroom or office until “all clear” is given by college officials or emergency personnel.

- Only as a last resort, if the suspect enters your room, talk to the attacker. Talk about the good part of your life, i.e. your family, your dog, etc.
- Remain calm at all times.

Fire/Alarm Procedures
To report an emergency: Call (911) + Security 214-379-5599.

Annual Fire Safety
Beginning by October 1, 2010, an institution that maintains any on-campus student housing facility must prepare an annual fire safety report.

Fire Safety System
A description of each on-campus student housing facility fire safety system must be contained in this report. Definition of a Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

On-Campus Housing
Paul Quinn College currently has two (2), on-campus housing facilities, the Trammell S. Crow Living & learning Center and the Lofts@PQC in the Student Union Building. The Fire safety system in the facilities includes the following devices: Honeywell control panel and wired fire/smoke detection sensor in each resident's room, common areas, laundry room, hallway and stairwell; audible sirens and visual strobes indicating an alarm condition; pull stations located at required intervals on each floor of the facility; and fire extinguishers located at required intervals on each floor of the dormitory. All stairwells have fire doors which are always in the normally closed position. The S2 access control system automatically releases the doors when an alarm event occurs to ensure residents are able to easily open the doors of their escape route. The fire safety system is monitored 24/7 by Stanley Convergent Security Solutions, Inc. via two AT&T analog telephone lines in both facilities. Similar systems are installed and monitored in every facility on campus.

ON-CAMPUS FIRE SAFETY SYSTEM TABLE

Residential Facility	Fire Alarm Monitoring by Stanley Convergent Security Solutions, Inc.	Sprinklers	Smoke Detection	Fire Extinguishers	Evacuation Plans and Placards	Number of Evacuation Drills Annually
Crow Hall	X	X	X	X	X	3
The Lofts@PQC	X	N/A	X	X	X	3

Non-campus owned or controlled property
The following locations are leased by the College to house currently enrolled PQ students:

555 Ross Avenue Apartments
1777 North Record Street
Dallas, TX 75202

Windhaven Park Apartments
6201 Windhaven Pkwy
Plano, TX 75093

Fire Safety Awareness and Training
It is the responsibility of all members of the College community to be familiar with safety policies and procedures. Exit routes for existing buildings are posted in the halls; fire safety is discussed during residence hall meetings and at the beginning of each semester during new student orientation and in general town hall meetings. The following items are prohibited from Paul Quinn College buildings: open flames such as candles, incense, appliances with exposed heating elements, appliances that overload the electrical system, and fireworks. This is a tobacco-free campus. Tobacco, lit or unlit, is not allowed on campus.

Tampering with fire control equipment or alarm systems is strictly prohibited. Any person who disregards the right and property of others by tampering with fire control equipment or alarm systems (including causing a “false alarm”) is not only in violation of College policy but is also subject to both civil charges and fines. Tampering with systems includes any vandalism or removal of batteries from smoke alarm systems or misuse of fire extinguisher. In the event of a malfunction of the system, maintenance should be notified immediately.

Smoke detectors activate an alarm system automatically in case of a fire in a building. Manually operated alarms (pull stations) are also located in all residence halls. The residence life staff is responsible for scheduling regular fire drills throughout the year. Each time the fire alarm sounds, students should exit the building quietly in line and in an orderly fashion, to the nearest exit. Failure to exit the building in an orderly fashion may result in a turnaround fire drill. Tampering with fire safety equipment is an illegal offense and will subject the individual to prosecution under the law. Failure to evacuate a facility during an alarm will subject the student to disciplinary action.

<u>If you hear a **fire alarm**:</u>
- Turn off electrical equipment.
- Close doors to prevent spreading fire.
- Do NOT use elevators.
- Evacuate to an open area at least 100 yards upwind away from the affected building.

<u>If you discover a **fire**:</u>
- Activate the nearest fire alarm Call 911+ Security (214) 379-5599.

- Notify others in the area Evacuate to an open area at least 100 yards away upwind from the affected building. Evacuation is the priority. If you have time, execute the following:
- Close all windows and doors, open drapery, and turn off all electrical equipment.
- Put on light coat or raincoat and walking shoes.
- Grab a towel - use wet towel over nose and mouth in case of smoke.
- Proceed single file and remain at least 100 feet from burning buildings.
- Do not run or return to building unless the "All Clear" signal is given by a staff member, Resident Assistant, or Fire Officials.

Prolonged ringing of the fire alarm will indicate a fire or a fire drill. The most probable danger comes from fires in the waste basket or from a curtain, for which the fire extinguisher should be used. Always locate the nearest fire extinguisher and know how to use it. (All Paul Quinn College Buildings Are Smoke-free and Tobacco-free). *Remain in a safe location until "all clear" is given by college officials or emergency personnel.*

If you become aware that a fire took place, even if it was contained without emergency fire and rescue being called to the scene, report it to one of the following college staff members:

NAME	TITLE	PHONE #	LOCATION
Security	**Security**	**(214) 379-5599**	**Welcome Center**
Administration			
Michael J. Sorrell, Ed.D.	President	(214) 379-5546	Adams 300
Yanek Michel	Chief Financial Officer	(214) 379-5573	Adams 300
Kizuwanda Grant, Ed.D.	Chief Administrative Officer & Title IX Coordinator	(214) 379-5500	Adams 307
Lola Esmieu	Chief of Staff	(214) 379-5413	Adams 200
Paola Ortiz	Executive Assistant to the President	(214) 379-5546	Adams 300
Athletics			
Brian Evans	VP of Athletics & Student Experience	(214) 379-5400	H&W 214
	Men's Basketball Head Coach	(214) 289-7036	Adams 200
	Women's Basketball Head Coach	(214) 379-5499	SUB 106
	Soccer Head Coach	(469) 558-6001	Adams 200
Student Services			
Stacia Alexander, PhD, LPC	Mental Health Coordinator	(214) 379-5426	SUB 202
Angela Belton	Counselor	(214) 379-5473	SUB 202
Glenda Davis, LVN	Campus Nurse	(214) 379-5526	SUB 105
Kelsel Thompson	Site Director Plano / External Affairs	(214) 379-5551	Adams 105A
Student Advising			
Kelli Emerson	Director Student Support Services	(214) 379-5425	SUB 100
Patrick Gonzalez	Retention Manager	(214) 379-5441	Adams 100
Clarice Weeks	Librarian / Campus Advisor NAIA	(214) 379-5565	Library
Courtney Craig	Director, Prestigious Opportunities	(214) 379-5463	Adams 100

Plans for future improvements in fire safety
Beginning in 2017, the college conducts three annual fire/emergency evacuation drills for on-campus housing, during the fall and spring semesters and during the summer bridge session. The plans include determining the type of emergency, initiating the notification system, communication and coordination of first responders and reviewing the results of the exercises to see how we performed. In the future we intend to perform one live emergency evacuation drill per semester for the non-campus operated building as well. Similar exercises are conducted periodically for other facilities on a campus-wide basis that include evacuation plans for all occupied buildings on campus.

Bomb Threats/Explosions
If you receive a bomb threat:
- Collect as much information as possible from caller.
- Call 911 + Security (214) 379-5599.
- Notify others in the area.
- When a threatening call is received, attempt to learn the following:
- When is the bomb set to go off?
- What is the explosive?
- What does it look like?
- Where in the building is it?
- What does the person's voice sound like? (man, woman, child, accents, etc.)
- Were there any identifiable sounds in the background?
- What is the exact wording of the threat?

Immediately after receiving the threat, evacuate the area or the building, (take personal belongings that are within reach). Appropriate personnel will begin a search of buildings and grounds for suspicious items. If a bomb is found, the appropriate personnel will isolate the area:

DO NOT DO ANY OF THE FOLLOWING:
- Handle the device, use two-way radios, use cell phones, use pagers, or turn lights on/off.
- Keep all people a minimum of 300 yards away from the area where the bomb is located.
- Only emergency personnel should enter the area.

Re-enter the building after the "all clear" is given by college officials or emergency personnel.

Tornado/Severe Weather Warnings
Tornado WATCH:
Definition: Weather conditions that could result in the formation of tornadoes.
Tornado WARNING:
Definition: A tornado has been spotted in the area or has been indicated by radar.
Campus Security will monitor weather conditions. Campus administration will be notified upon the issuance of a tornado watch. People outside need to seek shelter immediately inside the nearest building. People on second floor of a building need to immediately move to the lowest level of the building.
Remain in a safe location until the "all clear" message is given from college officials or emergency

personnel.

Hazardous Material Policy

Paul Quinn College is committed to provide a safe environment for faculty, staff, students, outside contractors, and visitors of the College who work with or around hazardous materials and to those areas of the Campus which may be affected by presence of such materials. The management of hazardous materials through their acquisition, utilization, and storage stages is critical. This policy is written to provide the overall requirements for the management of hazardous materials in all laboratories, work spaces, facilities, and other property of Paul Quinn College.

Hazardous Material is defined as a product, waste or combination of substances which because of its quantity, concentration, physical, chemical, toxic, radioactive, or infectious characteristics may reasonably pose a significant, actual, or potential hazard to human health, safety, welfare, or the environment when improperly treated, stored, transported, used, disposed of, or otherwise managed. Hazardous materials include - without limitation - synthetic organic chemicals, petroleum products, heavy metals, radioactive or infectious materials, and all substances defines as "toxic" or "hazardous."

All hazardous material must be stored in appropriate cabinets, flammable material storage cabinets etc. until use and returned for safekeeping after use. Containers of hazardous materials should not be left on bench tops when not in use.

It is important that anyone using hazardous material read the Material Safety Data Sheet (MSDS) associated with the hazardous material before its use. Anyone handling or using hazardous material shall use personal protective equipment as noted in the MSDS. No person at Paul Quinn College may order, purchase, handle, or use hazardous material without the proper OSHA training.

In case of emergency, spill or other hazardous material conditions, call Campus Security and 911 immediately. Contact the Facilities Manager, at 214-379-5411, for further information and instruction.

Vaccination Policy and Illness Prevention

Meningitis Vaccination Policy

State of Texas State Law requires the meningitis vaccine for all students under the age of 22 enrolled in on-campus college classes. Documentation of the meningitis immunization must be dated 10 days prior to the move in date or the first day of classes. Students without the required documentation will NOT be allowed to move-in to the residence hall or begin attendance in class.

Recommendations for the Flu Season

Self-Isolate - Anyone with flu-like illness should stay away from classes and limit interactions with other people, except to seek medical care, for at least 24-hours after they no longer have a fever, or signs of a fever, with the use of fever-reducing medicines.

If you live off-campus, please remain at home until at least 24 hours after you are free of fever, or signs of a fever, with the use of fever-reducing medicines.

- **High-Risk Students or Staff:**

If you become ill with flu-like symptoms, you should speak to your health care provider as soon as possible.

- **Hand Hygiene and Respiratory Etiquette:**
  Stay home when you are sick. Wash your hands frequently with soap and water when possible. Use hand sanitizers when soap and water are not available. Cover your nose and mouth with a tissue when coughing or sneezing (if a tissue is not available, use your shirt sleeve or elbow).
- **Routine Cleaning:**
  Keep all of your high-touch surfaces clean. The college provides routine cleaning one time per week.

CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

STUDENT'S CODE, RIGHTS, RESPONSIBILITIES AND CONDUCT

The Standards of Conduct exist to protect the persons who make up the College community, as well as the rights and property of the College. These standards also foster and enhance the academic mission of the institution. While the Standards of Conduct do not include all of the activities that may adversely affect the College community, they do apply to the conduct of all students and student organizations while on the premises of the College and off the campus as long as the student or groups maintain a student relationship with the College. The school's premises include all lands, buildings, and facilities owned, leased, or operated by the College. The College reserves the right to sanction currently enrolled students for violating the Standards of Conduct, even if said violations occur off campus.

Students enrolled at Paul Quinn College are expected to conform to regulations, federal and state laws, and city ordinances. Enrollment as a student in no way exempts any person from penalty in case of violation of local, state, or federal laws. Students who are penalized for violation of public laws are not exempted from penalty by college authorities if violation of that law is a violation of student's Standard of Conduct. The College's decision in disciplinary matters is independent of off-campus legal action, except that any student convicted of criminal misconduct, whether occurring on campus or not, may be suspended or expelled from the College.

Students who violate any Paul Quinn College policy will be subject to disciplinary action set forth in this Handbook. Situations may arise not specifically covered by college regulations, but which adversely affect the welfare of the College Community. In these instances, the President, Chief Financial Officer, the Dean of Student Experience and/or Vice President of Academic Affairs will evaluate the situation and take the appropriate action under the guidelines of this Handbook. Students will be afforded the review and appeal processes provided by this Handbook for any disciplinary action.

Students charged with policy violations of the Code of Conduct are officially notified in writing of the allegations. The sanctions given as a result of a student being found in violation or responsible for a violation is one or more of the following:

1. Expulsion
2. Suspension/Deferred Suspension
3. Disciplinary/Social Probation
4. Written Warning
6. Restitution to the college/community member
7. Confiscation of prohibited items
8. Censure
9. Removal from on-campus housing

5. Fine(s)

10. Community Service/Educational sanctions in a College or other assigned community activity

Rules and Regulations

All rules of Paul Quinn College shall apply on campus as well as off campus and for any student currently enrolled at Paul Quinn College in the vicinity of the campus and/or representing the College in *any* capacity. Campus Security Officers, as well as any official of the College, are hired and are empowered to enforce these regulations and all applicable laws on campus and properties owned, rented, or leased by the College. The Security Officers have the added power to stop, identify and question individuals, and issue parking tickets. Students are encouraged to obtain and familiarize themselves with College Regulations.

The following are general rules and regulations, which are designed to promote the educational, social, and cultural well-being of students attending the College. There may be times when disciplinary action is necessary in response to behavior not specifically addressed in the Student Handbook. In such cases, the response will be determined by Academic Affairs or the Office of Student Experience in keeping with the spirit of the College's policies and values. The nature of some actions and certain violations of college rules and regulations by a student may subject him or her to automatic suspension from the College. The Vice-President of Academic Affairs or the Dean of Student Experience may impose automatic suspension and/or other sanctions to any student suspected of the following:

Prohibited Conduct

The following conduct is prohibited:

a. Willfully cause physical injury to any other person, or threaten to do so. Fighting is strictly prohibited.
b. Physically restrain or detain any other person;
c. Willfully damage or destroy property of the college, or of any other person, or removal or use such property without authorization;
d. Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff or a student's residential room;
e. Enter upon and remain in any building or facility for any purpose other than its authorized use or in such manner as to obstruct its authorized use by others;
f. Without authorization enter or remain in any building or facility after it is normally closed;
g. Refuse to leave any building or facility after being instructed to do so by an authorized administrative officer/staff;
h. Obstruct the free movement of persons and vehicles in any place to which these rules apply;
i. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, assemblies and meetings or deliberately interfere with the freedom of any person to express his views, including invited speakers;
j. Incite others to commit any of the acts herein prohibited; and
k. Exhibit unbecoming behavior and inappropriate conduct towards faculty, staff, administrators or other students (including but not limited to use of abusive language, profanity, obscenity and other conduct prohibited in these Standards of Conduct);
l. Failure to embrace the Quinnite spirit and respect for self, college, and community including repetitive violations of the business casual dress code policy.

m. The use, possession, and/or distribution of marijuana and other illegal drugs or prescription drugs;
n. Possession and/or use of a weapon; and
o. Sexual assault, sexual harassment, and/or sexual misconduct.

Gang Free Zones
The grounds and facilities of all College property shall be considered gang free zones. Students engaging in gang related activity and/or organized criminal activity at any college facility or grounds shall be subject to disciplinary penalties outlined in the Student Code of Conduct. Students involved in illegal acts may be arrested and face criminal prosecution.

Dress Code
A person is guilty of violating the school's business casual dress code policy if they are found wearing clothing that is considered outside of the mandatory dress policy Monday through Friday. Any student found to be in violation of the dress code policy will receive one of the following penalties:

a. A $200 fine; and/or
b. Test of physical endurance; and/or
c. President's Running Club.

Disruption
A person is guilty of disruption when he/she by action, by threat or otherwise: interferes with college activities; interferes with an official performing his/her duty; and/or obstructs college activities.
College activities include, but are not limited to: teaching, research, administration, and public service functions or other authorized programs on the college premises.

Unauthorized Entry
No person shall break into or illegally enter any college building or room, nor shall any unauthorized person enter or remain in any college building or facility at a time when that facility normally is closed or after the facility has been closed because of special or unusual circumstances. College facilities include, but are not limited to, parking lots and campus areas.

Damage/Vandalism to Property

a. No person shall take, steal, burn, destroy or otherwise damage any property on the College campus or any college property.
b. No person, in any manner whatsoever, shall deface walls or any other portions of any structure or sidewalks/streets. This includes the use of paints, posters, advertisements, and gang graffiti affixed in any areas other than those designed for such purposes.

Theft and Unauthorized Possession of Another Person's Property
No person shall take, procure, or access another person's property without permission of the owner.
Harassment
A person is in violation of harassment when:

a. He/she engages in behaviors less than physical: in person, by email, by phone/text, or through social media, which create an environment of intimidation. This includes group intimidation and bullying.
b. He/she creates a condition that unnecessarily endangers or threatens the health, safety or well-being of other persons or property on college property;

Physical Abuse/Fighting of another Person

A person is in violation of physical abuse/fighting when:

a. He/she intentionally assaults (a physical or verbal attack), strikes, threatens, forces, or intimidates (frightens) any person;
b. He/she creates a condition, which unnecessarily endangers or threatens the health, safety or well-being of other persons or property on college property;
c. Students have the right to file a complaint with Student Affairs against employees for abuse of their rights and privileges.

Sexual Misconduct/Abuse/Assault of another Person

A person is guilty of sexual misconduct/abuse/assault when:

a. He/she touches another person in a sexual manner without penetration without consent.
b. He/she intentionally sexually assaults or rapes any person; this includes date or acquaintance rape defined as forcible, nonconsensual sexual intercourse perpetrated by a person known to the victim and with whom the victim is voluntarily engaged in a social interaction, on or off college property.

Dangerous Weapons and Explosives

a. It is a violation of Paul Quinn College regulations for any student to possess a rifle, shotgun, firearms, ammunition, firecrackers or explosives.
b. No person, either single or in concert with others, shall possess and carry on any grounds or in any building of the College, a knife, dirk, staled, saber, cudgel, bludgeon, club or other things adaptable to the purpose of a weapon, including batons, canes or similar articles, excluding only orthopedic aids, athletic equipment and project or construction materials and tools with proof of a proper specific use of purpose on the day in question.
c. The following two signs are posted at each entry road/gate to the campus:

CONCEALED HANDGUNS PROHIBITED

Pursuant to Section 30.06, Penal Code, (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.

Conforme a la Seccion 30.06 del Codigo Penal (traspaso del titular con licencia, portando una pistola oculta) personas con licencia bajo del Sub-Capitulo H, Capitulo 411, Codigo de Gobiemo (ley de licencias para pistolas), no deben entrar a esta propiedad portando una pistola oculta.

OPENLY CARRIED HANDGUNS PROHIBITED

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

Conforme a la Seccion 30.07 del Codigo Penal (traspasar portando armas de fuego al aire libre con licencia) personas con licencia bajo del Sub-Capitulo H, Capitulo 411, Codigo de Gobiemo (ley de portar armas), no deben entrar a esta propiedad portando un arma de fuego al aire libre.

Any student found to be in violation of possessing a dangerous weapon and/or explosives will receive automatic suspension and face potential expulsion.

Drugs
The use or possession without prescription of any drug or illegal substance, such as marijuana, marijuana butts, cocaine, crack cocaine, heroin, narcotics, barbiturates, and any other substance that is illegal in the state of Texas, and is contrary to federal and/or state law. Students who are found to be distributing drugs are also in violation of this policy. Students who violate this policy may be reported to law enforcement.

The College does not condone violations of federal, state, or local laws regarding any illegal drugs, narcotics, or dangerous substances. The use, possession, or distribution of such substances, except as expressly permitted by law, is not permitted. The College does not permit the use or possession of illegal drugs, alcoholic beverages, or firearms of any kind on the campus, at any College sponsored activity, or when representing the College.

Gambling
No student shall gamble for money or other valuables on college property or in any college facility. Gambling is prohibited.

Failure to meet financial obligations to the College
The college reserves the right to discipline students who do not meet their financial obligations to the college. Students are expected to pay their bills in full and on time.

Aiding and Abetting
Any student found in violation of assisting another person in bringing or storing illegal drugs or firearms of any kind on the campus and/or assisting another person to enter illegally any college facility ***will receive automatic suspension***.

Use of Alcoholic Beverages
Alcoholic beverages are not permitted on our campus regardless of age. Any person is guilty of the use of alcoholic beverages when he/she consumes any alcoholic beverages or brings, or assists another student in bringing alcohol beverages on to the campus or into any building. Students who provide or purchase alcohol for minors are also in violation. Students will not be permitted to maintain any alcohol container type displays in their residence hall space. Students are not to be intoxicated while on campus.

Misuse of College Supplies, Documents, or Services
A person is guilty of misuse of college supplies, documents or services when he/she:

a. forges, altars, or uses without authority;

b. possesses college supplies or documents without authority. (College supplies and documents include, but are not limited to supplies, equipment, keys, records, files, documents and other materials); fraudulently uses or abuses.

Reasonable Request of a College Official
A person is guilty of failure to comply when he/she knowingly fails to comply with a reasonable request of such college officials in the performance of his/her duty.

Students Arrested in the City of Dallas or Dallas County, Texas
A student who is arrested should contact their parent(s) for assistance. The College will not be responsible for assisting the student with the legal process.

Hazing

Paul Quinn College prohibits hazing in any form. Hazing includes any intentional, knowing, or reckless act committed in connection with initiation into, affiliation with, or continued membership in a student organization that causes or creates a risk of physical or psychological injury beyond the reasonable risks associated with participation in the College or organization.

Students, employees, and others are encouraged to promptly report suspected hazing to the Office of Student Experience, Campus Security, or another designated College official. Reports of hazing will be investigated in accordance with College policies and applicable federal, state, and local law. Individuals and student organizations found responsible for hazing may be subject to disciplinary action.

In accordance with the Federal Stop Campus Hazing Act, Paul Quinn College provides campus-wide hazing prevention and awareness programming for students, faculty, and staff. These efforts include information regarding the College's hazing policy and reporting procedures and prevention strategies designed to prevent hazing before it occurs, including bystander intervention, ethical leadership, and positive approaches to building group cohesion. Paul Quinn College reports hazing incidents and publishes information regarding student organizations found responsible for hazing as required by federal law.

The Texas Legislature has enacted a law prohibiting hazing by person(s) against a student(s) at an educational institution. The law also prohibits the knowing, intentional, reckless failure to report hazing to school authorities. Failure to comply with the specific provisions of the law will result in criminal penalties and fines, as well as disciplinary action from the College. The following is a brief summary of the hazing law. A person commits an offense under the hazing law if that person:

a. Engages in hazing;
b. Solicits, encourages, directs, aids, or attempts to aid another engaging in hazing;
c. Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Office of Student Experience.

The Texas Education Code defines hazing as:

- Any knowledge of or participation in physical brutality such as whipping, beating, striking, branding, electronic shock, placing of a harmful substance on the body or similar activity;

- Any knowledge of or participation in physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity, that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health and safety of the student;
- Any knowledge of or participation in the consumption of food, liquid, alcoholic beverage, liquor, drugs, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any knowledge of or participation in activity that intimidates or threatens the student with ostracism; that subjects the student to extreme mental stress, shame, or humiliation; that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution; or that may reasonably be expected to cause a student to leave the organization and the institution rather than submit to acts described above.
- Any type of activity which falls within the general definition of hazing for the purpose of pledging, being initiated into, affiliating, holding office in, or maintaining membership in any organization whose members are or included students at an educational institution is prohibited under the hazing law.

Consent of the individual(s) subject to the hazing is not a defense to prosecution of an offense under the hazing law. Organizations that are subjected to this law includes fraternities, sororities, societies, associations, corporations, orders, choruses, cooperates, service and social clubs or any similar group whose members are primarily students at an educational institution.

A “student” is defined as an individual registered or in attendance at an educational institution, an individual accepted for admission at an educational institution, or an individual who is on vacation from an educational institution and intends to attend that institution during any of its regular sessions after that period of vacation.

Specific state penalties that may be imposed against an individual or an organization found guilty of an offense under the hazing law include the imposition of fines ranging from $5,000 to $10,000 and/or imprisonment of 90 days to two years. The specific penalty imposed for a hazing offense depends on the seriousness of the offense and whether or not bodily injury to an individual or death results from the hazing incident.

The institution also has the authority to impose penalties ranging from probation to expulsion as hazing is a violation of the Code of Conduct. If hazing occurs within a fraternity or sorority, the national office will also impose penalties, which likely will consist of fines and suspension or expulsion from the organization.

Paul Quinn College Classroom Etiquette

The classroom is an exciting, energetic, and engaging environment conducive to learning. Students and instructors are expected to engage in a wholesome cooperative learning experience. Students are expected to behave as responsible adults and maintain an attentive posture in the classroom. They are

expected to show respect for their peers and their instructors at all times. The following behaviors and restrictions should be observed:

a. Attend class regularly
b. Be on time for class
c. Bring necessary textbooks and materials to class
d. Dress for success (Follow the PQC dress code)
e. Come to class prepared
f. Be prepared to take notes when class begins
g. Complete assignments on time
h. Do not plagiarize any of your work
i. Do not use cell phones, radio, video games, MP3 players or other electronic equipment other than for class purposes
j. Do not talk out of turn, pass notes, or send text messages during class
k. Do not fall asleep during class
l. Do not use obscenities, threatening, or offensive behavior
m. Do not use violence, intimidation, abuse, or destructive behavior in or out of class.

Adapted from Jennifer Hurd, *Campus Companion*

Social Media Policy

Paul Quinn College recognizes that social media is a substantial part of communication and self-expression. It is expected that all members of the Paul Quinn College community that use social media observe the Standards of Conduct herein in their social media communication, as a parallel to their, in-person communication on campus. This includes, above all, respect for individuals and the campus community. Students who fail to respect the privacy of others, whose posts may be construed as slander, or who act in a manner unbecoming of a Quinnite may face disciplinary sanctions.

Discrimination Policy Statement on the basis of Sex, Gender Identification, Handicap, Race, Color or National Origin

Paul Quinn College emphasizes its commitment to provide a professional working and learning environment that supports, nurtures and rewards educational and employment growth free of discriminatory, inappropriate and disrespectful conduct or communication. Discrimination of any kind threatens this type of learning environment in that it compromises institutional integrity and traditional academic values. Discrimination inhibits the individual's performance as a student or employee and violates acceptable standards for accessibility, equal opportunity and interrelationships.

Students, staff, faculty and administrators should know that the College is concerned about discrimination. The institution is prepared to take preventive and corrective action to deal with an individual or individuals who engage in such actions or conduct.

Paul Quinn College, for the purpose of this policy, defines discrimination according to the categories listed below:

Student Disability Discrimination
Paul Quinn College defines student disability as a handicapped person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

Age Discrimination
Paul Quinn College defines age discrimination as the denying or limiting individuals in their opportunity to participate in any program or activity because of their age.

Race/Color Discrimination
Paul Quinn College defines race discrimination as treating someone (an applicant, student, or employee) unfavorably because he/she is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Color discrimination involves treating someone unfavorably because of skin color complexion. Race/color discrimination also can involve treating someone unfavorably because the person is married to (or associated with) a person of a certain race or color or because of a person's connection with a race-based organization or group, or an organization or group that is generally associated with people of a certain color. Discrimination can occur when the victim and the person who inflicted the discrimination are the same race or color.

Handicap/Disability Discrimination
Paul Quinn College defines Handicap/Disability discrimination as the action when an employer or other entity covered by the Americans with Disabilities Act, as amended, or the Rehabilitation Act, as amended, treats a qualified individual with a disability who is an employee or applicant unfavorably because she has a disability

Disability discrimination also occurs when a covered employee, student, or an applicant is treated less favorably because she has a history of a disability (such as cancer that is controlled or in remission) or because she is believed to have a physical or mental impairment that is not transitory (lasting or expected to last six months or less) and minor (even if she does not have such an impairment).

Sex Discrimination
Paul Quinn College defines sex discrimination as treating someone (an applicant, student, or employee) unfavorably because of that person's sex. Sex discrimination also can involve treating someone less favorably because of his or her connection with an organization or group that is generally associated with people of a certain sex.

Gender Identification Discrimination
Discrimination against an individual because of gender identity, including transgender status, or because of sexual orientation, is a form of Sex Discrimination and in direct violation of Title VII.

National Origin Discrimination
National origin discrimination involves treating people (applicants, students, or employees) unfavorably because they are from a particular country or part of the world, because of ethnicity or accent, or

because they appear to be of a certain ethnic background (even if they are not). National origin discrimination also can involve treating people unfavorably because they are married to (or associated with) a person of a certain national origin or because of their connection with an ethnic organization or group. Discrimination can occur when the victim and the person who inflicted the discrimination are the same national origin.

Paul Quinn College Disciplinary Measures

Immediate Expulsion

Students may be expelled immediately for the following items:

a. Possession of illegal drugs. **Drugs are not allowed on Paul Quinn College campus**.
b. Possession of weapon(s), ammunition, or explosives of any kind
c. Storing, possession or detonation of firearms (including BB, paint ball, and Pellet guns)
d. Assault and/or intimidation of faculty or staff
e. Violence Against Women Act (VAWA) Offenses
f. Academic dishonesty
g. Theft on or off campus

Warning/Reprimand

Warnings or reprimands may be oral or in writing. Serious offenses will be documented in writing by the appropriate official and may be placed in the student's file.

Suspension

Suspension means separation from the College for a period set by the President, Vice President of Academic Affairs, or Dean of Student Talent. In some circumstances, the College may select to summarily suspended a student for his/her safety or while an investigation is being conducted.
Suspension shall:

- Be effective on the date of notice of suspension, except that the notice may state otherwise;
- Prescribe the conditions, including, but not limited to, the term of suspension;
- Be entered into the student's permanent record;
- Prescribe the date and conditions upon which a student may petition for reinstatement;
- Subject a student to re-instatement probation and to any or all of those conditions imposed therewith.
- Any student suspended from the College for disciplinary reasons shall not be permitted on campus during the period of such sanction without prior written approval from the President, Vice President of Academic Affairs, or Dean of Student Experience or their designee.
- All students that are suspended must surrender their Paul Quinn College ID the day the sanction begins.

Expulsion

Expulsion means permanent dismissal from the College. Expulsion means that a student may never return to the institution. Expulsion shall be effective on the date of notice of expulsion, unless the notice states otherwise. Expulsion will be entered into the student's permanent records.

Social/Disciplinary Probation
Probation may be imposed for a period set by the Office of Student Experience or designated College Official. A student placed on Social/Disciplinary Probation is not eligible:

a. To attend or participate in any intercollegiate events, including athletics, student competitions, both on and off campus;
b. To attend or participate in any student organization or extracurricular activities, choir travel, etc.
c. To represent the College in any chosen, elected or other position (SGA, student delegation to conventions or conferences, etc.)
d. To work assignments independently or in concert with other sanctions;
e. In some cases, to remain in the residence hall;
f. To hold any position held prior to the Probation Period; and
g. To wear their sorority or fraternity letters on campus at any time, or engage in member activities;
h. Students who do not complete probation as outlined in their sanction letter and probation agreement may be removed from the residence halls if they reside on campus and/or subject to one semester or more suspension.

Termination of an Approved Student Organization
This is the discontinuation of a registered student organization for a designated period of time, including the loss of all privileges as enumerated in this Code. Any student organization may be terminated for a specified period of time with the loss of privileges as enumerated in this code.

Restitution
Restitution is reimbursement for damage to, destruction of, or misappropriation of College property of any person(s) while on college property, which results from conduct in violation of this code. The Vice-President of Academic Affairs or Dean of Student Experience must approve all restitution.

a. Restitution may be ordered by the Vice-President of Academic Affairs, Dean of Student Experience, or the Office of the Student professional staff in connection with the sanction, which may be imposed in accordance with code for damage to, destruction of, or misappropriation of property as defined above.
a. When restitution is ordered in connection with a sanction, it shall constitute a condition of reinstatement or restoration of privileges to a student.
c. When restitution is ordered, and the obligation is not met, a student or an organization is subject to additional disciplinary sanctions which could have been imposed in accordance with this Code for damage to, destruction of, or misappropriation of property and/or failure to comply.

Fines
All fines must be paid in the Business Office in cash or money orders. No personal checks are accepted. If the student cannot pay a fine when it is issued, it will be posted to the student's account. A receipt will be given upon payment of the fine. All fines must be paid prior to moving into the residence hall, graduating, or requesting transcripts.

Condition of Suspension and Reinstatement
Any student suspended from the College:

a. Shall be denied all privileges afforded a student;
b. Shall be required to leave immediately when it is determined by the Office of Student Experience that the student's continued presence on the College property constitutes a danger to the College or threatens to disturb the normal educational functions of the College and to remain away so long as that threat or danger continues, except that the individual:
c. May petition to the Office of Student Experience for entrance to the College for a specific purpose.
d. Has the right to petition to the Office of Student Experience to remove or reduce the terms of this condition.
e. Shall petition for reinstatement to the College before being re-admitted and be subject to reinstatement probation may be required to meet certain conditions upon reinstatement that are recommended by the Vice President for Academic Affairs or Dean of Student Talent.

Failure to Observe Terms and Conditions

Failure to observe the terms and conditions (Suspension or College Disciplinary Probation) will result in immediate suspension for not less than one academic semester. Students are expected to follow the terms of their Probation/Suspension. No exceptions. **Sanctions not followed to the letter will result in removal from the residence hall or suspension per your letter.**

Violation of Civil Law

If a student is charged with an off campus violation of a criminal law, the College may delay taking disciplinary action until the student has been judged in a court of law, except if the student is incarcerated and unable to comply with academic requirements.

a. The College may impose sanctions for gross misconduct (E.g.: homicide, attempted rape, rape, felonious assault, robbery, arson, the possession of illegal drugs, etc.) All actions that are illegal in the State of Texas and the United States are included in this list.
b. The College may reinstate the student if he is acquitted or the charges are withdrawn.
c. The College may initiate its hearing and disciplinary proceedings against a student who violates a civil law which may be a violation of the above.
d. The College may initiate its hearing and disciplinary proceedings against a student who is found guilty of shoplifting, writing bad checks and failing to make good within 15 days of notification, and any form of conduct inconsistent with that of Paul Quinn College policies, whether the violation occurred on or off-campus.

Offense and Penalties for False Alarm or Report

Section 42.06 of the Texas Penal Code, False Alarm or Report:

(c) A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:

i. cause action by an official or volunteer agency organized to deal with emergencies;

ii. place a person in fear of imminent serious bodily injury; or

iii. prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

(d) An offense under this section is a Class A misdemeanor unless the false report is an emergency involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony.

ANNUAL SECURITY REPORT

Crime Reports for the Previous Three (3) Years

The safety and security of our campus is of tremendous concern to the Faculty and Staff of Paul Quinn College. Having a safe and secure campus depends on each student working with the faculty and staff to safeguard themselves and others. Crime statistics are compiled by coordination with local law enforcement agencies.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires that each institution of higher education in the United States which participates in federal student aid programs produce and distribute an annual report containing crime statistics and statement of security policy. This publication is designed to reveal to the public specific information on Campus Security, crime statistics for the most recent three-year period, alcohol and drug use, crime prevention, security operations, policies relating to reporting crime and campus disciplinary procedures, fire related statistics, and the missing student policy. A copy of this report can be seen at the Residence Hall, Office of Student Affairs, and at the Office of Facilities and Security. It will also be posted on our website. **www.paulquinn.edu/Consumer-Information - Campus Security / Emergency Procedures.** If you would like to receive a paper copy of the combined Annual Security and Fire Safety Report which contains this information, you can stop by the Paul Quinn Business Office at 3837 Simpson Stuart Road., Adams 208, Dallas, TX 75241, or you can request that a copy be mailed to you by calling (214) 379-5560.

Crimes that are reported in the Clery Disclosure Act are:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Rape and Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate Crimes
- All liquor, drug, or weapons law violations resulting in an arrest.
- Violence Against Women Act Violations (VAWA)

By October 1st of each year, notification of the new annual disclosure report is provided to current students and employees by electronic mail with hyperlinks to the report on the College web page. A paper copy of the report is available from the Business Office. The crime statistics are also submitted to the U.S. Department of Education every year as prescribed by the Department of Education.

Paul Quinn College's compliance with the Clery Act and all related provisions does not constitute a violation of Section 444 of the General Education Provisions Act (20 U.S.C 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Clery Security Report Geographic Location Legend

- On Campus
- On Campus – Student Housing Facilities
- Non-Campus (Off Campus Owned or Controlled Property)
- Public Property

Report Preparation and Notification

The Campus Facilities Manager/Security Officer prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at: **www.paulquinn.edu/Consumer-Information** - **Fire, Safety and Security Annual Report**.

You will also be able to connect to the document via the Paul Quinn College Home page at **www.paulquinn.edu/** Quick links at the bottom of the home page – **Consumer Information**.

This report is prepared in cooperation with the Dallas Police Department, Campus Security, Housing and Residential Services, the Office for Student Experience, the Office of the Chief Financial Officer, the Office of Student Health Services and the Office of Academic Affairs. Each year, no later than April 1st the Office of the Chief Financial Officer will request crime statistics from local law enforcement agencies including the Dallas Police Department. The Dallas Police Department will provide the requested statistics for the College geography as outlined by the Department of Education. Each institutional organization provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to Campus Security, Housing and Residential Services, the Office for Student Experience, the Office of the Chief Financial Officer, the Office of Student Health Services and the Office of Academic Affairs, designated campus officials (including but not limited to directors, deans, department heads, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. These statistics may also include crimes that have occurred in private residences or businesses and is not required by law.

Texas Law requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners (such as those at Student Health Services) when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct. Department of Counseling and Psychological Services staff, inform their clients of the procedures to report crime to the Campus Security or the Office of the Chief Financial Officer on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously capture crime statistics disclosed confidentially during such a session.

Each year, no later than October 1st an e-mail notification is made to all enrolled students, faculty and staff containing this report as well as the website address to access this report. **www.paulquinn.edu/Consumer-Information** - **Fire, Safety and Security Annual Report**.

Copies of the report may also be obtained at the Business Office, Adams 208. All prospective students may obtain a copy from Enrollment Management at Adams 200; and prospective employees may obtain a copy from Business Office at Adams 208.

Geographical Location Definitions

- **On Campus Definition:**

(1) 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; and (2) Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

- **On Campus – Student Housing Facilities Definition:**

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 is considered an on-campus student housing facility.

- **Public Property Definition:**

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

- **Non-Campus Building or Property Definition**:

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) 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.

Crime Definitions from the Uniform Crime Reporting Handbook

- ***Arson:*** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- ***Criminal Homicide-Manslaughter by Negligence****:* The killing of another person through gross negligence.
- ***Criminal Homicide-Murder and Non-Negligent Manslaughter:*** The willful (non-negligent) killing of one human being by another.
- ***Robbery:*** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- ***Aggravated-Assault:*** Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime

were successfully completed.)

- ***Burglary:*** Burglary is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- ***Motor Vehicle Theft:*** The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding.)
- ***Weapon Law Violations:*** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- ***Drug Abuse Violations:*** Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs are considered drug abuse violations. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- ***Liquor Law Violations****:* The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Sex Offenses Definitions

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

- ***Rape*** *- Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.*
- ***Rape*** *(FBI revised definition): Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. (This includes the offenses of Rape, Sodomy, and Sexual Assault with an Object as converted from data submitted via the National Incident-Based Reporting System [NIBRS]).*
- ***Rape*** *– Completed - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.*
- ***Rape*** *- Attempts to Commit Rape - Assaults or attempts to rape are classified as Attempts to Commit Rape.*

Sex Offenses - Forcible: Any sexual act directed against another person, forcibly and/or against that

person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. ***Forcible Rape*** - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. ***Forcible Sodomy*** - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. ***Sexual Assault With An Object*** - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. ***Forcible Fondling*** -The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses - Non-forcible: Unlawful, non-forcible sexual intercourse.

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

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

Domestic Violence – Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family laws of the State of Texas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence – Means violence committed by a person:

(a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(b) Where the existence of such a relationship will be determined by the reporting party's statement and based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.

Stalking – Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress. In Texas, a person commits the crime of stalking when the person either:

a) Engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either

an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or

b) Engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Hate Crimes Definitions

Hate Crimes – includes all of the crimes listed above that manifest evidence that the victim was intentionally selected because the perpetrator's bias against the victim based on one of the Categories of Prejudice listed below, plus the following crimes.

a. **Larceny/Theft** – includes pocket picking, purse snatching, shop-lifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.
b. **Simple Assault**– unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
c. **Intimidation** – to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
d. **Destruction/Damage/Vandalism to Property (except Arson**) – to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice

a. **Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.
b. **Gender** – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
c. **Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
d. **Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
e. **Ethnicity** - A preformed negative opinion or attitude toward a group of persons of the same race who share common or similar traits, languages, customs, and traditions.
f. **National Origin** – A preformed negative opinion or attitude toward a group of persons of the same national origin who share common or similar traits, languages, customs, and traditions.
g. **Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.
h. **Gender Identity** – A preformed negative opinion or attitude toward a group of persons

because the perceived gender of those persons may be different from the gender traditionally associated with their gender at birth.

Definition of Proceeding

Proceeding means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. *Proceeding* does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim.

Definition of Result

Result means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result must also include the rationale for the result and the sanctions.

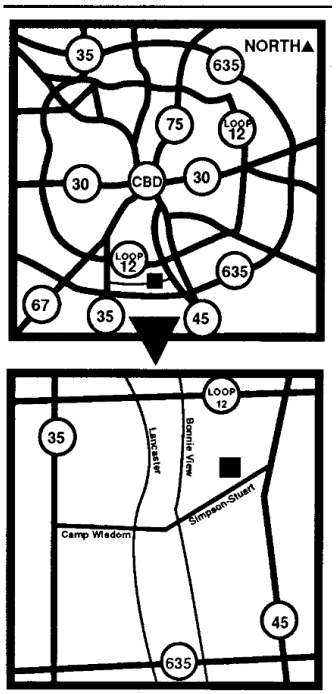
"Unfounded" Crime Reporting

Paul Quinn College, under very limited circumstances, may remove reports of crimes that have been "unfounded" by law enforcement officials. Under the final regulations in § 668.46(c)(2)(iii), Paul Quinn College will only withhold, or subsequently remove, a reported crime from its crime statistics if, after a full investigation, a sworn or commissioned law enforcement officer makes a formal determination that the crime is false or baseless and therefore ''unfounded.''

Under the final regulations in § 668.46(c)(2)(iii)(A), Paul Quinn College must report to the Department and disclose in its annual security report statistics the total number of crimes that were ''unfounded'' and subsequently withheld from its crime statistics during each of the three most recent calendar years.

Paul Quinn College Campus Directions

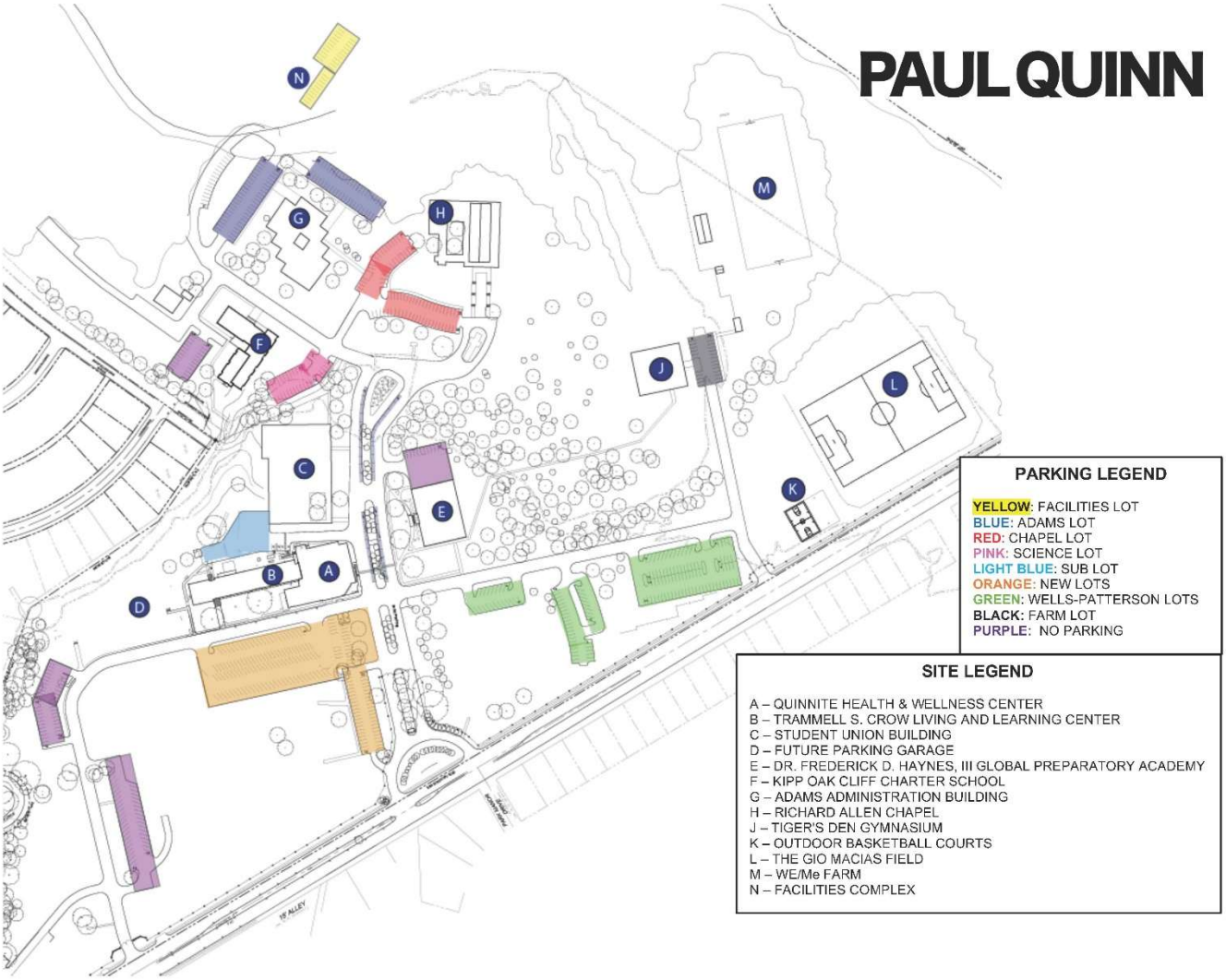
The college is located on the southern boundary of Dallas, Texas about one-half mile west of Interstate 45 and two miles north of interstate 20.



From downtown Dallas:
Take Interstate 45 (Houston) south. Take the Simpson Stuart Road exit and turn right (west) about one-half mile. Paul Quinn College will be on your right side.

From Fort Worth/Arlington/Grand Prairie/Duncanville:
Take Interstate 20 east. Exit Bonnie View Road and turn north (left) about 2 miles. At the Simpson Stuart Road, turn right (east) and head one-half mile. Paul Quinn College will be on your left side.

Paul Quinn College Campus Map



2026
Combined
Annual Security
And
Fire Safety Report

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics 2023 - 2025

CRIMINAL OFFENSES

OFFENSE TYPE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Hazing	2023				
	2024				
	2025	0	0	0	0
Murder & Non-Negligent Manslaughter	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Negligent Manslaughter	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Sex Offenses – Forcible					
Forcible - Rape	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Forcible - Sodomy	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Non-Forcible - Sexual Assault - Object	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Forcible - Fondling	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Sex Offenses – Non-Forcible					
Non-Forcible - Incest	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Non-Forcible - Statutory Rape	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Robbery	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	1	0	0
Aggravated Assault	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Burglary	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Arson	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0

SUMMARY OF ARSON FIRES

OFFENSE TYPE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Arson Fires – Total Campus	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0

ARRESTS

OFFENSE TYPE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Liquor Law Violations (Not including DWI or Drunkenness	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Drug Abuse Violations	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Weapons: Carrying, Possessing, etc.	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0

CAMPUS DISCIPLINARY ACTIONS/REERALS

OFFENSE TYPE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
Liquor Law Violations (Not including DWI or Drunkenness	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Drug Abuse Violations	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Weapons: Carrying, Possessing, etc.	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0

VIOLENCE AGAINST WOMEN ACT OFFENSES

OFFENSE TYPE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
Domestic Violence	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Dating Violence	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0
Stalking (Includes Cyberstalking)	2023	0	0	0	0
	2024	0	0	0	0
	2025	0	0	0	0

"UNFOUNDED" CRIMES

OFFENSE TYPE	YEAR	ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING	NONCAMPUS PROPERTY	PUBLIC PROPERTY

			FACILITIES		
“Unfounded” Crime Reports	2023	0	0	0	0
Crime Reports	2024	0	0	0	0
Withheld/Removed	2025	0	0	0	0

HATE CRIMES ***Geographical Location: On-Campus***

	Year	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin
Murder/Non-negligent Manslaughter	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Negligent Manslaughter	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Sex Offenses - Forcible	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Sex Offenses – Non-Forcible	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Robbery	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Aggravated Assault	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Burglary	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Arson	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Larceny	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Simple Assault	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Intimidation	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Vandalism	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0

HATE CRIMES ***Geographical Location: On-Campus – Student Housing Facilities***

	Year	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin
Murder/Non-negligent Manslaughter	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Negligent Manslaughter	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Sex Offenses - Forcible	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Sex Offenses – Non-Forcible	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Robbery	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Aggravated Assault	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Burglary	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Arson	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Larceny	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Simple Assault	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Intimidation	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Vandalism	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0

HATE CRIMES ***Geographical Location: Public Property***

	Year	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin
Murder/Non-negligent Manslaughter	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Negligent Manslaughter	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Sex Offenses - Forcible	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Sex Offenses – Non-Forcible	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Robbery	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Aggravated Assault	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Burglary	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Arson	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Larceny	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Simple Assault	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Intimidation	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Vandalism	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0

HATE CRIMES ***Geographical Location: Non-Campus***

	Year	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin
Murder/Non-negligent Manslaughter	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Negligent Manslaughter	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Sex Offenses - Forcible	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Sex Offenses – Non-Forcible	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Robbery	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Aggravated Assault	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Burglary	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Motor Vehicle Theft	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Arson	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Larceny	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Simple Assault	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Intimidation	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0
Vandalism	2023	0	0	0	0	0	0	0
	2024	0	0	0	0	0	0	0
	2025	0	0	0	0	0	0	0

2026 Annual Fire Safety Report

Fire/Alarm Procedures

To report an emergency: Call (911) + Security 214-379-5599.

Annual Fire Safety

Beginning by October 1, 2010, an institution that maintains any on-campus student housing facility must prepare an annual fire safety report.

Fire Safety System

A description of each on-campus student housing facility fire safety system must be contained in this report. Definition of a Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire. The system is described below.

On-Campus Housing

Paul Quinn College currently has two (2), on-campus housing facilities, the Trammell S. Crow Living & Learning Center and the Lofts@PQC located in the Student Union Building. The Fire safety system in the facility includes the following devices: Honeywell control panel and wired fire/smoke detection sensor in each resident's room, common areas, laundry room, hallway and stairwell; audible sirens and visual strobes indicating an alarm condition; pull stations located at required intervals on each floor of the facility; and fire extinguishers located at required intervals on each floor of the dormitory. All stairwells have fire doors which are always in the normally closed position. The S2 access control system automatically releases the doors when an alarm event occurs to ensure residents are able to easily open the doors of their escape route. The fire safety system is monitored 24/7 by Stanley Convergent Security Solutions, Inc., and by Champion Fire Safety in the Trammell S. Crow Center, via two AT&T analog telephone lines. The Trammell S. Crow Center also features a sprinkler system in the corridors and all residential rooms in the facility. Similar systems are installed and monitored in every facility on campus.

ON-CAMPUS FIRE SAFETY SYSTEM TABLE

Residential Facility	Fire Alarm Monitoring by Stanley Convergent Security Solutions, Inc. Or Champion Fire Security	Sprinklers	Smoke Detection	Fire Extinguishers	Evacuation Plans and Placards	Number of Evacuation Drills Annually
Trammell Crow Dormitory	X	X	X	X	X	3
Lofts@PQC	X		X	X	X	3

Non-campus owned or controlled property

Paul Quinn College does not own or control any non-campus properties.

Fire Safety Awareness and Training

It is the responsibility of all members of the College community to be familiar with safety policies and procedures. Exit routes for existing buildings are posted in the halls; fire safety is discussed during residence hall meetings and at the beginning of each semester during new student orientation and in general town hall meetings. The following items are prohibited from Paul Quinn College buildings: open flames such as candles,

incense, appliances with exposed heating elements, appliances that overload the electrical system, and fireworks. This is a tobacco-free campus. Tobacco, lit or unlit, is not allowed on campus.

Tampering with fire control equipment or alarm systems is strictly prohibited. Any person who disregards the right and property of others by tampering with fire control equipment or alarm systems (including causing a "false alarm") is not only in violation of College policy but is also subject to both civil charges and fines. Tampering with systems includes any vandalism or removal of batteries from smoke alarm systems or misuse of fire extinguisher. In the event of a malfunction of the system, maintenance should be notified immediately.

Smoke detectors activate an alarm system automatically in case of a fire in a building. Manually operated alarms (pull stations) are also located in all residence halls. The residence life staff is responsible for scheduling regular fire drills throughout the year. The college currently performs three (3) fire drills annually. One during the spring semester, one during the fall semester and one during the summer bridge session. Each time the fire alarm sounds, students should exit the building quietly in line and in an orderly fashion, to the nearest exit. Residents living in the west wing of the dormitory should exit the building via the west stairwell and exit through one of three exits, the west stairwell exit door, the patio exit door or the main entrance. Residents living in the east wing of the dormitory should exit the building via the east stairwell exit door. Failure to exit the building in an orderly fashion may result in a turnaround fire drill. Tampering with fire safety equipment is an illegal offense and will subject the individual to prosecution under the law. Failure to evacuate a facility during an alarm will subject the student to disciplinary action.

If you hear a **fire alarm**:

- Turn off electrical equipment.
- Close doors to prevent spreading fire.
- Do NOT use elevators.
- Evacuate to an open area at least 100 yards upwind away from the affected building.

If you discover a **fire**:

- Activate the nearest fire alarm Call 911+ Security (214) 379-5599.
- Notify others in the area Evacuate to an open area at least 100 yards away upwind from the affected building. Evacuation is the priority. If you have time, execute the following:
- Close all windows and doors, open drapery, and turn off all electrical equipment.
- Put on light coat or raincoat and walking shoes.
- Grab a towel - use wet towel over nose and mouth in case of smoke.
- Proceed single file and remain at least 100 feet from burning buildings.
- Do not run or return to building unless the "All Clear" signal is given by a staff member, Resident Assistant, or Fire Officials.

Prolonged ringing of the fire alarm will indicate a fire or a fire drill. The most probable danger comes from fires in the waste basket or from a curtain, for which the fire extinguisher should be used. Always locate the nearest fire extinguisher and know how to use it. (All Paul Quinn College Buildings Are Smoke-free and Tobacco-free). *Remain in a safe location until "all clear" is given by college officials or emergency personnel.*

If you become aware that a fire took place, even if it was contained without emergency fire and rescue being called to the scene, report it to one of the following college staff members:

NAME	TITLE	PHONE #	LOCATION
Security	**Security**	**(214) 379-5599**	**Welcome Center**
Administration			
Michael J. Sorrell, Ed.D.	President	(214) 379-5546	Adams 300
Yanek Michel	Chief Financial Officer	(214) 379-5573	Adams 300
Kizuwanda Grant, Ed.D.	Chief Administrative Officer & Title IX Coordinator	(214) 379-5500	Adams 307
Lola Esmieu	Chief of Staff	(214) 379-5413	Adams 200
Paola Ortiz	Executive Assistant to the President	(214) 379-5546	Adams 300
Athletics			
Brian Evans	VP of Athletics & Student Experience	(214) 379-5400	H&W 214
	Men's Basketball Head Coach	(214) 289-7036	Adams 200
	Women's Basketball Head Coach	(214) 379-5499	SUB 106
	Soccer Head Coach	(469) 558-6001	Adams 200
Student Services			
Stacia Alexander, PhD, LPC	Mental Health Coordinator	(214) 379-5426	SUB 202
Angela Belton	Counselor	(214) 379-5473	SUB 202
Glenda Davis, LVN	Campus Nurse	(214) 379-5526	SUB 105
Kelsel Thompson	Site Director Plano / External Affairs	(214) 379-5551	Adams 105A
Student Advising			
Patrick Gonzalez	Director Student Support Services	(214) 379-5425	SUB 100
Vacant	Retention Manager	(214) 379-5441	Adams 100
Clarice Weeks	Librarian / Campus Advisor NAIA	(214) 379-5565	Library
Vacant	Director, Prestigious Opportunities	(214) 379-5463	Adams 100

Plans for future improvements in fire safety

The College is currently updating fire safety equipment in the Student Union Building. The Chapel and Chapel Annex was recently updated with new monitoring and communication equipment. Our goal is to standardize campus equipment to one source to have a more simplified approach to maintain equipment and responding to campus emergencies.

Fire Statistics Reporting Table for the Annual Fire Safety Report

FIRE STATISTICS 2025

Residential Facility	Total No. of Fires in Bldg. 2025	Fire No.	Cause of Fire	No. of Injuries Requiring Treatment	No. of Deaths due to Fire	Value of Property Damages due to Fire
Trammell Crow	0	0	N/A	0	0	0
Lofts@PQC	0	0	N/A	0	0	0

FIRE STATISTICS 2024

Residential Facility	Total No. of Fires in Bldg. 2024	Fire No.	Cause of Fire	No. of Injuries Requiring Treatment	No. of Deaths due to Fire	Value of Property Damages due to Fire
Trammell Crow	0	0	N/A	0	0	0
Lofts@PQC	0	0	N/A	0	0	0

FIRE STATISTICS 2023

Residential Facility	Total No. of Fires in Bldg. 2023	Fire No.	Cause of Fire	No. of Injuries Requiring Treatment	No. of Deaths due to Fire	Value of Property Damages due to Fire
Trammell Crow	0	0	N/A	0	0	0
Lucy Hughes	0	0	N/A	0	0	0
Lofts@PQC	0	0	N/A	0	0	0