



# University of Wisconsin Whitewater

**Drug-Free Schools and Communities Act (DFSCA) Biennial Review**

**Review Period: 2020-2021 & 2021-2022**

## TABLE OF CONTENTS

<b>INTRODUCTION</b>	3
Goal Statement	3
Report Structure	3
<b>PART ONE – Alcohol &amp; Other Drug Policy Information</b>	4
UW-Whitewater AOD Policy	4
Alcohol Policy Sanctioning Guide	5
Supplemental Policies That Address Alcohol Use	6
AOD Policy Distribution	7
AODA Policy Enforcement	8
<b>PART TWO – Prevention Program Inventory</b>	9
Interventions that Target Individuals	9
i. Student Conduct Process	9
v. Counseling for AODA Concerns & Employee Assistance Program	10
Programs that Target the Student Body as a Whole	11
xii. AODA-Focused Classroom Presentations	13
xiii. Passive AODA Education Materials & Publications	13
xiv. AODA Training for Student Leaders	13
xv. University Housing AODA Peer Educators	14
Prevention Strategies that Target the Institution & Surrounding Community	15
AODA Assessment Information	16
AODA Prevention Program Evaluation	16
Prevention Program Strengths	16
Prevention Program Weaknesses	18
Recommendations for Improvement	18
<b>EDGAR Part 86 Compliance Checklist</b>	19
<b>APPENDIX</b>	22

## INTRODUCTION

### *Goal Statement*

The University of Wisconsin-Whitewater recognizes that alcohol and other drug abuse (AODA) is detrimental to students' health and interferes with our University's goal to establish a learning environment that enables students to reach their full academic potential. Research indicates a strong correlation between alcohol abuse and sexual assault, vandalism, violence, suicide attempts, injuries, and academic problems which are not conducive to a healthy and positive learning environment. The University of Wisconsin-Whitewater is committed to providing education, prevention, and intervention programs to assist students with personal decision-making related to AOD use, AOD-free alternative activities, information regarding current laws and university policies, as well as assistance for students who need intervention and treatment.

### *Report Structure*

In compliance with EDGAR Part 86, Part One of this report outlines UW-Whitewater's Alcohol and Other Drug Policy, our Alcohol Policy Sanctioning Guide, and other supplemental policies in the University Housing, Intercollegiate Athletics, First Year Experience, and Career & Leadership Development. Part One also outlines our campus procedures for distributing the AOD Policy and other information to students, faculty, and staff on an annual basis.

Part Two of this report provides an inventory of all AOD prevention programs that occurred in the past two academic years organized according to a nationally recognized standard for evidence-based prevention practice, evaluation of those program efforts, and goals for the next two academic years.

The National Institute on Alcohol Abuse and Alcoholism provides a framework of evidence-based alcohol prevention recommendations for college and university administrators. This framework, called the 3-in-1 approach, is based on the idea that alcohol interventions must operate at three distinct levels in order to successfully reach students. Those three levels include interventions that simultaneously reach individual students, the student body as a whole, and the greater college community. In order to effectively assess UW-Whitewater's AODA prevention efforts and guide the framework of evidence-based practice, the prevention program inventory included in this review is organized according to the three levels of interventions laid out in the 3-in-1-framework.

Finally, the end of Part II provides an evaluation of the UW-Whitewater AOD prevention program to date and recommendations for future improvement.

## **PART ONE – Alcohol & Other Drug Policy Information**

### *a. UW-Whitewater AOD Policy*

The University of Wisconsin System and the University of Wisconsin-Whitewater prohibit the unlawful use, possession, manufacture, or distribution of illicit drugs and alcohol by students and employees on university property or as part of university activities. This is stated in UWS Chapter 17.09(6):

Illegal use, possession, manufacture, or distribution of alcohol or controlled substances. Use, possession, manufacture, or distribution of alcoholic beverages or of marijuana, narcotics, or other controlled substances, except as expressly permitted by law or university policy.

The use or possession of alcoholic beverages is prohibited on all university premises, except in faculty and staff housing and as permitted by the chief administrative officer, subject to statutory age restrictions, in accordance with s. UWS 18.09(1)(a), Wis. Adm. Code (Appendix E):

The use or possession of alcoholic beverages is prohibited on all university premises, except in faculty and staff housing and as permitted by the chief administrative officer, subject to statutory age restrictions. The chief administrative officer may generally permit the use or possession of alcoholic beverages by promulgating institutional regulations in consultation with appropriate staff and students, or in specific instances by written permission.

The unlawful use, possession, distribution, manufacture, or dispensing of illicit drugs ("controlled substances" as defined in s. 961.01(4), Wis. Stats.), is prohibited on all university property with the specific exemptions set forth in Ch. 961, Stats., and as permitted under s. 961.34, Stats, in accordance with s. UWS 18.15. The penalty provisions of Ch. 961, Stats., and Chapters. UWS 17 and 18 may apply to violations occurring on university lands (Appendix E).

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

Employees who are convicted of any criminal drug statute violation occurring in the workplace must notify their supervisor (dean, director, or department chair) within 5 days of the conviction if the employees are employed by the university at the time of the conviction. Supervisors of employees who are being paid from federal funds must then notify the Dean of Graduate Studies within 5 days of the conviction. The dean, in turn, will notify both the federal contracting or

granting agency and the appropriate university office within 5 days after receiving notice from the supervisor. The university will take an appropriate referral or disciplinary action within 30 days of the employee notifying the supervisor.

*i. Students*

Students who have problems with alcohol or controlled substances are encouraged to voluntarily contact University Health & Counseling Services for free assessment and free counseling. Voluntary contact remains confidential. Appointments can be scheduled by calling 262-472-1305. Early diagnosis and treatment of chemical abuse are in the best interests of the university, students, and employees. *NOTE: For more information on this subject see: University Handbook: UWW Policy on Drug-Free Workplace.*

*ii. Employees*

Employees who have problems with alcohol or controlled substances are encouraged to voluntarily contact Kepro, which is a free and confidential service to employees, employees' dependents, and anyone living in employees' households. Early diagnosis and treatment of chemical abuse are in the best interests of the university, students, and employees. You may contact Kepro for services by calling (833) 539-7285 (24 hours a day, 7 days a week). Additional access is available by visiting: [www.uww.edu/adminaffairs/hr/eap](http://www.uww.edu/adminaffairs/hr/eap). Professional counselors are available both via phone and on an in-person basis in our local area. You can receive up to 6 sessions, per issue, per year.

If additional counseling or services are recommended, the counselor will assist you with accessing providers covered by your health insurance plan. Kepro also provides other services, including but not limited to:

- Emotional Situations: relationships, parenting, grieving, etc.
- Work/Life Challenges: childcare, elder care, adoption, etc.
- Legal and Financial Circumstances: managing expenses or debt, preparation of simple wills, child custody or child support

*b. Alcohol Policy Sanctioning Guide*

The following four-step Alcohol Policy Sanctioning Guide is used by three departments that hear cases for conduct violations related to illegal alcohol use: The Dean of Students Office, University Housing, and Intercollegiate Athletics.

This standardized sanction model for alcohol and drug violations was endorsed by the Higher Education Center for Alcohol and Drug Abuse at the time of its inception several years ago. The four steps provide intentional interventions for students involved in multiple alcohol policy violations. The steps also ensure students are aware of the policy and its consequences should they have any subsequent violations, by requiring them to sign a statement of understanding with each violation.

Parents with students under the age of 21 are notified of each alcohol policy violation, typically by letter, but may also be informed by phone or in person depending on the severity of the incident. Parents are informed by phone of all cases of medical transport to the hospital due to alcohol or drug intoxication. With UWS Chapter 17 violations, parents are notified after the student meets with a hearing officer for their disciplinary conference. At this time, the student can express extenuating circumstances as to why parental notification should not take place; in rare cases, the parental notification may be stayed.

*First Alcohol / Marijuana Related Policy Violation*

- Online alcohol education course (cost Housing \$35.00 & Dean of Students \$40.00)
  - Under the Influence – Dean of Students Office & Athletics
  - Under the Influence - University Housing
  - Marijuana 101 – Dean of Students Office, Athletics & University Housing
- Disciplinary probation for a minimum of one year
- Signed statement of understanding of conduct policy & consequences of future violations

*Second Alcohol / Marijuana Related Policy Violation*

- Mandated participation in alcohol brief screening & education course (cost of \$100)
  - Alcohol Awareness Workshop – Dean of Students Office & Athletics
  - Marijuana Awareness Workshop – Dean of Students Office/Winther Lab
  - Choices @ Winther Counseling Lab – University Housing
- Extended disciplinary probation
- Signed statement of understanding of conduct policy & consequences of future violations
- Residence hall relocation and/or ban likely if the incident occurred in a residence hall

*Third Alcohol / Marijuana Related Policy Violation*

- Alcohol & Other Drug Use Assessment (cost of \$150)
- Extended disciplinary probation
- Signed statement of understanding of conduct policy & consequences of future violations
- Residence hall contract cancellation and/or ban, if the incident occurred in a residence hall
- 8-10-page paper on responsibility, life choices, and the possibility of suspension

*Fourth Alcohol / Marijuana Related Policy Violation*

- Suspension from the university for a period of one semester to two years

This sanctioning guide can be found in its entirety in [Appendix K](#).

*c. Supplemental Policies That Address Alcohol Use*

There are several supplemental policies on our campus that address alcohol use as they relate to specific offices or events. These policies fall under the jurisdiction of the larger campus alcohol policy and target specific campus environments (e.g. residence halls or the University Center) or populations (e.g. student-athletes).

The University Housing Alcohol and Drug Policies list guidelines for the appropriate use of alcohol within the University residence halls. These policies ban the use of alcohol by of-age residents in common area spaces and at residence hall events. The policies also address inappropriate behavior while intoxicated, kegs, and alcohol paraphernalia. These policies are available on the University Housing website at the following web address: <http://uww.edu/housing/policies>. Resident Assistants review the policies with students at the beginning of the fall and spring semesters in community meetings. The policies are included in their entirety in *Appendix F*.

The Office of Intercollegiate Athletics Student Athlete Handbook addresses the impact of substance use on student athletes' personal lives and athletic performance with its Alcohol, Tobacco, and Drug Use Policies. The policies also address drug testing and the NCAA's banned substance list. These policies are available to students in the online version of the Student-Athlete Handbook at the following web address: [http://www.uwwsports.com/sports/2007/8/28/student-athlete\\_handbook.aspx?tab=handbook](http://www.uwwsports.com/sports/2007/8/28/student-athlete_handbook.aspx?tab=handbook). These policies are also explained to student-athletes in person at the All Sports Meeting, which is held at the beginning of each year. These policies are included in their entirety in *Appendix G*.

Policies specific to substance use and Student Organizations and the Student Organization Conduct Policy are included in the online version of the Student Handbook at the following web address: [http://www.uww.edu/handbook/student/policies\\_organization.html](http://www.uww.edu/handbook/student/policies_organization.html)

These policies directly prohibit all forms of hazing, illegal drug use, and "dangerous or excessive use of alcohol or drinking games." These policies are included in their entirety in *Appendix H*.

The University Special Event Policy addresses alcohol issues as they relate to campus events hosted by student organizations. This policy bans backpacks, large bags, and open containers, which helps prevent illegal alcohol from entering the premises. The policy also required trained Campus Service Officer supervision at all larger events. Finally, this policy also states that the University reserves the right to refuse admission, eject an intoxicated person, shut down an event, refer information to the Student Conduct Administration, or restrict future use of University facilities by department or organization. This policy is included in its entirety in *Appendix I*.

Finally, the Alcohol Beverage Policy, which is included in the University Handbook dictates how alcohol may be used on campus and the regulations which must be followed if it is served. The web address for this policy is <http://www.uww.edu/policies/alcohol-beverage-policy>. All events which seek to serve alcohol must be approved by the Chancellor or their representative and must be provided by the University Food Service Contractor. This policy also addresses appropriate tailgating on campus and where this activity is permitted. This policy is included in its entirety in *Appendix J*.

*d. AOD Policy Distribution*

The UW-Whitewater AOD Policy is distributed annually to all students and employees of the university via email from the Dean of Students. The email is sent to all student and employee university-provided email addresses and directs the reader to the Annual Security and Fire Safety Report. This Annual Security report outlines:

- AOD Policy information
- Potential disciplinary sanctions according to the University Standards of Conduct
- Legal repercussions of illegal AOD use in the State of Wisconsin
- Health effects of alcohol and other drug use
- Clery crime statistics for the previous three calendar years, including drug & liquor law violations

A copy of this email is included in Appendix L.

Additionally, the AOD Policy is available year-round on the UW-Whitewater Police Services website: <http://www.uww.edu/adminaffairs/police/building-supervisor-manual/drugs-and-alcohol> and in the online Student Handbook <http://www.uww.edu/handbook/student/>. Copies of the Police Services and Student Handbook web information are included in Appendix B.

Resident Assistants explain the *Alcohol Policy and Sanctioning Guide* to students that live on their wing in a floor meeting during the first week of school each year.

Finally, the AOD Policy has been distributed via broadcast email to all campus employees. A copy of the letter is included in Appendix M.

*e. AODA Policy Enforcement*

The AODA Policy is jointly enforced by the Dean of Students Office, University Police, University Housing, and Intercollegiate Athletics, depending on where an alcohol or drug incident takes place or how the University is made aware of the incident. All incidents of misuse of alcohol or illegal drugs are heard as conduct cases by a representative in the respective department using the Alcohol Sanctioning Guide described earlier in the report. University Police address alcohol and drug incidents as legal infractions using the officer's discretion, offering a court-diversion program, issuing citations or making arrests as appropriate. All students who are cited or arrested by University Police have their case forwarded on to either University Housing or the Dean of Student Office for a University conduct case, depending on where the incident occurred. Students who are transported to the hospital for emergency medical care due to intoxication are sometimes not issued citations by the University Police, as their primary concern is for the safety and wellbeing of students.

During the 2020-21 & 2021-22 academic years, the University Police continued their Alcohol Diversion Program for students who would receive their first underage alcohol citation. If a student has no previous criminal record or alcohol policy violations, they may be given the opportunity to pay an administrative fee of \$150.00, attend an informational class on underage alcohol use, and write a reflection paper, at the arresting officer's discretion. Students who do not attend and complete all aspects of the Diversion Program or who are involved in a



subsequent underage alcohol incident within six months will receive the initial underage alcohol citation. Students who are given the opportunity to participate in the Diversion Program still have their incidents forwarded on to the respective conduct office and are subject to the Alcohol Policy Sanctioning Guide process. Marijuana Diversion Program is \$300.00/person, of which \$150.00 goes to UHCS for an AODA Assessment.

The Annual Security and Fire Safety Report, mentioned earlier in this document, lists the number of liquor and drug law arrests and disciplinary referrals for the past calendar year along with comparisons for the two preceding years. A copy of the most recent list of Police Arrests or Referrals for Disciplinary Action is included in Appendix N in its entirety.

## **PART TWO – Prevention Program Inventory**

### **a. Interventions that Target Individuals**

#### *i. Student Conduct Process*

As described above in relation to the University Alcohol Policy Sanctioning Guide, UW-Whitewater's student conduct process is designed with several intentional educational steps in place to provide opportunities for student learning and growth related to alcohol use. The individual components of the sanctioning guide are discussed in detail later in this section, including online education programs, brief motivational interventions, and alcohol and drug counseling resources.

After each alcohol incident occurs, students are invited, though not required, to attend face-to-face meetings with the conduct administrator(s) who facilitate a conversation about the students' involvement. Through these conversations, student conduct administrators address the student's motivations for their actions, their decision-making process, and the impact of their behaviors on the larger campus or local community. These meetings are used to educate students about the University Alcohol Policy, reinforce community expectations and encourage students to make use of available campus resources that may assist them, such as the University Health and Counseling Services (UHCS).

#### *ii. Mandatory Online Education Programs*

All students found in violation of a first alcohol offense participate in a mandatory online alcohol education program. The Dean of Students Office, University Housing, and Athletics use Under the Influence, a 3rd Millennium Classrooms program. The online education program uses step-by-step modules to educate users about the effects of alcohol on the body and brain, social problems associated with alcohol use on campus, alcohol safety information, and personal and legal consequences related to alcohol use. This program also provides personalized feedback about each user's typical drinking behavior and how it compares with national averages, illustrating that high-risk use is not the norm among college students (norms clarification) though

students most often believe it is. Finally, the two programs also offer suggestions for “safer drinking behavior” and strategies the participant can employ for reducing alcohol use. Conduct administrators receive a notification when the students have completed the program so there is accountability for the completion of the education programs.

### *iii. Brief Intervention & Education Programs*

All students found in violation of a second alcohol offense participate in mandatory in-person alcohol education classes that last approximately 4-6 hours in length. University Housing uses the Choices program, an individual brief-intervention and alcohol skills training program administered by counseling graduate students at the Winther Counseling Lab. The Dean of Students Office and Intercollegiate Athletics uses a program called the Alcohol Awareness Workshop, a hybrid individual and group brief-intervention and alcohol skills training program facilitated by the Dean of Students Office. Both programs engage students in conversation about their alcohol use via motivational enhancement techniques, provide individualized feedback about their use compared with campus normative data, and encourage students to make safer choices about their alcohol use. Additionally, the Alcohol Awareness program uses group process activities to engage small groups of students in conversation about the campus alcohol climate, teaches techniques to avoid peer pressure, and provides support for developing alcohol-free social or personal interests.

### *iv. AODA Evaluation at University Health & Counseling Services*

All students found in violation of a third alcohol offense or who are transported to the hospital for acute intoxication are required to participate in a mandatory 2-3 session evaluation with the AODA Counselor in the University Health and Counseling Services. The AODA Counselor asks students many direct questions about their use of alcohol and the conduct incident that has brought them to UHCS for an evaluation. At the end of the evaluation process, the AODA Counselor makes recommendations for continued care if appropriate. Conduct students are mandated to complete the evaluation but are not required to attend additional counseling or treatment even if recommended. The AODA Counselor is willing to maintain a therapeutic relationship with students after the initial evaluation should the students desire to do so. The cost of this evaluation is \$150, which is charged directly to the student's account.

### *v. Counseling for AODA Concerns & Employee Assistance Program*

The UHCS AODA counselor also offers voluntary counseling for students who have alcohol and drug concerns. Students may contact UHCS to schedule an appointment for AODA concerns and have access to meet with the counselor at no cost. Campus employees who seek support from the free Employee Assistance Program are referred to Kepro:

<https://www.uww.edu/adminaffairs/hr/eap>.

### *vi. Alcoholics Anonymous*

A community-based Alcoholics Anonymous group meets weekly during the academic year, as well as over the summer to offer additional support for students. The group meets on Wednesday evenings at the Starin Park Community Center. There is also another community group that students are referred to which meets weekly on Thursday nights at a local church.

**b. Programs that Target the Student Body as a Whole**

*i. New Student/Parent Orientation*

The University Police Department was invited to speak to parents and students during the parent orientation sessions. During these presentations, they shared general information about how University Police manage underage alcohol violations including a general “warning” about alcohol use, an introduction to the Alcohol Diversion Program, and ticket amnesty for students who are transported to the hospital for acute intoxication.

*ii. Everfi: “Sexual Assault Prevention” Online Training*

UW System requires all UW students to complete this sexual assault prevention training. This training also covers responsible alcohol and drug use, bystander intervention, UW-Whitewater AODA policies, and support resources. New students take a three-hour training and continuing students take thirty-minute refresher training. There was a 96% completion rate for all students in Fall 2021. Due to holds, 100% of all students registered for Spring 2022 completed the training.

*iii. Wellness Peer Education Program*

UHCS employs several students every year to serve as educators, mentors, and advocates of student wellbeing. These students complete semester-long training and participate in continual professional development. Peer educators facilitate programs, workshops, and presentations. They help coordinate and host events and serve on campus committees. During 2020-2022, peer educators facilitated over 90% of UHCS programs.

*iv. Jitters House Party*

The Wells residence hall hosts a free event called the Jitters House Party that simulates an off-campus party and offers information about potential risky or dangerous situations students may find themselves in should they attend a gathering of this nature. Alcohol poisoning, underage drinking citations, violence, and sexual assault are all topics that are explored during this experience. The University Police Residence Hall Liaison Officer and full-time residence life staff were both invited to participate in this event along with the Wells Hall staff members. Wells hall typically has a large population of students that choose to experiment with alcohol which is why this is a targeted program.

This program was paused due to COVID19 restrictions and concerns.

*v. Residence Hall Mandatory Alcohol Education Programs*

University Housing requires the live-in staff of each residence hall building to host an alcohol education program annually, typically done each Fall. Each building is required to plan an in-hall event that addresses the issue of alcohol use, the policy/legal consequences of underage drinking, and/or alcohol safety information. Each hall has the freedom to address the topic in the manner they believe best suits their living environment. Each building is provided with a budget to host the programs. Many hall staff choose to invite the University Police and/or UHCS staff to help address the topic.

*vi. Wellness Fair*

Every fall UHCS hosts a campus-wide Wellness Fair in collaboration with various on and off-campus departments and organizations. This event addresses personal wellness from a holistic perspective including mind, body, and spirit. AOD education and prevention have been a component of this fair each time it is hosted. Passive education materials were distributed that addressed alcohol, drug use, and substance abuse in college. During Fall 2021, 220 students attended the fair.

*vii. Safe Spring Break Campaign*

Campus staff hosts safe spring break programs prior to Spring Break each year. Due to COVID-19, large group programs were paused. Instead, tabling events were held which included educational information on alcohol moderation, safety apps, and hydration. In addition, a social media campaign was launched prior to the break and St. Patrick's Day.

*viii. Spring Splash Alternative Programming*

Spring Splash is a student-driven, non-university-sponsored drinking event held off-campus every April. To encourage students to make healthier choices during this event, initiatives include free access to on-campus movies, bowling, and yoga.

*ix. Greek Life Alcohol Education Programs*

Each semester the campus Panhellenic Council and Interfraternity Council are required to co-sponsor a mandatory alcohol education program for their members. These programs range from national speakers on substance abuse to other lower-cost options like alcohol trivia. The Education Chairs and Presidents from each of these organizations collaborate to sponsor and plan these events, often with the assistance of the UHCS wellness staff. During Fall 2021, UHCS partnered with IFC to educate over 300 Greek members.

*x. University Police AODA Related Programs*

Throughout the course of each academic year the University Police host a variety of alcohol and drug prevention events. The majority of these events focus on the legal repercussions of underage alcohol use, risks to personal safety related to alcohol misuse, and basic educational

information about different types of drugs for those who may not be familiar. In addition, several UW-W faculty regularly invite UWWPD into the classroom to present on drug-related issues.

*xi. Warhawks Step Up: Bystander Intervention Workshops*

This program encourages students to intervene in unsafe situations like alcohol poisoning or related violence. UHCS facilitated eight workshops during the review period.

*xii. AODA-Focused Classroom Presentations*

Many courses on campus include drug and alcohol information in their curriculum. There are several courses that specifically address the topic from a prevention and education standpoint with the goal of encouraging students (especially first-year students) to consider how alcohol and drugs may adversely affect their college experience.

- *New Student Seminar*

The New Student Seminar is a one-credit course that 93% of new students complete. All students in NSS attend a campus police session where AODA is addressed. The majority of instructors also request presentations from UHCS where additional education is provided on AOD harm reduction. During the review period, 30 programs were facilitated on this topic.

- *Personal Health & Fitness*

The Personal Health and Fitness course is a one-credit Physical Education course taken by many first-year students to satisfy a general education requirement. This course focuses on the importance of maintaining a healthy lifestyle and a positive sense of well-being. Instructors traditionally present a unit on alcohol and drug prevention, largely focused on the physical effects on the body.

- *University Police Drug Presentations*

By request, University Police officers will provide classroom presentations about drugs using their drug kits. Officers bring a kit to the classroom with examples of different types of drugs and cover these with the students, focusing on basic educational information, negative effects of using these drugs, and potential legal repercussions of use.

*xiii. Passive AODA Education Materials & Publications*

UHCS has a variety of passive alcohol, drug, and tobacco education materials in the form of pamphlets, posters, blood alcohol calculators, and giveaways (e.g. signs of alcohol poisoning magnets). UHCS staff distributes these materials in various settings such as programs, events, classroom presentations, and resource fairs. These materials are also available to faculty or staff members upon request.

*xiv. AODA Training for Student Leaders*

- *Resident Assistants (RAs)*

As student leaders who have the most day-to-day contact with their peers on campus, Resident Assistants receive training that prepares them for responding to alcohol and drug policy violations as well as acute intoxication. During the fall Resident Assistant Training, all staff members experience a developmental session called “Confessions of an RA” which is modeled off an educational video called “Confessions of an RA” that was created by the BACCHUS GAMMA national non-profit organization. This program addresses alcohol misuse, acute intoxication, and talking with their residents about problematic alcohol use. Residence Life professional staff members present current AODA statistics about UW-Whitewater to the RA staff to give them an idea of what actual use is like on campus and the type of problems or policy violations they may encounter.

Additionally, RAs participate in a mock confrontation role play exercise called Behind Closed Doors which requires staff members to address simulated alcohol or drug violations. RAs receive feedback and instruction from professional staff and counselors about how to approach simple alcohol violations, parties, and acute intoxication. Also, UHCS staff participate in the RA Training Resource Fair to answer questions and provide AODA pamphlets and literature.

- *Peer Mentors*

As student leaders who have a direct impact on first-year and transfer students, the Peer Mentors also receive training about how to address alcohol and drug issues among their student mentees. The police department and UHCS facilitate training on how staff should respond when new students turn to staff with AODA concerns. Over 100 peer mentors are trained every August.

- *Event Crew Members*

University Police provides training for student CSO’s annually. Event crew members are informed of the University Special Event Policy and the campus Alcohol Policy. They are trained to spot students who are highly intoxicated and when to call for help related to acute intoxication or unruly behavior.

- *Student-Athletes*

All NCAA student-athletes are introduced to the Athletics Alcohol and Drug policy at the All-Sports Meeting hosted by the Director of Intercollegiate Athletics, Assistant Director of Intercollegiate Athletics, and all team coaches. Student-athletes are informed of the stringent expectations about alcohol and drug use as well as the potential physical effects of substance use on an athlete’s body.

#### *xv. University Housing AODA Peer Educators*

The University Housing AODA Peer Educator program was implemented in the fall of 2012. The program is led by a group of students who are recruited, trained, and supervised by Residence Life staff. The training includes leadership skills, group dynamics, needs assessments, program facilitation, AODA assessment, and public speaking. The AODA Peer Educators present programs in the residence halls on the topics of substance abuse. The

programs are designed to raise awareness and promote understanding about substance use in the community, create an environment for discussion, provide current information, and break down myths and misconceptions about substance use.

Due to staffing shortages and COVID19, this program was paused in the Spring of 2020. University Housing is currently evaluating if the program will be reinstated in the Fall of 2022.

#### *xvi. Alcohol-Free Alternative Events*

UW-Whitewater hosts a variety of opportunities for involvement on campus from student organizations and residence hall events to community service and intramural athletics. The campus specifically hosts and promotes many low or no-cost alcohol-free events during the week and on weekends. The University Center hosts a movie every Thursday, Friday, and Saturday night. Movie passes are \$10 per semester and are available to all students who wish to attend. The UC also hosts an alcohol-free alternative social event at 8 pm every Thursday, the traditional “party night” on the UW-Whitewater campus. These free and low-cost events vary but often include comedians, concerts, bingo, trivia, etc.

The Warhawk Alley is another alcohol-free alternative social setting housed on the first floor of the James R. Connor University Center. Bowling, pool, darts, air hockey, and video games are all available for student use at a low cost. The Warhawk Alley maintains late hours so that students will have a viable campus late-night alternative to drinking or attending off-campus parties. Special rates are offered on specific days of the week and all activities cost less than \$5.00.

Finally, the Esker Dining Center, Drumlin Dining Center, and James R. Connor University Center Down Under all maintain late-night retail food operations until 2 am, giving students an alternative location for late-night gatherings. Due to COVID-19, staffing issues and supply chain shortages hours were adjusted over the 2021-2022 years. The plan is to return to full operations for fall 2022.

### **c. Prevention Strategies that Target the Institution & Surrounding Community**

#### *i. Substance-Free Housing Options*

Residence Life has designated two substance-free floors where residents have committed to maintaining an alcohol and drug-free living environment. Students indicate their desire to live on a substance-free floor when they apply for housing and sign a contract agreeing that they will comply with the substance-free commitment. Substance-free housing is located on four residence hall floors. There are additional wellness, health, or alcohol/drug-free-centered events in these communities beyond what is offered for all residence hall students. Wellers Hall is designated as the Wellness Hall, therefore programming is provided in this building to promote wellness, sobriety, and clean living.

#### *ii. Alcohol and Other Drug Abuse Coalition*

An AODA Prevention Coalition has existed on campus in some form since the mid-1990s. Due to declining membership and attendance, the coalition is not currently meeting. The chair of this coalition was laid off and the group was never re-established after COVID-19. Typically, it is composed of community leaders, campus faculty, staff, and students who discuss current alcohol and drug issues at UW-Whitewater.

### *iii. UW-System AODA Coordinators Group*

UHCS staff are members of a statewide UW System group of campus coordinators for AODA prevention. Monthly meetings are held to collaborate on system projects and share resources. Members meet for a teleconference each fall semester and an in-person conference in the spring semester. This group maintains active communication via email listserv to share resources and information about their respective prevention programs.

### *iv. University Police Impaired Driving Grants & DOT Mobilizations*

During the 2020-21 and 2021-22 academic years the University Police participated in four Wisconsin Department of Transportation (DOT) “Drive Sober or Get Pulled Over” drunk driving traffic mobilization campaigns. University Police distributed educational materials related to drunk driving that were made available by the Wisconsin DOT.

## **AODA Assessment Information**

### *National College Health Association Health Assessment 2021*

Every three years UW-Whitewater participates in the National College Health Association Health Assessment (NCHA), a national survey instrument that asks student participants many questions about their overall physical and mental health. The survey is administered by UHCS and includes information about alcohol and drug use. These survey results serve as another valuable source of information about UW-Whitewater student alcohol and drug use. The survey includes a comparison to the national NCHA averages from other campuses that participate in the survey. UW-Whitewater participated in the survey during the spring 2021 semester and the results are included in [Appendix O](#).

## **AODA Prevention Program Evaluation**

### *Prevention Program Strengths*

- Everfi Online Training: UW System required all UW students to complete this sexual assault prevention training. This training also covers responsible alcohol and drug use, bystander intervention, UW-Whitewater AODA policies, and support resources. New students take a three-hour training and continuing students take thirty-minute refresher training.



- In the fall of 2021, UHCS added Wellness Peer Educators to the UW Rock Campus to support students and educate them on health and counseling services.
- As a result of layoffs and budget reductions, campus staff came together in Spring 2021, to form a new “Student Wellbeing” committee. This group collaborates on many levels of wellness including AOD prevention.
- The Student Handbook, Annual Security Report, and Policy Statement are regularly updated and distributed.
- There has been an increase in interdepartmental collaboration on AODA prevention, especially with Athletics. Additional departments collaborating include the Dean of Students Office, University Police, and University Center.
- Our UW-W Alcohol Policy and Sanctioning Guide is a consistent, low-threshold alcohol policy endorsed by the Higher Education Center. Our Sanctioning Guide is one of the more conservative programs in the state system and administrators have been working to achieve greater consistency so that the process seems uniform to students. Parental notification is incorporated into the Sanctioning Guide.
- Our interventions that target individual students are strong and based on prevention research, such as the online education training program and brief intervention and alcohol skills classes.
- UW-Whitewater offers alcohol-free late-night alternative events for students on high-use days and times, such as Thursday evenings. Dining centers and our fitness facility maintain late-night hours.
- The Personal Health and Fitness course is mandatory for each student to take in order to graduate. This course includes information on alcohol or drug issues specific to college students.
- UW-Whitewater continues to participate in the National College Health Association-Health Assessment. This survey yields useful data that guide the direction of AODA prevention efforts.
- UW-Whitewater continues to maintain its relationship with the UW System AODA Coordinators group which provides ongoing opportunities for networking, collaboration, support, and additional training opportunities.
- The Alcohol Diversion program continually provides students with the skills to apply risk reduction strategies that reduce continual risky alcohol behaviors.

- Availability of substance-free and wellness-focused housing on campus where a culture of health is established and positive choices are reinforced.
- Creation and sustainability of the AODA Peer Educator program in University Housing.

#### *Prevention Program Weaknesses*

- University financial strain resulted in removing the UHCS AODA Educator position from the budget. Without the AODA Educator, UW-W cannot maintain our typical levels of service, and there has been a decrease in programs.
- Confusion exists among students and parents about the differences between the Alcohol Sanctioning Guidelines and the Alcohol Diversion program offered by the University Police department. Per UWS Chapter 17 guidelines, students have an educational obligation to University Policy AND a legal obligation to the University Police.
- UW-Whitewater prevention efforts that target individual students and the entire student population are strong, as evidenced by examples listed earlier in this report. However, a lack of environmental strategies in accordance with the City of Whitewater aimed to create a safer and healthier campus environment (e.g. restrictions on alcohol retail density, regulation of happy hour or drink specials) still exists. A large goal for the future is to collaborate with the City of Whitewater in creating more sustainable measures for safer drinking.
- The AODA Coalition has struggled to maintain consistent leadership and attendance due to staff turnover. Meetings are not currently held.
- There is a lack of evidence-based prevention programs related to marijuana use.

#### *Recommendations for Improvement*

- Continue to work on policy changes, related to alcohol and other drugs both on and off campus, to reduce alcohol abuse among students. This includes collaboration with the University Police department to ensure their curriculum for the Alcohol Diversion Program does not overlap the existing Alcohol Awareness Workshop.
- Create a sober support group targeted toward students in recovery.
- Continue building stronger relationships with the Chancellor and Vice Chancellor for Student Affairs to garner support and advocate for AODA prevention goals.
- Identify and implement ways to better collect, organize, analyze and share AOD-related data and assessment.

- Reinvigorate the AODA Coalition by recruiting new members (including students and faculty members) and set clear goals. Encourage the group to build a unique identity on campus and help members build a sense of responsibility to AODA issues on the UW-Whitewater campus.
- Collaborate with campus Institutional Research staff members to employ assessment measures that could help assess the effectiveness of campus AODA prevention efforts and provide better direction on how to meet students where they are at.
- Examine environmental strategies, including collaborating with the City of Whitewater, that could potentially help create a safer and healthier campus community (e.g. restrictions on alcohol retail density, regulation of happy hour or drink specials, weekend programming, etc.) by reviewing model programs and relevant literature.
- Target student athletes and Greek organization members with additional alcohol education. Challenge stereotypes and correct misperceptions regarding college student alcohol use.

## EDGAR Part 86 Compliance Checklist

### Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist

1. Does the institution maintain a copy of its drug prevention program? ☒ Yes ☐ No

If yes, where is it located? *Website & on file with UHCS*

2. Does the institution provide annually to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?
- a. Standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities  
Students: ☒ Yes ☐ No Staff and Faculty: ☒ Yes ☐ No
- b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol  
Students: ☒ Yes ☐ No Staff and Faculty: ☒ Yes ☐ No
- c. A description of applicable legal sanctions under local, state, or federal law  
Students: ☒ Yes ☐ No Staff and Faculty: ☒ Yes ☐ No
- d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs  
Students: ☒ Yes ☐ No Staff and Faculty: ☒ Yes ☐ No

- e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions

Students: ☒ Yes ☐ No Staff and Faculty: ☒ Yes ☐ No

3. Are the above materials distributed to students in one of the following ways?

- a. Mailed to each student (separately or included in another mailing)

☐ Yes ☒ No

- b. Through campus post offices boxes

☐ Yes ☒ No

- c. Class schedules which are mailed to each student

☐ Yes ☒ No

- d. During freshman orientation

☒ Yes ☐ No

- e. During new student orientation

☒ Yes ☐ No

- f. In another manner (describe)

*Students receive the above materials through a broadcast email that goes out to all students at their University-sponsored email addresses. Students are also made aware of the AOD Policy during floor meetings in their residence halls during the first week of classes. The policies are also available year-round in the online Student Handbook and on the University Police Services website.*

4. Does the means of distribution provide reasonable assurance that each student receives the materials annually? ☒ Yes ☐ No

5. Does the institution's distribution plan make provisions for providing these materials to students, who enroll at some date after the initial distribution? ☒ Yes ☐ No

6. Are the above materials distributed to staff and faculty in one of the following ways?

- a. Mailed

Staff: ☒ Yes ☐ No Faculty: ☒ Yes ☐ No

- b. Through campus post office boxes

Staff: ☒ Yes ☐ No Faculty: ☒ Yes ☐ No

- c. During new employee orientation

Staff: ☐ Yes ☒ No Faculty: ☐ Yes ☒ No

## d. In another manner (describe)

*Staff and faculty also receive a broadcast email to their University-sponsored email account informing them of the AODA Policy. Information about the policy is also available online year-round in the University Handbook.*

7. Does the means of distribution provide reasonable assurance that each staff and faculty member receive the materials annually?

Staff: ☒ Yes ☐ No

Faculty: ☒ Yes ☐ No

8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?

Staff: ☐ Yes ☒ No

Faculty: ☐ Yes ☒ No

9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?

## a. Conduct student alcohol and drug use survey

☒ Yes ☐ No

*UW-Whitewater participates in the American College Health Association – Health Assessment. This survey provides statistical information about student AODA use and student perceptions about AODA use on campus.*

## b. Conduct an opinion survey of its students, staff, and faculty

Students: ☒ Yes ☐ No Staff and Faculty: ☐ Yes ☒ No

## c. Evaluate comments obtained from a suggestion box

Students: ☒ Yes ☐ No Staff and Faculty: ☐ Yes ☒ No

## d. Conduct focus groups

Students: ☐ Yes ☒ No

Staff and Faculty: ☐ Yes ☒ No

## e. Conduct intercept interviews

Students: ☐ Yes ☒ No

Staff and Faculty: ☐ Yes ☒ No

## f. Assess the effectiveness of documented mandatory drug treatment referrals for students and employees

Students: ☐ Yes ☒ No

Staff and Faculty: ☐ Yes ☒ No

## g. Assess the effectiveness of documented cases of disciplinary sanctions imposed on students and employees

Students: ☒ Yes ☐ No Staff and Faculty: ☐ Yes ☒ No

## h. Other (please list)

10. Who is responsible for conducting these biennial reviews?

*A Dean of Students Staff Member & UHCS Wellness Staff in collaboration with various campus departments.*

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review?

☐ Yes ☒ No

*This information has not been requested of us by the Secretary.*

12. Where is the biennial review documentation located?

*Department: University Health and Counseling Center*

*Phone: 262-472-1305*

*Email: wellness@uww.edu*

## APPENDIX

Appendix A – Policy on Illicit Drugs and Alcohol

Appendix B – Student Handbook

Use and Abuse of Alcohol

Drug-Free Workplace (Learning-place)

Drug Abuse

Appendix C – Annual Security Report and Fire Safety Report

Annual Security Report & Policy Statement

Alcohol and Other Drug Prevention and Intervention

Smoking Policy

Effects of Alcohol and Other Drug Abuse

Legal Penalties and Sanctions

University Standards of Conduct & Sanctions

Appendix D – UWS Chapter 17: Student Non-Academic Disciplinary Procedures

Appendix E – UWS Chapter 18: Conduct on University Lands

Appendix F – University Housing Alcohol & Drug Policies

Appendix G – Student-Athlete Handbook

Appendix H – Student Organization Policy & Procedure

Appendix I – Special Event Policy

Appendix J – Alcohol Beverage Policy

Appendix K – Alcohol Related Policy Violation Sanctioning Guide

Appendix L – Annual Notification Email & Announcement

Appendix M – Drug-Free Workplace Employee Notification Letter

Appendix N – Police Arrests or Referrals for University Disciplinary Action

Appendix O – American College Health Association – Health Assessment 2021

# Appendix A

Policy on Illicit Drugs and Alcohol

**UW-W Policy on Illicit Drugs and Alcohol**

The University of Wisconsin System and University of Wisconsin-Whitewater prohibit the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol by students and employees on university property or as part of university activities. The use or possession of alcoholic beverages is prohibited on university premises, except in faculty and staff housing and as expressly permitted by the Chancellor or under institutional regulations, in accordance with s. UWS 18.06(13) (a), Wis. Adm. Code. Without exception, alcohol consumption is governed by Wisconsin statutory age restrictions under s. UWS 18.06(13)(b), Wis. Adm. Code. The unlawful use, possession, distribution, manufacture or dispensing of illicit drugs ("controlled substances" as defined in ch. I61, Wis. Stats.,) is prohibited in accordance with s. UWS 18.10, Wis. Adm. Code.

Violation of these provisions by a student may lead to the imposition of a disciplinary sanction, up to and including suspension or expulsion under s. UWS 17.06(1)(c), Wis. Adm. Code. University employees are also subject to disciplinary sanctions for violation of these provisions occurring on university property or the worksite or during work time, up to and including termination from employment. Disciplinary sanctions are initiated and imposed in accordance with applicable procedural requirements and work rules, as set forth in Wisconsin statutes, administrative rules, faculty and academic staff policies, and collective bargaining agreements.

Referral for prosecution under criminal law is also possible. Further, violations of s. UWS 18.06(13) and 18.10, Wis. Adm. Code may result in additional penalties as allowed under ch. UWS 18, Wis. Adm. Code.

Employees who are convicted of any criminal drug statute violation occurring in the workplace must notify their supervisor (dean, director or department chair) within 5 days of the conviction if the employees are employed by the university at the time of the conviction. Supervisors of employees who are being paid from federal funds must then notify the Dean of Graduate Studies within 5 days of the conviction. The dean, in turn, will notify both the federal contracting or granting agency and the appropriate university office within 5 days after receiving notice from the supervisor. The university will take appropriate referral or disciplinary action within 30 days of the employee notifying the supervisor.

Students and employees who have problems with alcohol or controlled substances are encouraged to voluntarily contact the Student/Employee Assistance Program (S/EAP) Coordinator for referral to counseling or treatment programs. Early diagnosis and treatment of chemical abuse is in the best interests of the university, students, and employees. Voluntary contacts with the S/EAP Coordinator may remain confidential. The UW-Whitewater S/EAP Coordinator may be reached at the Health Center, Room 2005 (phone 472-1490). There is also a 24-hour Crisis Line (phone 472-5770).

NOTE: For more information on this subject see: University Handbook, Section I-F, Page 4

[UW-W Home](#) » [Office of Administrative Affairs](#), [Police Services](#) » [Building Supervisor's Manual](#) » UW-W Policy on Illicit Drugs and Alcohol

<https://www.uww.edu/adminaffairs/police/building-supervisor-manual/drugs-and-alcohol>



# **Appendix B**

## Student Handbook

## Use and Abuse of Alcohol

UW-Whitewater has established an environment that allows for only the legal and responsible use of alcohol. The university's interest is in maintaining the safety and well-being of all students and community members. UW-Whitewater recognizes that alcohol abuse has a negative impact on students' emotional, social, physical and academic lives. Alcohol abuse affects not only the person who abuses alcohol but impacts the whole community. Steps will be taken to intervene when a student's use of alcohol comes to the attention of the university. Both disciplinary and counseling efforts may be utilized to help a student whose alcohol use is problematic. Consider the following when someone's alcohol use is in question:

1. UW-Whitewater allows for only the legal and responsible use of alcohol.
2. Students who choose not to use alcohol shall have this right respected and accepted by other students.
3. At all campus events where alcohol is present, only responsible and legal alcohol use is allowed of UW-Whitewater students, faculty, staff and their guests.
4. Illegal and/or abusive use of alcohol on the UW-Whitewater campus is prohibited.
5. Any use of alcohol that results in a student's inappropriate behavior may result in both disciplinary and counseling referrals, when brought to the attention of university staff.
6. UW-Whitewater recognizes that alcohol abuse is a major threat to the health and safety of college students and that students can learn to change their use patterns, if appropriately motivated and/or treated.
7. Students who suspect that they may be having problems with alcohol are encouraged to seek help.
8. No one will have his/her student status jeopardized by his/her request for assessment and/or treatment for alcohol or other drug problems.
9. All counseling records are confidential.
10. If faculty, staff, or students feel alcohol use is interfering with a student's functioning, they should encourage that student to seek an assessment and possible referral for treatment.
11. Free counseling services are available to all UW-Whitewater students, though they will not be provided to meet legal, court-ordered, requirements.

Although only alcohol and problems with alcohol use are cited above, any form of chemical/substance abuse will be addressed similarly. For more information or to seek help, contact University Health and Counseling Services at (262) 472-1305

## Drug-Free Workplace & Campus

Congress has enacted the Drug-Free Workplace Act of 1988 and Drug-Free Schools & Community Act 1989 which places certain responsibilities on the University as the recipient of federal grants and contracts. Pursuant to federal requirements and in keeping with current University policy, all UW-Whitewater students and employees are reminded that University rules, policies and practices prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances on all University property and worksites. Any employee who engages in any of these actions on University property or worksites or during work time may be referred to counseling or treatment, and may be subject to disciplinary action up to, and including, discharge.

Employees who are convicted of any criminal drug statute violation occurring in the workplace must notify their supervisor (e.g., dean, director or department chair) within 5 days of the time of the conviction. Supervisors of employees who are being paid from federal funds must then notify the Dean of Graduate Studies within 5 days of conviction. The Dean, in turn, will notify both the federal contracting or granting agency and the appropriate University office within 5 days after receiving notice from the supervisor. The University will take appropriate referral or disciplinary action within 30 days of the employee notifying the supervisor.

Employees who have problems with alcohol or other drugs are encouraged to voluntarily contact the Employee Assistance Program (EAP) for referral to counseling or treatment programs. Early diagnosis and treatment of substance abuse is in the best interest of the University and the employee. Contacts with the EAP may remain confidential. The UW-Whitewater EAP may be reached by calling University Health and Counseling Services at (262) 472-1305.

For more details on alcohol and drugs, see: [http://www.uww.edu/annual\\_safety\\_report/](http://www.uww.edu/annual_safety_report/)

### *DRUG ABUSE*

#### **UW-Whitewater Responsibilities:**

UW-Whitewater is bound by existing state and federal illicit drug laws and therefore cannot and will not condone the illegal use, possession or distribution of marijuana and/or illegal drugs by members of the University of Wisconsin-Whitewater community. The university assumes no legal responsibility for the choices that students make concerning use of marijuana and other illegal drugs. Any student who violates the law does so at his/her own jeopardy and is subject to disciplinary action. More detailed information regarding internal sanctions can be found at [uww.edu/documents/uwcs/uwwalcoholmarijuanasanction.pdf](http://uww.edu/documents/uwcs/uwwalcoholmarijuanasanction.pdf)

#### **Student Responsibilities:**

The University of Wisconsin-Whitewater (UW-W) recognizes the freedom of students to choose the course of their actions; however, it cannot permit activities that interfere with the rights and freedoms of others. A University student is not entitled to greater immunities or privileges before

the law than those enjoyed by other citizens, and they are not entitled to lesser treatment in the same case.

**Counseling Responsibilities:**

UW-Whitewater students who have been addressed by the disciplinary system for their use of/ involvement with illegal drugs are often referred to the University Health and Counseling Services for an alcohol and other drug abuse (AODA) evaluation. Counseling Services provides an opportunity for students to examine the impact of their AOD use and to have a professional assess whether further treatment is indicated. Counseling Services offers an initial AODA evaluation for any student and can help with the referral process if a student chooses to seek treatment. Assessments are not provided to meet legal, court-ordered, requirements.

Students who are concerned about either their own, or another person's, alcohol or other drug use are encouraged to contact the Counseling Services at (262) 472-1305 for an appointment. All counseling contacts are confidential. Free educational resources are also available by contacting the AODA educator at (262) 472-1882.

# Appendix C

Annual Security and Fire Safety Report  
Annual Security Report & Policy Statement,  
Alcohol and Other Drug Prevention and  
Intervention  
Smoking Policy  
Effects of Alcohol and Other Drug Abuse  
Legal Penalties and Sanctions  
University Standards of Conduct and Sanction



# Annual Security and Fire Safety Report

Whitewater and Rock County Campuses

October 2019

### From the Chief

As the Chief of Police at the University of Wisconsin-Whitewater, I am proud to serve, assist and protect our students, staff, faculty and community. Our commitment to the safety of our campus community is absolute, we seek to prevent incidents before they occur through the development of relationships and trust within our community, by educating our population on how to assist themselves and providing opportunities to change behaviors before larger concerns develop. When crime does occur, we provide skilled investigation, compassionate assistance and a desire to help heal the mental, emotional and physical concerns of victims. We encourage reporting of all criminal incidents regardless of their perceived magnitude as you never know when you can be the key to unlocking a larger mystery.

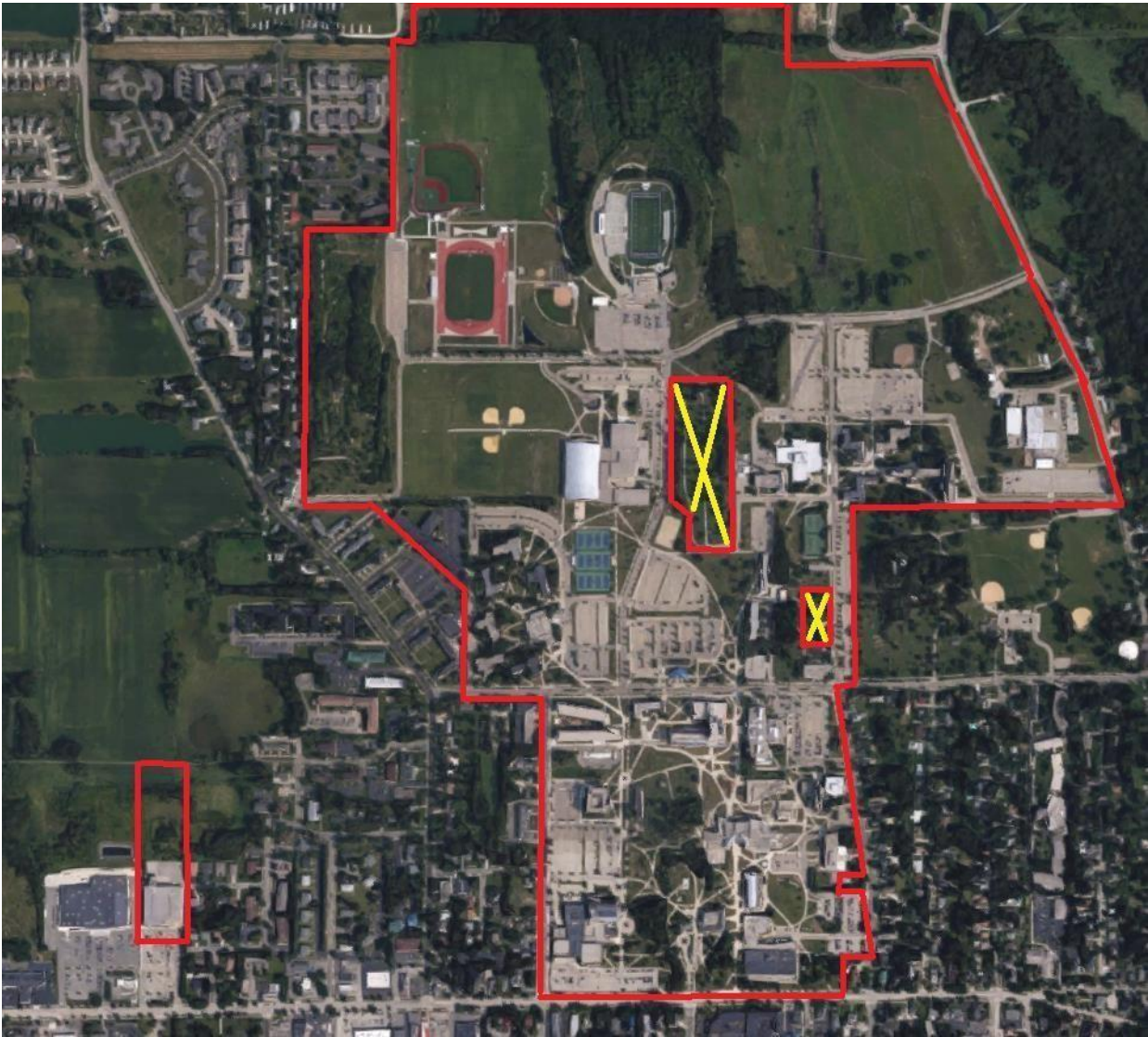


The Annual Security and Fire Safety Report (“ASR”) serves to provide you with factual information not only about relevant statistics, but the multitude of safety-related services available on campus, information on emergency messaging and emergency preparedness, and key policies and procedures. We hope the information provided here can assist you in having a positive, productive and enjoyable tenure here. If you have any questions, comments or concerns, please never hesitate to reach out for assistance, if you need help, we will figure out how to provide it.

A handwritten signature in black ink, appearing to read "Matt Kiederlen", written over a horizontal line.

Chief Matt Kiederlen  
Kiederlm@uww.edu  
262-472-4660

UW-Whitewater On-Campus Geography Map





UW-Whitewater Rock County On-Campus  
Geography Map



Resources at a Glance	1	
.....		4
UW-Whitewater Annual Security Report & Policy Statement.....		12
Campus Crime Statistics Charts.....		
Preventing and Responding to Sexual Assault, Domestic Violence, Dating Violence and Stalking.....		21
Definitions (Appendix A)		22
State Statute Related to Sexual Assault		28
Bystander Intervention.....		30
Risk Reduction .....		30
Reporting Options for Victims/Survivors_31 Services Available to Victims/Survivors_32		
Sexual Assault, Dating Violence, Domestic Violence, and Stalking Disciplinary		
Procedures for Student Perpetrators		32
Institutional Procedures for Employees in Cases of Alleged Sexual Assault, Dating		
Violence, Domestic Violence, and Stalking by Faculty, and University Staff .....		36
Statement of Policy .....		38
University of Wisconsin-Whitewater Investigation Process .....		44
Sexual Assault Education and Prevention Activities for Students .....		44
Ways to Reduce the Risk of Being Sexually Assaulted .....		47
Ways to Avoid Being Accused of Sexual Assault		47
Annual and Ongoing Prevention and Awareness Programs		44
Alcohol and Other Drug Intervention		48
Legal Penalties and Sanctions		50
Alcohol and Drug Education and Prevention Activities		55
Procedures for Reporting a Missing Student 63 UW-Whitewater Annual Fire Safety Report_64		

## Resources at a Glance

The *Resources at a Glance* section is intended to provide you with a quick reference guide to generally utilized services both on and off campus and to help find a starting point for most issue potentially encountered during the college years.

Other campus numbers can be found through the UW-Whitewater Directory Search page located at <http://wp.uww.edu/>.

### Safety and Security

#### **UW-Whitewater Police Department**

Emergency 911

Non-Emergency/Business 262-472-

4660 Goodhue Hall

734 W Starin Road

Whitewater WI 53190

[police@uww.edu](mailto:police@uww.edu)

#### **City of Whitewater Police Department**

Emergency 911

Non-Emergency/Business 262-4730555

312 W Whitewater Street Whitewater

WI 53190 [police@whitewater-wi.gov](mailto:police@whitewater-wi.gov)

[www.whitewater-](http://www.whitewater-wi.gov)

[wi.gov/departments/police](http://www.whitewater-wi.gov/departments/police)

#### **Walworth County Sheriff's Office**

Non-Emergency/Business 262-741

4400 1770 County Rd NN Elkhorn WI

53121

[co.walworth.wi.us/Sheriffs%20Office/Sheriff/](http://co.walworth.wi.us/Sheriffs%20Office/Sheriff/)

#### **Jefferson County Sheriff's Office**

Non-Emergency/Business 920-6747310 411

S Center Ave Jefferson WI 53549

[www.jeffersoncountywi.gov/departments/departments\\_s-z/departments/sheriff.php](http://www.jeffersoncountywi.gov/departments/departments_s-z/departments/sheriff.php)

#### **Rock County Sheriff's Office**

Non-Emergency/Business 608-757-8000

### Campus Offices

200 US-14 Janesville, WI

53545

<http://www.co.rock.wi.us/sheriff>

**Dean of Students Office** 262-472-1533

141 Wyman Mall

Anderson Library

L2100 Whitewater WI

53190

[www.uww.edu/dean-of-students/](http://www.uww.edu/dean-of-students/)

**Human Resources and Diversity** 262-472-1024

Hyer Hall Room 330

800 W Main Street

Whitewater WI 53190

[www.uww.edu/adminaffairs/hr/](http://www.uww.edu/adminaffairs/hr/)

**University Housing** 262-472-4255

Goodhue Hall Floor 200

734 W Starin Road

Whitewater WI 53190

[housing@uww.edu](mailto:housing@uww.edu)

[www.uww.edu/housing](http://www.uww.edu/housing)

**Visitor and Parking Services** 262-472-1011  
826 Starin Road  
Whitewater WI 53190  
parking@uww.edu

**Environmental Health, Risk Management, Safety & Loss Control**  
262-472-1856  
Hyer Hall 330  
800 W Main Street  
Whitewater WI 53190  
riskmgmt@uww.edu  
www.uww.edu/adminaffairs/riskmanagement

**Financial Aid Office** 262-472-1130  
Hyer Hall Room 130  
800 West Main Street  
Whitewater WI 53190  
uwwfao@uww.edu  
www.uww.edu/financialaid

**Center for Global Education** 262-472-5759  
Hyland Hall Suite  
1227 809 West Starin

**Sexual Assault, Domestic Violence, Dating Violence and Stalking Survivor Resources**

**Wisconsin Coalition Against Sexual Abuse** 608-257-1516  
2801 West Beltline Highway Suite 202  
Madison WI 53713  
wcasa@wcasa.org www.wcasa.org

**Health Services**

Road Whitewater, WI 53190  
international@uww.edu  
www.uww.edu/international

### **Title IX Contact**

#### **Title IX Coordinator**

Vicki Schreiber  
262-472-1024  
Hyer Hall Room 330 800 W Main Street  
Whitewater WI 53190  
www.uww.edu/sexual-misconduct-information

### **Sexual Assault, Domestic Violence, Dating Violence and Stalking Survivor Resources**

#### **People Against Domestic and Sexual Abuse (PADA)**

24 Hour Crisis Line 920-674-6768  
Toll Free 800-228-7232 P.O.  
Box 395 Jefferson WI 53549  
www.padajc.org/

#### **New Beginnings - Association for the Prevention of Family Violence (APFV)**

262-723-4653 143 W.  
Main St. Whitewater,  
WI 53190  
www.co.walworth.wi.us/Health%20and%20Human%20Services/Intervention/apfv.aspx

#### **University Health and Counseling Services** 262-472-1300

Ambrose Health Center 710 Starin Road  
Whitewater WI 53190 uhcs@uww.edu  
www.uww.edu/uhcs

#### **Fort Health Care**

920-568-5000  
611 Sherman Avenue East Fort Atkinson WI 53538 www.forthhealthcare.com

**St. Mary's Hospital**

608-373-8000

3400 E. Racine Street Janesville WI 53546

[www.stmarysjanesville.com/Pages/default.aspx](http://www.stmarysjanesville.com/Pages/default.aspx)

x

**Mercy Hospital and Trauma Center** 608-756-6000

1000 Mineral Point Ave #7 Janesville WI 53548

[mercyhealthsystem.org/location/mercy-hospital-and-trauma-center/](http://mercyhealthsystem.org/location/mercy-hospital-and-trauma-center/)**Aurora Lakeland Medical Center** 262-741-2000

W3985 County Rd NN Elkhorn, WI 53121

<https://www.aurorahealthcare.org/locations/hospital/aurora-lakeland-medical-center>**Mental Health and Substance Abuse Resources****Walworth County Department of Health and Human Services**

800-365-1587

262-741-3200

W4051 County Road NN

P.O. Box 1005 Elkhorn WI 53121

[www.co.walworth.wi.us/Health%20and%20Human%20Services/Mental%20Health/mental-health-home.aspx](http://www.co.walworth.wi.us/Health%20and%20Human%20Services/Mental%20Health/mental-health-home.aspx)**Jefferson County Human Services**

888-794-5780

920-674-3105

1541 Annex Road Jefferson WI 53549

[www.jeffersoncountywi.gov/departments/departments\\_f-r/departments/human\\_services.php](http://www.jeffersoncountywi.gov/departments/departments_f-r/departments/human_services.php)**Rock County Human Services Department** 608-757-5200

3530 N County Rd F Janesville, WI 53545

<http://www.co.rock.wi.us/hsd>

## UW-Whitewater Annual Security Report & Policy Statement

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an Annual Security Report to all current faculty, staff, and students and notice of its availability to prospective students, faculty, and staff. This document is one of many mechanisms designed to inform current and potential UW-Whitewater community members of crime, arrest and referral statistics, of current crime response, reporting, prevention and awareness policies, including policies regarding sexual assault, domestic violence, dating violence and stalking, of campus disciplinary policies and relevant state laws, and of campus safety and security. This Annual Security and Fire Safety Report (ASR) includes crime, arrest, and referral statistics for the previous three calendar years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the University of Wisconsin–Whitewater, and on public property within, or immediately adjacent to and accessible from, the campus. The Fire Report at the end the document contains UW-Whitewater Housing fire safety protocols and fire statistics for the previous three calendar years.

This report is prepared by the University of Wisconsin-Whitewater Police Department (UWWPD). To gather policies for this report, UWWPD collaborated with University Housing, University Health



and Counseling Services, Athletics, Human Resources and Diversity, Dean of Students Office and other divisions and departments on campus.

Statistics are gathered through reports to the University of Wisconsin-Whitewater Police Department (UWWPD), the Dean of Students Office, University Housing, Human Resource and Diversity, Athletics and other Campus Security Authorities. UWWPD also requests crime statistics from outside law enforcement agencies that may have jurisdiction over UW-Whitewater's non-campus property. UWWPD and the Dean of Students Office collaborate in compiling the crime, arrest and referral statistics to ensure statistics are not missed or double counted. A copy of this report is disseminated to faculty, staff, and students in an e-mail sent in early October of each fall semester. Crimes are classified using the FBI Uniformed Crime Reporting Handbook, the National Incident Based Reporting System Handbook and The Handbook for Campus Safety and Security Reporting. Wisconsin law is used to define drug, liquor and weapons law violations, as well as incidents of domestic violence.

Reports of criminal actions or other emergencies occurring on the UW-Whitewater campus shall be made to the University Police Department. The University Police Department shall respond in accordance with established law enforcement procedures.

### Access to and Security of University Buildings

Conduct on university property is governed by Chapters UWS 18 and UWS 21 Wisconsin Administrative Code and institutional policies on file in the Office of the Chancellor.

#### Academic and Administrative Buildings

Security is provided in the maintenance of the University's facilities through a number of mechanisms, including limitations on hours of operation, policies on keys, restricting access to those bearing proper identification as university staff or students, the provision of adequate lighting, key card access control, randomized patrol by Police and Campus Service Officers, and making available telephone call boxes for emergency assistance. Specific security mechanisms may vary with the type of university facility. Security precautions in place for the various types of facilities at UW-Whitewater are on file in respective campus offices. Administrative and academic building security policies are on file in the Office of the Director of

Facilities Planning and Management, University Center policies in the University Center Facilities Management Office, and campus residence policies in the individual Residence Hall offices. For information about the access protocol for a specific building, see the building manager, a department head, or contact UWWPD at (262)472-4660.

#### Residence Halls

The Residence Halls are controlled by 24-hour key card access points. There are no Residence Hall on the UWW Rock County campus. Sworn Police randomly patrol all Residence Hall buildings, exterior common areas and parking lots, utilizing foot, bicycle and vehicle patrols. The University Police maintains sub-stations in the Wells Hall complex and Drumlin Dining Hall. They provide two (2) full-time officers who specifically engage the Residence Hall community to address its specific needs in programming, information dissemination, and the formulation of mutual trust.

Housing staff also enforce security measures in the residence halls and work with residents to achieve a community respectful of individual and group rights and responsibilities. Housing Staff and UWSPD staff also conduct periodic educational sessions on prevention of various crimes, including sexual assault. Basic building security measures and expectations are regularly presented by Resident Assistants during floor meetings and additionally discussed by University Housing Staff, Police personnel, and various New Student Seminar classes.

### **Maintenance**

University Police and Campus Service Officers perform weekly checks of Emergency Call Boxes, monthly checks of exterior lighting and random daily inspections of building security. University Police notify Facilities, Planning and Management to facilitate repairs. University Housing personnel routinely check for Residence Hall maintenance issues, such as non-functioning interior lighting, and submit for repair or replacement via their internal maintenance personnel or Facilities, Planning and Management.

### **University Police and Crime Reporting**

In Accordance with 36.11(2), Wisconsin Statutes, UW-Whitewater University Police Department is staffed by sworn, armed police officers who meet the standards of the Wisconsin law enforcement standards board and have the authority to arrest and bring before the proper courts persons violating the law on university property. The University's police officers cooperate with local, county, state and federal law enforcement authorities in the exercise of their responsibilities as requested. The University of Wisconsin-Whitewater does not have formal Memorandums of Understanding with these agencies but does utilize the provision of Mutual Aid as outlined in Wisconsin Statute. According to Wisconsin Statute 66.0313(2), "Upon the request of any law enforcement agency, including county law enforcement agencies as provided in statute 59.28(2), the law enforcement personnel of any other law enforcement agency may assist the requesting agency within the latter's jurisdiction, notwithstanding any other jurisdictional provision. For purposes of Statute 895.35 and Statute 895.46, law enforcement personnel, while acting in response to a request for assistance, shall be deemed employees of the requesting agency."

The University Police are responsible for the overall safety and security of the UW-Whitewater campuses. This includes the campus geography and those streets immediately adjacent to the campus. The University Police actively patrol the campus jurisdiction through the use of foot, bicycle and vehicle patrol. The University Police enforce all applicable State and Federal laws, utilizing referral for University disciplinary action, warnings, diversion programs, citations, arrests and referral for prosecution to the appropriate agency. The University Police are supplemented by non-sworn Campus Service Officers (CSO), consisting of University students trained by the Police to provide patrol and safety measures to the students, staff and faculty. The CSOs assist with the patrol of parking lots, building checks, safety escorts and event monitoring. CSOs do not possess the authority to arrest, but can refer for violations of University policy and have direct radio communications with the University Police to provide directed and immediate response to incidents they may observe.

The University Police have a limited presence on the UWW Rock County campus. When officers are not physically present, minor reports can be taken over the phone. Other immediate or emergency response will be provided by the Rock County Sheriff's Office or other requested mutual aid through 911 or 608-757-8000.

Students, faculty, staff and visitors who are witness, victim or representing a victim who is unable to report a crime, are encouraged to promptly report all crimes or suspicious activities to the appropriate jurisdiction. Incidents which occur on UW-Whitewater property should be reported to the University Police. Incidents which are not of an emergency nature may be reported to University Police in person at the University Police Department located on the 1<sup>st</sup> floor of Goodhue Hall, by calling 262-472-4660 or emailing [police@uww.edu](mailto:police@uww.edu) (email response will be within the next business day). Incidents of an emergency nature may be reported by dialing 911 from any campus or cell phone. Additionally, students, staff or faculty living in the City of Whitewater community can report in person at the City Police Department at 312 W. Whitewater, by calling 911 for emergencies or for non-emergency situations dial 262-473-0555. Victims of sexual assault who do not wish to report the crime to a law enforcement official or to the University are still highly encouraged to get help and support.

Alleged victims of crimes of violence, upon written request, can obtain the results of any University disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator. 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.

Although licensed health and counseling staff acting in that capacity do not report crimes as Campus Security Authorities, they will assist individuals in reporting a crime, should they decide they would like to. Counseling may, in situations of extreme concern or imminent threat, encourage individuals to report crimes. Licensed health and counseling staff are required to submit statistics to the Dean of Students on a yearly basis of any sexual assaults they have learned about in the last year under Wisconsin 36.11(22)(c), but do not include identifying information unless the student wishes to share it.

Crimes can generally be reported confidentially to the University Police to ensure their inclusion in the Annual Security and Fire Safety Report. Certain heinous crimes, such as Sexual Assault, Armed Robbery and others, may require the University to notify the community of the danger via Timely Warning or Emergency Notification, but the individual reporting the crime, will have their identity protected as allowed by law.

### Emergency Warnings and Information

The University Police, in conjunction with the Office of University Marketing and Communications and the Vice Chancellor for Administrative Affairs, will release information and safety suggestions via timely warnings for significant crimes. The University Police staff will assess crimes and incidents reported to determine if a timely warning or emergency notification is necessary. Timely warnings are disseminated via email. All crimes reported to the University of Wisconsin-Whitewater Police department will be evaluated for inclusion in the campus annual security report statistics.



On the Main Campus, University Police are responsible for confirming an emergency and utilize various means to do so, such as: community reports, personal observation or environmental factors. Once confirmed, the determination is made of the potential effects or dangers to the campus community. University Police will determine whether notification will be sent to the entire campus or certain segments of the campus community. Factors considered will include, but are not limited to; the number of people potentially affected, location and type of emergency. Alerts, evacuations and notifications are then appropriately disseminated.

In the event the Police Department confirms an occurrence to be a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on campus, the Chief/Director of Police Department, Matt Kiederlen (262-472-4660) is responsible for ensuring the dissemination of emergency information to the University community and initiating the emergency notification process. Depending on the type of incident, initiation of the notification process may include, alerting first responders, use of fire alarm or public address systems, mass email, University Emergency Notification website, IP phones and InformaCast (see below for installation information). Personally, identifying information or personal information of victims will be held confidential when providing warnings. This determination is made by evaluating information received from citizens, officers and other sources. Notification of incidents is the responsibility of Police Department. The University will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Responsible authorities shall include Chief Matt Kiederlen, Media and Marketing Relations Director Sara Kuhl, Vice Chancellor for Administrative Affairs Grace Crickette, and their appropriate designee(s).

Dissemination of emergency information to the larger community is the joint responsibility of these staff and the Director of University Marketing and Communications, Sara Kuhl (262-472-1194). The dissemination of information to the general public is primarily done through the University website and area media outlets. Additionally, the University and City Police share a joint dispatch center and the same radio frequency, events occurring on campus are immediately known to the surrounding community's emergency services. Individuals who may authorize dissemination of emergency information in the absence of the Chief or Director include:

- Assistant Chief Matt Schwartz, University Police 262-472-4660
- Lieutenant Jason Burt, University Police 262-472-4660
- Lieutenant Steve Hanekamp, University Police 262-472-4660
- Jeff Angilera, Assistant Director, University Marketing and Communications, 262-472-1195
- Nadia Bidwell, Project Manager, University Marketing and Communications, 262-472-1200

On the Rock County Campus, administrative personnel are responsible for confirming an emergency and utilize various means to do so, such as: community reports, personal observation or

environmental factors. Once confirmed, the determination is made of the potential effects or dangers to the campus community. Personnel will determine whether notification will be sent to the entire campus or certain segments of the campus community. Factors considered will include, but are not limited to; the number of people potentially affected, location and type of emergency. Alerts, evacuations and notifications are then appropriately disseminated.

In the event administrative personnel confirms an occurrence to be a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on campus, the Associate Dean of SA & EM, Kristin Fillhouer (608-898-5040) is responsible for ensuring the dissemination of emergency information to the University community and initiating the emergency notification process. Depending on the type of incident, initiation of the notification process may include, alerting first responders, use of fire alarm or public address systems, mass email, University Emergency Notification website, IP phones and Rave system. Personally, identifying information or personal information of victims will be held confidential when providing warnings. This determination is made by evaluating information received from citizens, officers and other sources. Notification of incidents is the responsibility of Police Department. The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Responsible authorities shall include Associate Dean Kristin Fillhouer, Assistant to the Associate Dean Tonya Anderson, and their appropriate designee(s).

Dissemination of emergency information to the larger community is the joint responsibility of these staff and the Director of University Marketing and Communications, Sara Kuhl (262-472-1194). The dissemination of information to the general public is primarily done through the University website and area media outlets.

Required non-emergency notifications will be directed to the Chief of Police, Matt Kiederlen, for determination on distribution needs and will follow the Main campus protocols.

The most current emergency information is updated on the University website and distributed through campus email throughout any event. Information remains posted until the event is mitigated. Notifications are maintained in an electronic archive managed by Marketing and Media Services.

### **Evacuation**

In the event of a required evacuation, individuals are first expected to self-evacuate. Individuals unable to self- evacuate should first make themselves as safe as possible and then contact 911 for further assistance. Information on safe directions of travel or areas to avoid will be disseminated through appropriate methods as described above.

### **InformaCast Application**

InformaCast is a smart phone application designed to allow push messaging in emergency situations on campus. It is an available service and must be downloaded by the user. There is no charge to the

user for this application. The application and registration process can be found at [informacast.uww.edu](http://informacast.uww.edu). A valid UWW user ID and password are required.

### **System Testing**

The University of Wisconsin-Whitewater Police Department conducts tests of the campus emergency notification systems on the Main campus. This is done during each semester. In addition to those tests, a fire and evacuation drill is conducted within every building on campus twice a year, once during each fall and spring semester. This assists in not only training our students, staff and faculty to the presence of alarms, but it also provides for additional testing, assessment and evaluation of the University's emergency systems. Information on emergency procedures is provided with testing notifications, usually through the campus email system. Each test is documented and archived within the University's Incident Archive of the Emergency Notification website. After each test, the University Police distribute an after action report, assessing and evaluating the emergency systems for improvements. The University Police do not do unannounced tests.

The Rock County campus conducts monthly tests of the campus emergency notification systems on the Rock

County campus. In addition to those tests, a fire and evacuation drill is conducted within every building on campus twice a year, once during each fall and spring semester. This assists in not only training our students, staff and faculty to the presence of alarms, but it also provides for additional testing, assessment and evaluation of the University's emergency systems. Information on emergency procedures is provided with testing notifications, usually through the campus email system. Each test is documented and archived within the University's Incident Archive of the Emergency Notification website. After each test, the University Police distribute an after-action report, assessing and evaluating the emergency systems for improvements. The University Police do not do unannounced tests.

### **Community Programming and Training**

UW-Whitewater provides information to students and employees about campus security procedures and practices, encourages them to be responsible for their own security and the security of others, and informs them about the prevention of crime through regular programs and literature distribution. Programming is conducted on an "as requested" basis and most classes are normally scheduled 1-2 times per semester. University Police staff conduct numerous programs throughout the academic year concerning various crime prevention topics such as theft prevention, identity theft, internet scams, drug and narcotics, and "date rape" drugs. The University Police will tailor programming to the specific needs of the requestor and are not confined to the listed topics. Scheduled programs are advertised on posters, the UWW Weekly Newsletter, local papers and the [my.uww.edu](http://my.uww.edu) website. For scheduling, designing, or information on programming call the University Police at 262-472-4660 or email [police@uww.edu](mailto:police@uww.edu).

During 2018 the University Police conducted 112 programs attended by approximately 13,500 students, staff, and faculty and community members.

The following list highlights some of the past and currently available programs for personal safety and crime prevention. Any student, staff, faculty or community member may attend unless specifically stated otherwise in the scheduled course information or if sign up is necessary through my.uww.edu; all courses are taught by UW- Whitewater Police Officers. Programming is available any time of day, or day of the week. If you are seeking information on a topic you don't see listed, the University Police will tailor a program to your needs or provide you information on where to receive it on campus. For more information, please contact University Police Department between 8:00 am & 4:30 pm at 262-472-4660 or email police@uww.edu.

**Sexual Assault Awareness** – Straightforward discussions on the prevention, recovery, investigation and potential effects of sexual assault on victims, offenders, families and friends.

**Alcohol Awareness** – An informative and interactive workshop on the potential negative effects and consequences of inappropriate alcohol use.

**Drug Awareness** – an informative and interactive workshop on the potential negative effects and consequences of inappropriate drug use, and current trends in the usage of drugs and narcotics such as prescription drug abuse, molly, marijuana, heroin and others.

**Traffic Safety-OWI, Seat Belt Safety** – Discussions on driving behaviors, operating while intoxicated consequences, and positive outcomes of seat belt use. The workshop can include individual use of technologies to physically demonstrate the effectiveness of seat belts, the physiological outcomes of intoxication and driving, and a hands- on driving simulation using golf carts, traffic cones and intoxication simulation goggles.

**Basic Crime Prevention** – Discussion on the basics of crime prevention including everything from locking your door to being aware of your surroundings.

**HawkWatch** - Training on how to be a good witness, community advocate, and how to work in a cooperative, proactive partnership with police.

**Spring Break and Travel Safety** – Provides information on the unique challenges and concerns surrounding spring break and travel activities, not just to protect the individual and property, but to ensure a good time is had in a safe manner.

**Working with the Police Department** – Offers opportunities and information on how to work with the police when an individual is involved as a victim or witness to a crime or incident. The emphasis of this experience is to take the fear out of the unknown, to explain the systems involved, and to help people understand why some things are done the way they are.

**Identity Theft and Computer Website Safety** – Offers advice and information on how to avoid becoming a victim of identity theft. Topics such as phishing and scams are discussed and how to avoid being fooled by people trying to access your system for inappropriate reasons.

**New Student Seminar** – This presentation provides an overview of the current trends and safety concerns on campus. The presentation provides information on contacting and utilizing services generally related to incidents common with police interactions, such as University Health and Counseling, as well as Title IX and sexual assault issues. The student's responsibilities as a

community member and the potential long term consequences of inappropriate actions are discussed. Students are challenged to provide solutions to scenarios related to these topics. They are further provided information on the campus' emergency messaging systems and encouraged to develop plans for their personal response to extreme incidents, incoming students are encouraged to attend the New Student Seminar presentation. The New Student Seminar Police presentation occurs at various day and evening hours, to accommodate varying student schedules, during the 3<sup>rd</sup> and 4<sup>th</sup> weeks of the fall semester. Further information on the New Student Seminar can be found at [uww.edu/fye](http://uww.edu/fye).

### **Emergency Response Guide**

The University of Wisconsin-Whitewater is fully committed to the safety and security of our students, staff and faculty. The University has an emergency response guide for all students, staff and faculty available at <http://emergency.uww.edu/Topic>. The guide is also available in every classroom on campus. The guide provides information on who to contact and what actions to take during emergency events.

### **Campus Assessment, Response and Evaluation Team (CARE)**

The Campus Assessment, Response and Evaluation Team, known as the CARE Team, is a group of staff members from various departments who meet regularly to assist individuals experiencing difficulty and to help ensure the safety of our campus. High priority is placed on balancing individuals' right to privacy with the university's duty to respond to people experiencing difficulty or expressing at-risk behavior. The CARE Team's primary objective is to connect individuals with the support and resources they need to be healthy and productive members of our campus community. You can contact the CARE Team by email at [deanofstudents@uww.edu](mailto:deanofstudents@uww.edu) or calling 262-472-1533.

### **Cooperation with Local Authorities**

UW-Whitewater encourages cooperation with local police authorities to monitor and record information concerning criminal activity occurring away from the campus, but involving University recognized student organizations and properties. The City of Whitewater Police and Rock County Sheriff's Office actively engage in enforcement, recording and monitoring of non-campus properties. Individuals can be cited, arrested and referred for inappropriate or illegal actions. These enforcement actions may be referred to the University for further disciplinary actions under Wisconsin Administrative Code Chapter 17.

### **Underage Alcohol Enforcement**

UW-Whitewater takes a proactive stand against underage alcohol possession or consumption on campus and the illegal sale or distribution of alcohol. Various informational programs on this issue are presented throughout the academic year. Institutional and Residence Hall policies have been established to deal with alcohol situations. University Police may issue citations to those persons found in violation of State Law. With each new violation, the fine is increased and the loss of a driver's license may also occur. In addition to law enforcement action or court sanctions, students may be held accountable for violations of university rules.

University Police may issue citations or provide diversion opportunities to those persons found in violation of State Law, specifically Wisconsin State Statute 125.07(4) (b), for possession or consumption of alcoholic beverages while underage. With each new violation, the fine is increased and the loss of a driver's license may also occur.

- 1<sup>ST</sup> Offense = \$263.50 (max fine = \$389.50) and a possible 90-day Driver's License suspension (Illinois residents WILL BE SUSPENDED for at least 6 months MANDATORY under Illinois law and reciprocity agreements).
- 2<sup>nd</sup> Offense= \$389.50 (max fine = \$515.50) and up to a 1-year Driver's License suspension
- 3<sup>rd</sup> Offense= \$515.50 (max fine = \$830.50) and up to 2-year Driver's License suspension
- 4<sup>th</sup> and subsequent =\$767.50 (max fine= \$1397.50) and 2-year Driver's License suspension

In addition to law enforcement action or court sanctions, students may be held accountable for violations of university rules.

#### **Drug Enforcement**

UW-Whitewater takes a proactive stand against possession, use, sale or production of illegal drugs, narcotics and related paraphernalia on campus. Various informational programs on this issue are presented throughout the academic year. Institutional and Residence Hall policies have been established to deal with drug and narcotics situations. University Police may issue citations or arrest those persons found in violation of State Law. In addition to law enforcement action or court sanctions, students may be held accountable for violations of university rules.

University Police may issue citations or provide diversion opportunities to those persons found in violation of State Law. With each new violation, the fine and consequences increase, which can include the loss of State and Federal financial aid.

- 1<sup>st</sup> Offense Citation for Possession of Marijuana = \$389.50 (max fine= \$767.50)
- 1<sup>st</sup> Offense Citation for Possession of Drug Paraphernalia = \$326.50 (max fine =\$767.50)
- 2<sup>nd</sup> and subsequent offenses related to Marijuana and Paraphernalia can result in criminal charges. All other statutory drug offenses can result in immediate criminal charges. All criminal drug related charges can result in the suspension of State and Federal financial aid.

#### **Sex Offender Information**

The University Police provide information on known registered sex offenders who reside or work on the campus in compliance with the Adam Walsh Child Protection and Safety Act of 2006. The University Police receive a list of individuals known to be associated with campus from the Department of Corrections each semester. Information on individuals is located on the University Police website at [police.uww.edu](http://police.uww.edu) under the Sex Offender Information tab. More detailed information can be provided in person at the University Police Department. The State of Wisconsin

Sex Offender Registry can be found at <http://doc.wi.gov/communityresources/wi-sex-offender-registry>. The United States Department of Justice National Sex Offender Public Website can be accessed at <http://www.nsopw.gov/>.

## Campus Crime Statistics Charts

In this chapter are statistical charts for calendar years 2018, 2017 and 2016. Changes may occur in how UW- Whitewater tracks and reports Clery Crimes that occur in and around campus. This can be caused by statutory changes or refined definitions. Differences in categories from year to year are explained in introductions to the charts. Differences in the statistics themselves reflect the number of crimes *reported*, and not necessarily a difference in the rate of crime itself. The data does not reflect prosecutions, convictions or the outcome of disciplinary actions.

Crimes statistics published in this document reflect crimes that are reported to have occurred in one of four federally defined locations. Crimes that are reported to have occurred outside of the following locations are not included in this report. The four federally defined locations are:

**On-campus property** is defined as 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 any building or property that is within or reasonably contiguous to above that is owned by the institution but controlled by another person, frequently used by students, and supports institutional purposes (such as a food or other retail vendor.)

**On-campus student housing** is defined as 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.

**Public property** is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from campus.

**Non-campus property** is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property that is 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. This category includes property that is outside of Whitewater, outside of Wisconsin and outside of the United States.

**Unfounded Crime Statistics:** A crime is considered unfounded for Clery Act purposes when a sworn or commissioned law enforcement officer makes a formal determination that the report is false or baseless.

There was 1 unfounded crimes in 2018, 1 unfounded crimes in 2017, and 3 unfounded crimes in 2016.

UW-W Main Campus				
Criminal Offenses	- On Campus Property	On- Campus Student Housing Facilities	Non- Campus Property	Public Property
<i>Murder/Non-Negligent Manslaughter</i>	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
<i>Manslaughter by Negligence</i>	2018	0	0	0
	2017	1	0	0
	2016	0	0	0
<i>Rape</i>	2018	6	1	0
	2017	9	8	1
	2016	9	8	0
<i>Fondling</i>	2018	9	5	0



	8			
	2017	10	8	0
	2016	4	4	0
	2016			
<i>Incest</i>	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
<i>Statutory Rape</i>	2018	0	0	0
	2017	0	0	0
	2016	0	0	0
<i>Robbery</i>	2018	1	1	0
	2017	0	0	1

	2016	1	0	0	0
<i>Aggravated Assault</i>	2016	0	0	0	0

	8				
	2017	0	0	0	1
	2016	2	1	0	0
	2016	4	3	0	0
<i>Burglary</i>	2017	6	4	0	0
	2016	2	2	1	0
	2018	0	0	0	0
	2017	1	0	0	0
	2016	0	0	0	1
<i>Motor Vehicle Theft</i>	2018	0	0	0	0
	2017	1	0	0	0
	2016	0	0	0	1
<i>Arson</i>	2018	0	0	0	0

	2017	0	0	0	0
	2016	0	0	0	0

UW-W Main Campus					
Hate Offenses	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
<i>Murder/Non-Negligent Manslaughter</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
<i>Manslaughter by Negligence</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
<i>Rape</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
<i>Fondling</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
<i>Incest</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
<i>Statutory Rape</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
<i>Robbery</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
<i>Aggravated Assault</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

<i>Burglary</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
<i>Motor Vehicle Theft</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
<i>Arson</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

<b>UW-W Main Campus</b>					
<b>Hate Offenses</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing Facilities</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
<i>Larceny-Theft</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
<i>Simple Assault</i>	2018	0	0	0	0
	2017	1	0	0	0
	2016	0	0	0	0
<i>Intimidation</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
<i>Destruction/Damage/Vandalism of Property</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

<b>UW-W Main Campus</b>					
<b>Arrests</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing Facilities</b>	<b>Non-Campus Property</b>	<b>Public Property</b>

<i>Liquor Law Violations*</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0
<i>Drug Law Violations</i>	2018	24	14	0	22
	2017	33	24	0	7
	2016	40	30	0	12
<i>Illegal Weapons Possessions</i>	2018	0	0	0	0
	2017	1	1	0	1
	2016	1	1	0	0

<b>UW-W Main Campus</b>					
<b>Referrals</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing Facilities</b>	<b>Non-Campus Property</b>	<b>Public Property</b>
<i>Liquor Law Violations</i>	2018	306	284	0	13
	2017	385	339	0	86
	2016	633	604	28	52
<i>Drug Law Violations</i>	2018	32	25	0	1
	2017	41	38	0	2
	2016	77	49	16	0
<i>Illegal Weapons Possessions</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	0	0	0	0

**\*Note on Statistics as of 2014:** UW-Whitewater was informed underage drinking and possession is a civil offense in the State of Wisconsin, and should not be reported as an arrest per Clery Act regulations. In the spirit of transparency, UW-WPD issued 73 civil underage alcohol tickets in 2018, 118 in 2017 and 46 in 2016 for violations that occurred within Clery-reportable geography

<b>UW-W Main Campus</b>					
<b>VAWA Crimes</b>	<b>Year</b>	<b>On-Campus Property</b>	<b>On-Campus Student Housing Facilities</b>	<b>Non-Campus Property</b>	<b>Public Property</b>

<i>Stalking</i>	2018	0	0	0	0
	2017	0	0	0	0
	2016	2	0	2	0
<i>Dating Violence</i>	2018	1	1	0	0
	2017	7	7	0	0
	2016	1	1	0	0
<i>Domestic Violence</i>	2018	1	1	0	0
	2017	1	1	0	1
	2016	0	0	0	0

### Preventing and Responding to Sexual Assault, Domestic Violence, Dating Violence, and Stalking

The University of Wisconsin-Whitewater (UWW) prohibits the crimes of domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. UWW utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by officials who receive annual training on these issues as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The following are the policies and procedures related to this.

#### I. Purpose

In accordance with its mission and institutional values, the University of Wisconsin-Whitewater is committed to creating and maintaining a community environment that is free from any form of gender discrimination, including sexual harassment and sexual violence. This policy sets forth the definitions, reporting requirements, procedures, remedies and resources that are available to the campus community in regard to allegations and/or incidents of sexual harassment, sexual violence, gender-based stalking, dating violence and domestic violence.

#### Policy and Scope

It is a violation of this policy for any individual to engage in any form of sex or gender discrimination through any form of sexual misconduct as defined herein either on UW-Whitewater owned or controlled property, at UW-Whitewater-sanctioned or UW-Whitewater-affiliated events, or off-campus if such conduct negatively impacts a member of the UW-Whitewater community. This policy applies to all UW-Whitewater students, employees, affiliates, vendors, contractors and guests. Upon receipt of an allegation, complaint or report of a violation of this policy, UW-Whitewater shall promptly and effectively respond to the violation, including taking all reasonable and necessary steps to address and prevent further violations of this policy. UW-Whitewater shall provide training programs and educational opportunities to the campus community members in regard to this policy and the rights and responsibilities contained herein.

#### Title IX Statement

**Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., prohibits discrimination on the basis of sex in any educational program or activity receiving Federal financial assistance.**

**Definitions (See Appendix A)**

## **II. Filing a Complaint or Report**

Any individual who has been subjected to or witnessed a violation of this policy may file a complaint or report through any of the following methods:

Student Online Reporting Form: Click, complete and submit this form if the allegations involve or are against a student at UW-Whitewater: [https://cm.maxient.com/reportingform.php?UnivofWisconsinWhitewater&layout\\_id=4](https://cm.maxient.com/reportingform.php?UnivofWisconsinWhitewater&layout_id=4) or contact the Dean of Students Office at:

### **Dean of Students/Deputy Title IX Coordinator**

141 Wyman Mall Anderson Library L2100 Whitewater WI 53190

Phone: 262-472-1533

Employee Online Reporting Form: Click, complete and submit this form if the allegations involve or are against an employee at UW-Whitewater:

[https://cm.maxient.com/reportingform.php?UnivofWisconsinWhitewater&layout\\_id=4](https://cm.maxient.com/reportingform.php?UnivofWisconsinWhitewater&layout_id=4) or contact the Office of Human Resources & Diversity at:

### **Director of Human Resources & Diversity/Deputy Title IX Coordinator**

Office of Human Resources

800 W. Main, Hyer Hall Room 330 Whitewater, WI 53190

Phone: 262-472-4672

A complaint involving a student, employee or individual affiliated with the campus community may also be filed with the Title IX Coordinator at:

### **Title IX Coordinator**

Human Resources

800 W. Main, Hyer Hall Room 330 Whitewater, WI 53190

Phone: 262-472-1024

A complaint involving a student, employee or individual affiliated with the campus community may also be filed with UW-Whitewater Police Department:

### **UW-Whitewater Police Department** Chief/Director of Police Department Goodhue Hall

734 W. Starin Road Whitewater, WI 53190

Phone 262-472-4660

In addition to the reporting methods above, an individual who is subject to sexual harassment or sexual violence may file a complaint with the U.S. Department of Education, Office for Civil Rights:

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. A complainant may also file a report with the local law enforcement agencies which may have jurisdiction over criminal proceedings against the accused individual(s).

Filing a report or complaint under this subsection shall not satisfy an employee's responsibility to file a report with one or more of the offices or officials designated under subsection (A) herein.

### **Interim Measures or Accommodations**

Upon receipt of a report or complaint of a violation of this policy, the appropriate office or UW-Whitewater official shall conduct an initial assessment of the allegations contained in the complaint and determine whether interim measures or accommodations (*See Appendix A for definitions*) should be provided in order to prevent further harassment or retaliation against the complainant(s), witnesses or respondent(s). The purpose of an interim measure(s) or accommodation(s) shall be to prevent further harassment or retaliation during the pendency of the complaint investigative and disciplinary process. It shall not be considered a sanction or punishment. If a campus official determines that an interim measure(s) or accommodation(s) is necessary and reasonable, the official shall initiate said measures or accommodations in consultation with the Title IX Coordinator and other UW-Whitewater officials who have the authority to enact said measure(s) or accommodations(s). These shall be considered temporary in nature and shall be withdrawn at the conclusion of the complaint process, investigation or disciplinary proceeding.

### **Disciplinary Procedures**

The appropriate disciplinary procedure for responding to a formal complaint or report of a violation of this policy will depend on the student, employee or guest relationship to UW-Whitewater, in accordance with the formal disciplinary procedures set forth below.

**III. Student:** When a report or complaint involves allegations against a student for a violation of this policy, UWS Chapter 17 shall apply.

**IV. Faculty Member:** When a report or complaint involves allegations against a faculty member for a violation of this policy, UW-Whitewater Faculty Personnel Rules shall apply.

**V. Academic Staff:** When a report or complaint involves allegations against an academic staff member for a violation of this policy, UW-Whitewater Academic Staff Personnel Rules shall apply.

**VI. University Staff:** When a report or complaint involves allegations against a member of the university staff for a violation of this policy, the University Staff Personnel Rules shall apply.

**VII. All other individuals:** When a report or complaint involves allegations against an individual(s) who is not affiliated with UW-Whitewater in an employment, student or contractor relationship, a complainant or reporting party may contact UW-Whitewater Police Department to review the complaint for potential criminal prosecution. UW-Whitewater Police Department will work with local law enforcement agencies to respond accordingly.

However, UW-Whitewater respects the right of every complainant, victim or survivor to choose whether or not to file a criminal complaint with a law enforcement agency. A complainant, victim or survivor is not required to file a complaint under this subsection (E).

If a report is made to more than one of the offices noted above, the offices will coordinate the response efforts in a manner that avoid unnecessary harm or additional trauma to the reporting party or complainant, with the consent and cooperation of the parties involved. Attempts will be made to limit the number of times a complainant or respondent is required to repeat information about the allegations.

### **Informal Resolution/Mediation**

Depending on the nature of the incident, the relationship of the respondent to UW-Whitewater, and, to the extent possible, the desire of the complainant, an informal resolution or mediation may be pursued for a violation of this policy. The Deputy Title IX Coordinator (or designee) may resolve a complaint or report of sexual misconduct in a manner that is reasonable and responsive to the seriousness of the incident and consistent with UW-Whitewater's obligation to promptly and effectively respond to all allegations of sexual misconduct. If an informal resolution is pursued, the complainant and respondent



shall agree to waive any time frames for formal disciplinary action under student non-academic misconduct rules or employee personnel rules. Mediation shall not be used for incidents involving allegations of sexual assault, dating violence or domestic violence.

### **Remedies and Other Measures**

A complainant is not required to pursue a formal complaint to be eligible for remedies related to an incident of sexual misconduct under this policy. If a complainant would like to pursue alternative options for resolution not specifically stated under this policy, said complainant shall provide a written request to the Title IX Coordinator or Deputy Title IX Coordinator to explore these options, which may include, but are not limited to a permanent no-contact directive, housing accommodations or academic accommodations. Regardless of whether or not disciplinary or punitive measures are available, UW-Whitewater may employ non-punitive measures to address incidents of sexual misconduct, including discussions, educational information and activities, and conflict resolution efforts, with the goal of maintaining an inclusive educational and workplace environment while also respecting individual rights to freedom of speech and expression.

### **Confidentiality**

Consistent with this policy, reports made to any of the offices noted above, or to any other UW-Whitewater employee, except Confidential Employees or Advocates with a privilege under Wis. Stat. §905.045 cannot be guaranteed confidentiality. However, information provided in the report and in any subsequent, related proceeding will be maintained in a confidential manner in accordance with UW-Whitewater policy and applicable state or federal law. Only those individuals who have a legitimate need to know will be privy to confidential information to ensure that UW-Whitewater is promptly and adequately responding to a report of sexual harassment or sexual violence and preventing any further harassment or retaliation in accordance with Title IX, except as required by law.

### **VIII. Responsibilities of UW-Whitewater Officials and Employees**

Title IX Coordinator: The Title IX Coordinator shall be responsible for overseeing UW-Whitewater's prevention and response efforts in regard to sexual misconduct which shall include, but not be limited to being notified of all reports of sexual misconduct under this policy, maintaining a process under which to maintain files and records related to complaints and/or incidents of sexual misconduct, facilitating educational programming and training for employees and students, and working closely with the Deputy Title IX Coordinators, UW-Whitewater Police Department and committee members to monitor and evaluate the effectiveness of these efforts in accordance with applicable laws and guidance.

UW-Whitewater Employees: It is the responsibility of all members of the campus community to help create and maintain a safe and inclusive environment free of sexual misconduct and retaliation.

Mandatory Reporting of Sexual Misconduct: Any employee who experiences, witnesses or otherwise becomes aware of an incident, allegation, complaint or information regarding sexual misconduct committed by or against a student, employee, contractor or guest, shall submit a written report of said information to the Title IX Coordinator, Deputy Title IX Coordinators or UW-Whitewater Police Department within 48 hours from the time said information was received or as soon as practicably possible. (NOTE: Use of the online reporting form is a recommended option to verify that the information is received: [https://cm.maxient.com/reportingform.php?UnivofWisconsinWhitewater&layout\\_id=4](https://cm.maxient.com/reportingform.php?UnivofWisconsinWhitewater&layout_id=4).) The report shall include the names of the alleged perpetrator (if known), the person who was subjected to the alleged sexual misconduct, other persons involved, as well as relevant facts, including date, time and location, if known. If the individual requests that the information shared with the employee be kept confidential, the employee is still required to report the information to the Title IX Coordinator who will evaluate the request to determine whether said request can be honored in light of UW-Whitewater's responsibility to provide a safe and nondiscriminatory environment for the campus community members. Confidential Employees are excluded from this reporting requirement under this subsection (B)(1).

Policy Review: All employees shall be required, as a part of their employment, to review this policy and its requirements, including but not limited to: a) definitions of sexual violence and sexual harassment; b) reporting requirements; and c) services and resources to which to refer complainants or victims of sexual misconduct.

Data Reporting: In accordance with Wis. Stat. §36.11(22), employees who witness an act of sexual assault, or who receive a first-hand report of sexual assault from an enrolled student, must report that information to the Office of the Dean of Students. Confidential Employees are only required to report the fact of the incident and no other information.

Advisory Committee: The Chancellor shall designate members of the campus community to serve as an advisory committee to provide oversight and assistance to the Title IX Coordinator and Deputy Title IX Coordinators in regard to individual rights and responsibilities under this policy, training and educational programming, and other campus-wide prevention and response efforts involving sexual misconduct.

#### **On and Off-Campus Resources**

UW-Whitewater has identified services and resources for individuals to file a complaint, seek assistance, support or resources in regard to rights, responsibilities and/or alleged violations under this policy.

These resources are available at <http://www.uww.edu/sexual-misconduct-information/reporting-sexual-assault>. Additional resources can be found at: <http://www.uww.edu/sexual-misconduct-information/resources>.

#### **Amnesty for Students**

Complainants, victims, witnesses or individuals who report an allegation of sexual violence or sexual assault under this policy will not be subject to disciplinary action under UWS Chapter 17 for violations of minor alcohol or drug offenses if they occurred at or near the time of the incident.

#### **Retaliation**

This policy prohibits any form of retaliation against an individual who reports, assists an individual in reporting, or who participates in proceedings involving an allegation of sexual violence or sexual harassment. Retaliation under this policy includes, but is not limited to threats, intimidations, or adverse employment or academic actions. Any individual who is subject to actual or perceived retaliation as defined in this policy may report the allegations to the Title IX Coordinator, Deputy Title IX Coordinators or UW-Whitewater Police Department.

#### **Education and Training**

The Title IX Coordinator and Deputy Title IX Coordinators will be responsible for facilitating the training and educational programs to the campus community. Students and employees will be required to complete an on-line training that addresses issues of sexual violence and sexual harassment in accordance with the U.S. Department of Education, Office for Civil Rights' guidance.

As noted above, the Title IX Coordinator (or designee) will maintain records of reports of sexual violence and sexual harassment that involve students or employees. In addition, the Title IX Coordinator will track compliance with mandatory training programs, and maintain a list of training and education offered on campus. UW-Whitewater Police Department will collect, maintain, and submit the Annual Security Report, consistent with the federal Jeanne Clery Act. The Office of the Dean of Students will collect appropriate data and compile the state report required under Wis. Stat. §36.11(22).

#### **Assessment**

The Title IX Coordinator, in consultation with the Director of Human Resources & Diversity and the Dean of Students will collaborate with the UW System Office of Policy and Research ("OPAR") to conduct a yearly climate study. All students and UW-Whitewater employees will be encouraged to participate. The

Title IX Coordinator, or its designee, will also work with OPAR to design methods for effectively evaluating the outcomes of campus training and educational programs.

## APPENDIX A

### (Definitions)

The terms used in the policy shall have the definitions provided below. For any terms not defined, a common definition or meaning shall apply.

**Accommodations:** Any services and/or support provided to an individual that could potentially include modifications to the environment (curricular, housing, etc.) to ensure a full opportunity to participate in institutional academic, educational, living and program activities.

**Advocate:** A trained professional who provides victims of sexual misconduct or respondents with emotional support, information, access to resources and assistance in navigating the processes following such misconduct. Communications with an advocate may be considered confidential if a rule of privilege exists as defined under Wis. Stat. §905.045.<sup>1</sup> (See *Confidential Employee/Resource* for more information)

**Assessment:** A process of determining "what is." Assessment provides evidence, numerical or otherwise, to develop useful information about students, institutions, programs and courses. This information can be used to make decisions.

**Complaint:** A formal statement to express displeasure, pain, or grievance regarding a violation of law or rules.

**Complainant:** Any individual who is allegedly harmed by a respondent as a result of a violation of this policy.

**Confidential Employee/Resource:** A UW-Whitewater employee or agent who, while acting in a professional capacity as a medical, clinical, mental health professional or advocate, receives information from a student or employee of UW-Whitewater concerning sexual violence or sexual harassment. Said information shall be considered confidential in nature and not disclosed to a third party without the written consent of the reporting individual or unless required by law or court order.

**Consent:** Words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. A person is unable to give consent if the person is incapacitated because of drugs, alcohol, disabled physically or intellectually, or unconscious.

[Wis. Stat. §940.224(4)]

**Dating Violence:** Violence committed in a "dating relationship," which is defined as a romantic or

---

intimate social relationship between two adult individuals. "Dating relationship" does not include a casual relationship or an ordinary fraternization between two individuals in a business or social context. A court shall determine if a dating relationship exists by considering the length of the relationship, the

type of the relationship, and the frequency of the interaction between the adult individuals involved in the relationship. [Wis. Stat. §813.12(1)(ag)]

<sup>1</sup> Wis. Stat. §905.045 **Domestic violence or sexual assault advocate–victim privilege.** Pursuant to s. 905.045 of Wisconsin Statute, a “Victim advocate” means an individual who is an employee of or a volunteer for an organization the purpose of which is to provide counseling, assistance, or support services free of charge to a victim. A victim of abusive conduct (e.g. domestic abuse, sexual exploitation or sexual assault) has a privilege to refuse to disclose and to prevent any other person from disclosing confidential communications made or information obtained or disseminated among the victim, a victim advocate who is acting in the scope of his or her duties as a victim advocate, and persons who are participating in providing counseling, assistance, or support services under the direction of a victim advocate, if the communication was made or the information was obtained or disseminated for the purpose of providing counseling, assistance, or support services to the victim.

**Domestic Violence:** Any of the following engaged in by an adult family member or adult household member against another adult family member or adult household member, by an adult caregiver against an adult who is under the caregiver's care, by an adult against his or her adult former spouse, by an adult against an adult with whom the individual has or had a dating relationship, or by an adult against an adult with whom the person has a child in common, [Wis. Stats. §§813.12 (1)(am) and §968.075]:

- Intentional infliction of physical pain, physical injury or illness.
- Intentional impairment of physical condition.
- A violation of the state statute regarding sexual assault. [Wis. Stat. §940.225(1), (2) or (3)]
- A violation of the state statute regarding stalking. [Wis. Stat. §940.32]
- A violation of the state statute regarding damage to property [Wis. Stat. §943.01], involving property that belongs to the individual.

A threat to engage in any of the conduct under 1 through 5 listed above [Wis. Stats. §§813.12 (1)(am) and §968.075.]

**Employee:** A person employed by UW-Whitewater for monetary compensation, wage or salary.

**Evaluation:** A systematic process to determine merit, work, value or significance.

**Gender-based Stalking:** Intentionally engaging in a course of conduct directed at a specific person based on that individual's sex or gender that would cause a reasonable person under the same circumstances to suffer serious emotional distress or to fear bodily injury or death of themselves or a member of their family or household [Wis. Stat. §940.32].

**Hostile Environment:** Written, verbal or physical acts or omissions that are sufficiently severe or pervasive so as to interfere with an individual's employment, education or academic environment or participation in institution programs or activities and creates a working, learning, program or activity environment that a reasonable person would find intimidating, offensive or hostile

**Incapacitation:** As it applies to this policy, the state of being unable to physically and/ or mentally make informed rational judgments and effectively communicate, and may include, but is not limited to unconsciousness, sleep, or blackouts, and may result from the use of alcohol or other drugs.

**Interim Measure:** UW-Whitewater actions, omissions or directives that are intended to temporarily modify or adjust a student's or employee's participation or access to academic, living or workplace environments, including extracurricular, recreational and campus-wide activities, during the complaint and investigative process related to an alleged violation of this policy. Said actions, omissions or

directives shall be reasonable in nature and for the purpose of preventing further harassment or retaliation of the complainant(s), witnesses or the respondent(s).

**Mediation:** A mutually acceptable and informal process in which a neutral third-party campus official works closely with the complainant and respondent, and their advocates, if applicable, to discuss the issues involved in the complaint, allegations or disputes related to sexual misconduct in an attempt to reach a mutually-acceptable resolution. Both the complainant and respondent must be willing to voluntarily participate in order for this process to be utilized. This process shall not be used for incidents involving allegations of sexual assault, dating violence or domestic violence.

**Preponderance of the Evidence:** The standard of proof used in disciplinary proceedings under UWS Chapter 4, 7, 11 and 17 of the Wis. Admin. Code in regard to complaints involving sexual harassment, sexual assault, dating violence, domestic violence and stalking. Information that would persuade a reasonable person that a proposition is more probably true than not true. It is a lower standard of proof than "clear and convincing evidence" and is the minimum standard for a finding of responsibility.

**Report:** The act of notifying a UW-Whitewater official (See Section VI and XI below) concerning an incident, allegation, complaint or information involving sexual misconduct.

**Respondent:** An individual, student or employee who is accused of engaging in conduct or behavior in violation of this policy.

**Retaliation:** Adverse action taken against an individual in response to, motivated by or in connection with an individual's complaint of a violation of this policy, participation in an investigation of such complaint and/or opposition of conduct that would be considered a violation of this policy in the educational or workplace setting.

**Sexual Assault:** Sexual contact or sexual intercourse with another person without the consent of that person [Wis. Stats. §940.225(4)].

**FIRST DEGREE SEXUAL ASSAULT.** Engaging in any of the following constitutes First Degree Sexual Assault:

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

**SECOND DEGREE SEXUAL ASSAULT.** Engaging in any of the following constitutes Second Degree Sexual Assault:

- Sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
- Sexual contact or sexual intercourse with another person without consent of that person causing injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.

- Sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition.
- Sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.
- Sexual contact or sexual intercourse with a person who the defendant knows is unconscious.
- Sexual contact or sexual intercourse with another person without the consent of that person, aided or abetted by one or more other persons.

**THIRD DEGREE SEXUAL ASSAULT.** Sexual intercourse with a person without the consent of that person.

**FOURTH DEGREE SEXUAL ASSAULT.** Sexual contact with a person without the consent of that person.

**Sexual Contact:** Intentional touching, whether direct or through clothing, if that intentional touching is for the purpose of sexually degrading or sexually humiliating the complainant or sexually arousing or gratifying the defendant or if the touching contains the elements of actual or attempted battery under Wis. Stats. §940.19(1) or §940.225(5)(b)(1).

**Sex Discrimination:** Inequitable treatment based on sex or gender. Sexual harassment and sexual assault are forms of sex discrimination.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational experience; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment. [Adapted from 29 C.F.R. §1604.11 [1980].]

**Sexual Intercourse:** Penetration, as well as cunnilingus, fellatio or anal intercourse between persons or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal opening either by the defendant or upon the defendant's instruction [Wis. Stat. §940.225(5)(c)].

**Sexual Violence:** Incidents involving sexual assault, sexual harassment, gender-based stalking, dating violence, and domestic violence.

**Student:** A person who is enrolled in an educational or academic program or course at UW-Whitewater, including online, and who will be continuing their education at UW-Whitewater immediately after an academic calendar break in the academic year (e.g. winter or summer break).

**Survivor of Sexual Assault:** This term is commonly used to refer to a person who has experienced an act of sexual violence and is working to move forward from the event, and rebuild their life in a healthy manner. A sexual assault survivor is both a victim of a crime and a survivor of a crime. See definition of "Victim" below.

**Title IX:** Title IX of the Education Amendments of 1972 (20 U.S.C. sec. 1681 et seq.; 34 C.F.R. Part 106)(as amended) is a federal law that prohibits sex discrimination, including sexual harassment and sexual assault, in any educational program or activity receiving Federal financial assistance.

**Trauma-informed Care:** A strength-based, organizational structure and treatment framework grounded in an understanding of and responsiveness to the impact of trauma, that emphasizes physical, psychological, and emotional safety for both survivors and providers, and that creates opportunities for survivors to rebuild a sense of control and empowerment A trauma-informed approach:

- Realizes the widespread impact of trauma and understands potential paths for recovery.
- Recognizes the signs and symptoms of trauma of those involved; Responds by fully integrating knowledge about trauma into policies, procedures, and practices; and
- Actively seeks to resist re-traumatization. (*Adapted from the Substance Abuse and Mental Health Services Administration*)

**Victim:** An individual who has been sexually assaulted or subjected to or forced to participate in an act of sexual violence or harassment. These acts can include sexually offensive language, touching or penetrating the vagina, mouth, or anus of the victim; touching the penis of the individual; or forcing an individual to touch the attacker's vagina, penis, or anus. Touching can mean with a hand, finger, mouth, penis, or an object. This individual may live in a constant state of coping with the aftermath in dealing with a traumatizing experience, living in a society in which victim blaming is rampant, and managing the emotional and health consequences. The term “sexual assault victim” is commonly used by members of the criminal justice system. See definition of “Survivor” above.

**Violence Against Women Act (VAWA):** A federal law commonly known as “VAWA” which was enacted in 1994 to hold offenders accountable and provide services and support to female victims of violence crimes. VAWA was most recently reauthorized in 2013 and amended the Jeanne Clery Act to expand the rights afforded to campus survivors of sexual assault, domestic violence, dating violence, and stalking. VAWA includes sexual assault, dating violence, domestic violence, and stalking in the definition of sexual violence and harassment. See also: <http://clerycenter.org/article/vawa-amendments-clery>.

## Bystander Intervention

Many people think that sexual assault only affects the victim, when in fact entire families, friend groups, and communities are hurt. Campuses suffer from the victims who drop out, the perpetrators who cause fear, and the classrooms that are distracted. It’s simple. If you see something, say something.

- Before it even happens, listen up for rape jokes and sexist language. You don’t have to laugh or participate. · If you witness something happening, step in. Create a diversion. Even if you don’t know the person who looks in trouble, you can still help. Get them to a safe place. Remember, it’s your campus, so it’s your business.
- You can be a bystander even after an assault. Learn what options rape victims have available to them on this campus and be supportive of their choices

## Risk Reduction

### Preventing Perpetration and Protecting Yourself: Strategies to Prevent Perpetration

- Understand and respect your partner’s limits.
- Men who use sexually callous language are more likely to perpetrate sexual assault. The next time you hear yourself or someone else talking about women or sex in a derogatory way, stop. Speak up when you hear others talk this way— men or women!



- Know your own sexual limits.
- Learn more about how men and women communicate differently.
- Listen to or read the story of a survivor.
- Make sure you have consent. Consent is a clear and freely given yes, not the absence of a no. People who are incapacitated by alcohol or drugs cannot give consent.

#### Strategies to Protect Yourself:

- Practice being assertive about your boundaries.
- If saying NO or STOP is too hard, consider creating a diversion so you can leave.
- Enroll in Chimera or another self-defense program that focuses on sexual assault.
- Set your drinking limits before you start drinking.
- Get your own drinks; don't let someone continually fill your cup or leave your drink unattended.

#### Signs of an abusive dating partner may include:

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

Remember, sexual assault, dating violence, and stalking are never the fault of the victim; they are the choice of the perpetrator.

#### Reporting Options for Victims/Survivors:

Students who experience sexual assault, dating violence, and/or stalking have many options and services available to them on and off campus, including counseling; victim advocacy; access to the criminal and campus disciplinary systems; medical attention. All of these services are available to students regardless of their choice to report the incident to law enforcement, and most are free.

Individuals are highly encouraged to report all sexual assaults to the appropriate law enforcement agency at 911. In addition, individuals may also report a sex offense to UW-Whitewater's Title IX Coordinator (Vicki Schreiber, Hyer Hall, Room 330, 262-472-1024, [schreibv@uww.edu](mailto:schreibv@uww.edu)) or the Dean of Students (Hyer Hall, Room 200, 262-472-1533, [deanofstudents@uww.edu](mailto:deanofstudents@uww.edu)). Both the Title IX Coordinator and Dean of Students Office will assist individuals in reporting to law enforcement if the individual decides they want to. Individuals may also report to the Dean of Students by using an online reporting form found at [www.uww.edu/dean-of-students/report-a-concern-or-incident](http://www.uww.edu/dean-of-students/report-a-concern-or-incident).

Licensed health and counseling staff, provide confidential service and will assist an individual in reporting a crime, should the victim decide they would like to. Counselors may, in situations of extreme

concern or imminent threat, encourage individuals to report crimes. Licensed health and counseling staff are required to submit statistics to the Dean of Students on a yearly basis of any sexual assaults they have learned about in the last year under Wisconsin 36.11(22)(c), but do not include identifying information unless the student wishes to share it.

Certain heinous crimes, such as Sexual Assault, may require the University to notify the community of the danger via Timely Warning or Emergency Notification, and take required steps to protect the community, but the individual reporting the crime, will have their identity protected as allowed by law.

A victim has the option to notify or not notify the appropriate law enforcement agency to report a sexual assault. If the crime occurred on UWW property, UWWPD has jurisdiction on the campus. If the crime occurred off campus, the victim can notify the appropriate local law enforcement agency with jurisdiction at the location of the crime. UWWPD will assist the victim in identifying the correct law enforcement agency and will assist the victim in reporting it to that agency.

We know that many student victims do not feel comfortable talking to law enforcement, campus administrators, professors, or advisors. The campus provides training and information to these staff, but if you find yourself unable to seek help from one of the offices listed below, we encourage you to tell a trusted friend or family member. Healing can look different for everyone.

It is important to preserve evidence and persons who have been victims of sexual assault should refrain from bathing or douching and should not wash clothing or bed linens. Don't delete texts, social media messages or posts, pictures or dispose of any items, electronic or physical, which may have a connection to the incident or those involved. Such evidence may be helpful in criminal prosecution or in obtaining a protection order. If a victim has obtained a restraining order, a copy of the order should be submitted to the University Police and they may assist in enforcing it.

### Services Available to Victims/Survivors

The campus and surrounding community have a wide range of services available to help student victim/survivors. This information is always provided as part of prevention education efforts and is detailed at [www.uww.edu/sexual-misconduct-information](http://www.uww.edu/sexual-misconduct-information).

Additional services may be available elsewhere; this is a list of services most commonly accessed by UW-Whitewater students.

#### **People Against Domestic and Sexual Abuse (PADA)**

24 Hour Crisis Line 920-674-6768

Toll Free 800-228-7232

P.O. Box 395 Jefferson WI 53549 [www.padajc.org/](http://www.padajc.org/)

**New Beginnings - Association for the Prevention of Family Violence (APFV)**

262-723-4653

143 W. Main St.

Whitewater, WI 53190

[www.co.walworth.wi.us/Health%20and%20Human%20Services/Intervention/apfv.aspx](http://www.co.walworth.wi.us/Health%20and%20Human%20Services/Intervention/apfv.aspx)

**Wisconsin Coalition Against Sexual Abuse**

608-257-1516

2801 West Beltline Highway Suite 202

Madison WI 53713 [wcasa@wcasa.org](mailto:wcasa@wcasa.org) [www.wcasa.org](http://www.wcasa.org)

## **Sexual Assault, Dating Violence, Domestic Violence, and Stalking Disciplinary Procedures for Student Perpetrators**

Students have the right to report incidents and have them investigated by sworn police officers to the University Police at 262-472-4660 or the police department where the crime occurred. University Police receive extensive training in the investigation of sensitive crimes. The UW-Whitewater Police currently has 1 Sergeant and 2 Officers who receive specialized training in the investigation of sexual assault and work in conjunction with a county-wide task force. UW-Whitewater Police will provide assistance in the application and obtaining of Orders of Protection, Restraining Orders and other legal protections. Police officers are allowed by State law to implement a 72 hour no contact order in domestic violence situations. UW-Whitewater Police are authorized to provide immediate, temporary banning from Residence Hall facilities when involved.

A person may file a disciplinary complaint against a student by contacting the Dean of Students Office at 262-472-1533 or by visiting the Dean of Students Office in Anderson Hall. These complaints follow the Chapter 17 Disciplinary Procedures process. These investigations are conducted by University personnel and not police officers. When someone reports they have been a victim of dating violence, domestic violence, sexual assault, or stalking, regardless if the offense occurred off campus, the University of Wisconsin-Whitewater will provide a written explanation of the person's rights and options, as well as all services available to the student or employee.

The disciplinary proceedings regarding dating violence, domestic violence, sexual assault, and stalking will include a prompt, fair, and impartial process from the initial investigation to the final result. Investigating officers (non-sworn personnel) receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking as well as how to investigate and hearing process that protects the safety of victims and promotes accountability.

All alleged cases of dating violence, domestic violence, sexual assault and stalking investigated by the University of Wisconsin-Whitewater will follow UWS Chapter 17.11 Disciplinary Procedures if the

alleged perpetrator (respondent) is a student, regardless of the type of incident. The complainant will be invited to discuss the situation with the investigating officer who will then ask further questions. Additionally, a respondent will be requested to participate in a *disciplinary conference*, where:

**CONFERENCE WITH RESPONDENT.** When the investigating officer concludes that proceedings under this section are warranted, the investigating officer shall promptly contact the respondent in person, by telephone, or by electronic mail to offer to discuss the matter, review the investigating officer's basis for believing that the respondent engaged in nonacademic misconduct, and to afford the respondent an opportunity to respond. If the respondent fails to respond to the investigating officer's offer to discuss the matter, the investigating officer may proceed to decide on the basis of the available information. A complainant shall have all the rights provided to the respondent in this subsection.

In addition to the disciplinary conference, the investigating officer may contact and interview complainants, witnesses or reporting parties, and/or acquire police or other campus reports that can aid in the investigation. Campus investigations may proceed regardless of criminal investigations or proceedings, and may move forward more quickly. In the event an investigation must be postponed while law enforcement gathers evidence, both the complainant and respondent will be notified.

If the investigating officer determines the preponderance of evidence standard is not met, per UWS Chapter 17.11 (3), the matter is considered resolved and both parties will be notified in writing simultaneously of the outcome.

**DETERMINATION BY THE INVESTIGATING OFFICER THAT NO DISCIPLINARY SANCTION IS WARRANTED.** If, as a result of a discussion under sub.(2) or review of available information, the investigating officer determines that nonacademic misconduct did not in fact occur, or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action. The investigating officer shall simultaneously notify the respondent and the complainant of this outcome and offer to discuss it separately with either one. If the investigating officer determines that nonacademic misconduct did not occur or that no disciplinary sanction is warranted, the complainant may appeal this decision in accordance with s. UWS 17.13.

If the investigating officer determines the preponderance of evidence standard is met, per UWS Chapter 17.11(4), the investigating officer will prepare a written report which will be distributed to both complainant and respondent containing a description of the alleged misconduct, information available that was used in making the decision, outcomes / sanctions, a notice of right to a hearing, and a copy of applicable policies & institutional procedures.

*Preponderance of Evidence* as defined by UWS 17.02(13) states: "Preponderance of the evidence" means information that would persuade a reasonable person that a proposition is more probably true than not true. It is a lower standard of proof than "clear and convincing evidence" and is the standard for a finding of responsibility.

If the respondent chooses to request a hearing regarding the outcome, or if the outcome warrants suspension, expulsion, or enrollment restrictions, a *disciplinary hearing* will be scheduled, unless waived. A disciplinary hearing may be heard by a *hearing examiner*, or *hearing committee*.

A hearing will be scheduled within 15 days of receipt of the request or written report, and will be conducted within 45 days. When a hearing is scheduled, the investigating officer will provide in writing a full explanation of the facts upon which the determination of misconduct was based, and shall provide the student with access to or copies of the investigating officer's explanation, together with any other materials provided to the hearing examiner or committee by the investigating officer, including any additional available information per UWS 17.12(3).

**During a hearing, per Chapter 17.12(4)b:**

The respondent shall have the right to question adverse witnesses, the right to present information and witnesses, the right to be heard on his or her own behalf, and the right to be accompanied by an advisor of the respondent's choice. The advisor may be a lawyer. In cases where the recommended disciplinary sanction is identified in s. UWS.17.10.1.a to h, the advisor may counsel the respondent, but may not directly question adverse witnesses, present information or witnesses, or speak on behalf of the respondent except at the discretion of the hearing examiner or committee. In cases where the recommended disciplinary sanction is identified in s. UWS 17.10.1.i or j, or where the respondent has been charged with a crime in connection with the same conduct for which the disciplinary sanction is sought, the advisor may question adverse witnesses, present information and witnesses, and speak on behalf of the respondent. In accordance with the educational purposes of the hearing, the student is expected to respond on his or her own behalf to questions asked of him or her during the hearing. The complainant shall have all the rights provided to the respondent in this subsection.

Both the complainant and respondent have the right to have others present during any disciplinary proceeding, including any related meetings.

After the hearing, the examiner or committee will prepare a decision within 14 days of the hearing, and deliver it to both complainant and respondent in writing. Decisions regarding sanctions require a *preponderance of evidence*. The outcome of the hearing becomes final within 14 days of the written decision, unless appealed under UWS Chapter 17.13. Additionally, both the complainant and respondent will be notified of their appeal rights per UWS

17.13. The University strives to complete the entire process within 60 days.

Per UWS 17.10, one or multiple of the following sanctions may be imposed as a result of a disciplinary proceeding for an allegation of dating violence, domestic violence, sexual assault, or stalking:

- A written reprimand
- Denial of specified university privileges
- Restitution
- Educational or service sanctions, including community service
- Disciplinary probation
- Imposition of reasonable terms and conditions on continued student status
- Removal from a course in progress
- Enrollment restrictions on a course or program

- Suspension
- Expulsion

Protective measures offered to a complainant following a report of dating violence, domestic violence, sexual assault, or stalking include:

- Alternate housing accommodations, if reasonably available
- No contact directives issued by the Dean of Students Office to the respondent
- Alternate class, work, and transportation accommodations, if reasonably available
- Assistance with notifying law enforcement
- Assistance in obtaining protective orders (help with filing a restraining order)
- Counseling and health services

These accommodations will be made whenever they are reasonably available whether the incident is reported to police or not. Victims will be provided with written information regarding these accommodations. To maintain integral and open communication during the misconduct process, UW-Whitewater will simultaneously notify the complainant and respondent of any disciplinary actions that arise from allegations of dating violence, domestic violence, sexual assault, or stalking. This includes both forcible and non-forcible sex offenses. Additionally, both parties will be notified in writing of any changes in results and the date at which results become final. Compliance with these 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).

- UW-Whitewater will protect the confidentiality of victims and witnesses as follows:
- Names of victims will not be publicly released.
- Clery Act reporting and other reporting requirements will not include names or other identifying information.
- Accommodations and protective measures will be provided while maintaining as much confidentiality as possible.

### Institutional Procedures for Employees in Cases of Alleged Sexual Assault, Dating Violence, Domestic Violence, and Stalking by Faculty, Academic Staff and University Staff

University employees have the right to report incidents and have them investigated by sworn police officers to the University Police at 262-472-4660 or the police department where the crime occurred. University Police receive extensive training in the investigation of sensitive crimes. The UW-Whitewater Police currently has 1 Sergeant and 2 Officers who receive specialized training in the investigation of sexual assault and work in conjunction with a county wide task force. UW-Whitewater Police will provide assistance in the application and obtaining of Orders of Protection, Restraining Orders and other legal protections. Police officers are allowed by State law to implement a 72 hour no contact order in domestic violence situations. UW-Whitewater Police are authorized to issue immediate, temporary bans against individuals from Residence Hall facilities, when necessary and appropriate.

University employees are subject to disciplinary procedures and sanctions for sexual misconduct including sexual assault, sexual harassment, dating violence, domestic violence and stalking committed

on university property or during work time, up to and including termination of employment. Disciplinary sanctions are initiated and imposed in accordance with applicable procedural requirements and work rules, as set forth in Wisconsin statutes, administrative rules, faculty and academic staff policies, UW System University Personnel System Operational Policies, and collective bargaining agreements. Referral for prosecution under criminal law is also possible and is a standard procedure in cases of sexual assault.

UW-Whitewater has three major categories of employees: faculty, academic staff, and university staff. If you wish to report an employee or third party for alleged sexual assault, domestic violence, dating violence or stalking, contact the Title IX Coordinator, 262-472-1910 or the UW-Whitewater Police Department, 262-472-4660.

The discipline and dismissal procedures for faculty and academic staff members were developed through shared- governance processes. The discipline and dismissal procedures for university staff are conducted in accordance with the University of Wisconsin System Personnel System (UPS) Operational Policy - GEN 14 and GEN 28, as developed by and based on the UPS Proposed Implementation Decisions and UW-Whitewater University Staff Personnel Rules

– Workplace Conduct Expectations Policy, The UPS Operational Policies provide the framework for UW institutions, other than UW-Madison, to extend the UW Board of Regents' authority to university staff.

To initiate disciplinary action, including dismissal, in response to complaints involving sexual harassment, sexual assault, dating violence, domestic violence or stalking, the Chancellor, or designee, shall follow the following processes, depending on the employee category:

**1. Complaint Against Faculty or Academic Staff: The Chancellor, or designee,**

- a. Shall also offer to discuss the matter informally with the complainant, and provide information of rights under either UWS 4, UWS 6, UWS 7 or UW-Whitewater Faculty Personnel Rules Chapter VI (faculty) or UWS 11, 13 or UW-Whitewater Academic Staff Personnel Rules
- b. Both the accused and the complainant shall have the right to be accompanied by an advisor of their choice at any meeting or proceedings that is part of the institutional disciplinary process.
- c. An employee may be dismissed only after receipt of a written statement of specific charges from the chancellor as the chief administrative officer of the institution and, a hearing can be requested by employee, in accordance with the provisions.
- d. If the employee does not request a hearing, action shall proceed along normal administrative lines.

Any formal statement of specific charges for dismissal sent to an employee shall be accompanied by a statement of the appeal procedures available to the employee.

The statement of charges shall be served personally or by certified mail, return receipt requested.

If the statement of charges involves sexual harassment, sexual assault, dating violence, domestic violence, or stalking, the statement shall be provided to the complainant upon request, except as may be precluded by applicable State or federal law.

**a. Faculty Dismissal:**

Whenever the Chancellor the University of Wisconsin-Whitewater receives a complaint against a faculty member which he/she deems substantial and which, if true, might lead to dismissal under s. UWS 4.01 or s. UWS 7 the Chancellor shall within a reasonable time initiate an investigation and shall, prior to reaching a decision on filing charges, offer to discuss the matter informally with the faculty member. A faculty member may be dismissed only after receipt of a written statement of specific charges from the chancellor as the chief administrative officer of the institution and, if a hearing is requested by the faculty member, in accordance with the provisions of this policy. If the faculty member does not request a hearing, action shall proceed along normal administrative lines but the provisions of ss. UWS 4.02, 4.09, and 4.10 shall still apply.

Any formal statement of specific charges for dismissal sent to a faculty member shall be accompanied by a statement of the appeal procedures available to the faculty member.

The statement of charges shall be served personally or by certified mail, return receipt requested. If such service cannot be made within 20 days, service shall be accomplished by first class mail and by publication as if the statement of charges were a summons and the provisions of s. 801.11 (1) (c), Stats., were applicable.

**b. Academic Staff Dismissal:**

Whenever the Chancellor receives a written allegation which concerns an academic staff member holding an indefinite appointment which appears to be substantial and which, if true, might lead to dismissal under UWW 6.01, the Chancellor shall request within (20) working days that the appropriate dean or division head investigate the allegation, offer to discuss it formally with the individual, and provide information of rights to which members of the academic staff are entitled under this chapter. If such an investigation and discussion does not result in a resolution of the allegation, and if the allegation is deemed sufficiently serious to warrant dismissal, the dean or division head shall prepare a written statement of specific charges. A member of the academic staff may be dismissed only after receipt of such a statement of specific charges, and if a hearing is requested by the academic staff member, after a hearing held in accordance with the provisions of this policy shall apply. In those cases where the immediate supervisor of the academic staff member concerned is a dean or division head, the Chancellor shall, to avoid potential prejudice, designate an appropriate administrative officer to act for the dean or division head under this section.

Any formal statement of specific charges shall be served personally or by certified mail, return receipt requested. If such service cannot be made within twenty (20) working days, service shall be accomplished by first class mail and by publication as if the statement of charges were a summons and the provisions of Section 262.06 (1) (c), Wis Stats. where applicable.

**2. Complaints against University Staff:**

If a complaint is filed against a University Staff member, UPS Operational Policy – GEN 14 and GEN 28, and UW- Whitewater University Staff Personnel Rules – Workplace Conduct Expectations Policy shall apply. If a university staff member engages in one or more forms of prohibited conduct, disciplinary action ranging from a reprimand to immediate discharge may be initiated, depending upon the specific form of conduct and/or the number of infractions.



## Standard of Evidence

In the case of campus disciplinary procedures, both the accuser and the accused in a case involving allegations of a sex offense are entitled to the same opportunities to have an advisor present at any institutional misconduct hearing. In all cases involving alleged sexual harassment or sexual assault, the standard of proof is the “preponderance of the evidence” standard, which means information that would persuade a reasonable person that a proposition is more probably true than not true. The accuser has the same right of appeal in a disciplinary proceeding as the accused.

### The University of Wisconsin System UPS OPERATIONAL POLICY: GEN 28

**SUBJECT:** Sexual Misconduct

Operational Policy: GEN 28

**Original Issuance Date:** July 1, 2015

**Last Revision Date:**

#### 1. POLICY PURPOSE:

The purpose of this policy is to establish a policy on reporting sexual misconduct and on the need to comply with the federal law that requires UW System institutions to provide certain procedural rights to individuals who assert that they were harmed as a result of sexual misconduct by a university staff member. “Sexual misconduct” under this policy includes sexual assault, sexual harassment, gender- based stalking, and relationship violence.

#### 2. POLICY BACKGROUND:

This policy complies with federal laws, including Title IX of the Education Amendments of 1972, which prohibit discrimination on the basis of sex in any educational program or activity receiving federal financial assistance and require UW System institutions to take immediate and effective steps to respond to reports of sexual misconduct. Title IX requires that an individual who asserts that he or she was harmed as a result of sexual misconduct (i.e., the accuser or the complainant) must be provided with all procedural rights provided to the individual accused of sexual misconduct.

#### 3. POLICY DEFINITIONS:

“Dating violence” means violence committed by an employee in a “dating relationship” as defined in Wis. Stat. § 813.12(1)(ag). “Dating relationship” means a romantic or intimate social relationship between 2 adult individuals but “dating relationship” does not include a casual relationship or an ordinary fraternization between 2 individuals in a business or social context.

“Domestic violence” means conduct defined as “domestic abuse” in Wis. Stat. § 968.075.

“Preponderance of the evidence” is the standard of proof under which the available information would persuade a reasonable person that a proposition is more probably true than not true. It is a lower standard of proof than “clear and convincing evidence.”

“Relationship violence” includes dating violence and domestic violence. “Sexual assault” means conduct defined in Wis. Stat. § 940.32.

“Sexual harassment” is a form of sex discrimination. It occurs in a variety of situations that share a common element: the inappropriate introduction of sexual activities or comments into the work or learning situation. Often, sexual harassment involves relationships of unequal power and contains elements of coercion – as when compliance with requests for sexual favors becomes a criterion for granting work, study, or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person’s ability to study or work in the academic setting.

“Stalking” means conduct defined in Wis. Stat. § 940.32.

#### 4. POLICY

##### **Reporting Incidents of Sexual Misconduct**

Employees are strongly encouraged to report any incident of sexual misconduct at any time to the institution Title IX coordinator, Office of Human Resources, Affirmative Action/Equal Employment Office, their immediate supervisor, local law enforcement officials, or other institution officials who are designated to receive such reports. Prompt reporting is recommended in order to assure that all relevant evidence is collected and preserved to assist in an investigation.

Each UW System institution must identify its Title IX coordinator and should identify any other employees to whom an individual may report an allegation of sexual misconduct.

**Required Procedures When a Grievant Appeals the Imposition of Discipline for Alleged Sexual Misconduct** Certain procedures are required in sexual misconduct cases. This policy applies to sexual misconduct cases when the grievant is a university staff member appealing the imposition of discipline for alleged sexual harassment, sexual assault, dating violence, domestic violence, or stalking. Federal law requires that a complainant who has asserted that he or she was harmed as a result of sexual misconduct must be provided with all procedural rights provided to the grievant. For example, both the grievant and the complainant must receive notice of all hearings and must be granted the right to participate in those hearings. Federal law also requires that the standard of proving that the misconduct occurred shall be by a preponderance of the evidence.

#### Possible Sanctions

Any employee found responsible for sex-based misconduct may receive any of the following sanctions:

- Letter of warning
- Official reprimand
- Referral to a required counseling program
- Suspension from employment with pay
- Suspension from employment without pay · Termination from employment
- Training on Sex-Based Misconduct.

Any third party (visitor, guest, contractor, subcontractor, vendor, partner, or business affiliate) found responsible for sex-based misconduct will receive a sanction ranging from a written warning to being

banned from any University property, activities, and/or programs, including the termination of any business contract with the University.

## Chapter UWS 4—Procedures for Dismissal

### UWS 4.01 Dismissal for cause.

(1) Any faculty member having tenure may be dismissed only by the board and only for just cause and only after due notice and hearing. Any faculty member having a probationary appointment may be dismissed prior to the end of his/her term of appointment only by the board and only for just cause and only after due notice and hearing. A decision not to renew a probationary appointment or not to grant tenure does not constitute a dismissal.

(2) A faculty member is entitled to enjoy and exercise all the rights and privileges of a United States citizen, and the rights and privileges of academic freedom as they are generally understood in the academic community. This policy shall be observed in determining whether or not just cause for dismissal exists. The burden of proof of the existence of just cause for a dismissal is on the administration.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

### UWS 4.02 Responsibility for charges.

(1) Whenever the chancellor of an institution within the university of Wisconsin system receives a complaint against a faculty member which he/she deems substantial and which, if true, might lead to dismissal under s. [UWS 4.01](#), the chancellor shall within a reasonable time initiate an investigation and shall, prior to reaching a decision on filing charges, offer to discuss the matter informally with the faculty member. A faculty member may be dismissed only after receipt of a written statement of specific charges from the chancellor as the chief administrative officer of the institution and, if a hearing is requested by the faculty member, in accordance with the provisions of this chapter. If the faculty member does not request a hearing, action shall proceed along normal administrative lines but the provisions of ss. UWS 4.02, 4.09, and 4.10 shall still apply.

(2) Any formal statement of specific charges for dismissal sent to a faculty member shall be accompanied by a statement of the appeal procedures available to the faculty member.

(3) The statement of charges shall be served personally or by certified mail, return receipt requested. If such service cannot be made within 20 days, service shall be accomplished by first class mail and by publication as if the statement of charges were a summons and the provisions of s. 801.11 (1) (c), Stats., were applicable. Such service by mailing and publication shall be effective as of the first insertion of the notice of statement of charges in the newspaper.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75; correction in (3) made under s. 13.93 (2m) (b) 7., Stats., Register, June, 1995, No. 474.

UWS 4.09 Suspension from duties. Pending the final decision as to his/her dismissal, the faculty member shall not normally be relieved of duties; but if, after consultation with appropriate faculty committees the chancellor finds that substantial harm to the institution may result if the faculty member is continued in his/her position, the faculty member may be relieved immediately of his/her duties, but his/her pay shall continue until the board makes its decision as to dismissal, unless the chancellor also makes the determinations set forth in s. UWS 7.06 (1) in which case the suspension from duties may be without pay and the procedures set forth in s. UWS 7.06 shall apply.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75; CR 06-078: am. Register May 2007 No. 617, eff. 7-1-07.

**UWS 4.10 Date of dismissal.** A decision by the board ordering dismissal shall specify the effective date of the dismissal.

History: Cr. Register, January, 1975, No. 229, eff. 2-1-75.

**801.11 Personal jurisdiction, manner of serving summons for.** A court of this state having jurisdiction of the subject matter and grounds for personal jurisdiction as provided in s. 801.05 may exercise personal jurisdiction over a defendant by service of a summons as follows:

- (1) **NATURAL PERSON.** Except as provided in sub. (2) upon a natural person:
  - (a) By personally serving the summons upon the defendant either within or without this state.
  - (b) If with reasonable diligence the defendant cannot be served under par. (a), then by leaving a copy of the summons at the defendant's usual place of abode:
    1. In the presence of some competent member of the family at least 14 years of age, who shall be informed of the contents thereof;
    2. In the presence of a competent adult, currently residing in the abode of the defendant, who shall be informed of the contents of the summons; or
    3. Pursuant to the law for the substituted service of summons or like process upon defendants in actions brought in courts of general jurisdiction of the state in which service is made.

### **Sexual Assault Education and Prevention Activities for Employees**

In accordance with the UW-Whitewater Sexual Assault, Sexual Harassment and Intimate Partner Violence Policy (see above), the University is a community that stands for safe, healthy relationships. As such, it is the policy of the University to foster a campus environment that is free from intimidation and one in which students may be educated to their fullest potential. Therefore, the University will not tolerate rape, sexual assault, dating violence, domestic violence, stalking, and any form of sexual harassment from students, faculty, or staff. The University also encourages reporting of any incident related to these offenses.

The annual and ongoing prevention and awareness programs for faculty and staff to prevent and report dating violence, domestic violence, sexual assault, stalking and to promote campus awareness include a number of educational and program activities, such as Title IX online training programs, . campus presentations, updates on the UW-Whitewater Sexual Misconduct Information website, campus announcements from the Chancellor and Title IX Coordinator, and campus-wide webinars. These programs are comprehensive, intentional, and integrated programming, initiatives, and strategies that are thorough and user-friendly. The programs are culturally relevant, inclusive of diverse communities and identities, sustainable, and responsive to community needs. As noted in the course benefits, the Title IX Lawroom online training program is designed to educate employees to recognize sex discrimination, and help employees protect against sexual violence. The program also sends strong messages that sex discrimination and violence are prohibited by the university, and explains the definition of consent and the importance of reporting sex discrimination promptly.

- A. The programs directed at new employee training and awareness programs include:
  - “Preventing Sexual Harassment” online training by Campus Answers/Workplace Answers, mandated for all new faculty, staff, and university staff (through spring of 2017).
  - “Title IX Training” online by Lawroom mandated for all new and current UW-Whitewater employees (started March of 2017 and is ongoing).

- “Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act for Non-Residential Faculty and Staff” online course training by Campus Answers/Workplace Answers for all employees for academic year 2016-2017.
  - Title IX Notice of Nondiscrimination posters are available at the informational tables at the Dean of Students and the University Health & Counseling Services at the Annual Involvement Fair at the beginning of the academic year.
  - Title IX Notice of Nondiscrimination flyers are included in the benefit packages for Benefit Orientation Programs for new employees
  - Presentations at the fall college retreats by the Title IX Coordinator, Deputy Title IX Coordinator, and Wellness Coordinator on the “UW-Whitewater Employee Reporting Mandates.”
- B. Campus-wide training on “Title IX & Responding to Sexual Misconduct” was provided to the following colleges and units on campus during 2015-2016:
- Campus-wide two-day training on Title IX, Sexual Violence and Investigations
  - Faculty Senate
  - First Year Faculty Program
  - Multicultural Affairs & Student Success
  - Student Affairs Leadership Team
  - College of Education & Professional Studies Admin Council Meeting
  - College of Arts & Communication Admin Council Meeting
  - College of Letters & Sciences Admin Council Meeting
  - Alumni Relations & Development
  - Administrative Affairs Directors
  - University Staff Council
  - College of Business & Economics
  - Academic Staff Assembly
  - University Health & Counseling Services
  - Facilities Planning & Management
  - Marketing & Media Relations
  - Special Education Department

The UW-Whitewater Sexual Misconduct Advisory Committee is a standing committee charged with assisting the University in reviewing policies, identifying needs and assessing campus climate on sexual violence and sexual harassment. The Committee also serves in an advisory role for the campus Title IX Coordinator(s). The Committee is represented by the following positions or their designee(s): Senior

Women Administrator, Intercollegiate Athletics, Associate Athletic Director, UHCS Wellness Coordinator, Chief of University Police, Faculty Senate Representative, Chief of Institutional Policy and

Compliance, Title IX Coordinator, Chair of Women’s Studies, Budget Office, UHCS Psychologist & Training Director, Director of Human Resources/Deputy Title IX Coordinator, Associate Director of University Housing, Dean of Students/Deputy Title IX Coordinator, Student Representative, Director of First Year Experience, Associate Director, Career & Leadership Development.

### University of Wisconsin-Whitewater Investigation Process Employees and Third Parties

If a complaint is filed against a UW employee for allegations of sexual assault, sexual harassment, dating/domestic violence, or stalking, the procedures and disciplinary processes under the UW-Whitewater Sexual Assault, Sexual Harassment and Intimate Partner Violence and the appropriate University of Wisconsin System Administrative Codes (UWS 4, 6 or 7 for faculty; UWS 11 and 13 for academic staff; UPS GEN 14 for university staff) shall be followed, in consultation with and direction the Title IX Coordinator.

### Sexual Assault Education and Prevention Activities for Students

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and

Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels

Educational programming consists of primary prevention and awareness programs for all incoming students and ongoing awareness and prevention campaigns for students that:

1. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
2. Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
3. Defines what behavior and actions constitute consent to sexual activity using the definition of consent found above;
4. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and acting to intervene;
5. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
6. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

### Annual and On-Going Awareness and Prevention Activities

UW-Whitewater has developed an annual educational campaign consisting of presentations, workshops, and multi-media campaigns that include distribution of educational materials to new students, and participating in and presenting information and materials during new employee orientation.

The University offered the following primary prevention and awareness programs during the 2017-2018 academic year as follows:

**Think About It! Online Training:** During the 2017-2018 academic year UW-Whitewater freshman and transfer students were asked to complete the online training program. The program was sent to all

students and 62% completed the online training to learn about sexual assault, relationship violence, sexual harassment, and stalking. The program was designed to meet the requirements of the Campus SaVE Act. The training also addresses bystander intervention and responsible alcohol and other drug use.

**Sex Signals:** First-year students are a special target audience and specific steps are taken to ensure that this group receives the required information. Over 80% of new students attended the Sex Signals program at orientation in the Fall of 2017. The Sex Signals program incorporates improvisation humor, education, and audience interaction to provide a provocative look at dating, sex, stalking, bystander intervention, and consent. At this time, freshman were introduced to several area resources by meeting a UWW Police Officer, a counselor at UWW and an advocate from the Association for the Prevention of Family Violence.

**Resident Assistants and Peer Mentors:** Two groups of student workers, Resident Assistants and Peer Mentors, receive additional training because they work closely with a large number of students. Approximately 150 Resident Assistants (RAs) and other Residence Life staff participated in an “experiential learning” activity where they were given a scenario regarding sexual assault. University Health and Counseling Services staff were present to provide information and help RAs develop skills to assist students who came to the RA for assistance. All RA’s and Desk Attendants also went through a sexual misconduct training that focused on defining and identifying the various forms of sexual misconduct, and how to appropriately report those incidents. Similarly, 100 Peer Mentors received training on sexual assault, dating violence, bystander intervention and consent. Each freshman seminar class is assigned a Peer Mentor. Peer Mentors also utilized a video that was created by UWW (<https://www.youtube.com/watch?v=YLRU0uPw3KE>).

RA’s each receive a laminated copy of the Resident Assistant Sexual Violence & Harassment Review Tip sheet to keep at their desk to use as a quick reference when faced with responding to a student who needs assistance. At the beginning of the academic year, during the mandatory floor meeting for all first-year student’s RA’s are each given a specific script to read that outlines very clearly how to report any and all incidents of sexual violence and sexual harassment. At the end of the first semester, all RA’s were given a policy quiz to assess their knowledge and response on sexual misconduct situations. Any missed answers were covered and discussed at their next one on one with their supervisor. The Residence Life professional staff assessed if there were any patterns in the questions that were answered wrong in order to modify future trainings accordingly.

**Mass Email:** In the Fall of 2017 all students attending the university received an email that contained links to the sexual misconduct webpage that describes the sexual assault, harassment and stalking definitions and penalties, UW-Whitewater disciplinary process and sanctions, national and campus statistics, victim services, victim rights, self- protection strategies, bystander intervention strategies, location of self-defense courses, phone numbers and web sites for assistance or more information. Also included in the email were contact people in the university to whom students could ask if they had any additional questions. Students received the required information through their campus email address because that is where they receive other essential university information. Students have access to the link throughout the academic year.



In January of 2017, all students, staff and faculty received a message regarding the online training needed for incoming students and for faculty and staff. Chancellor Kopper reiterated her commitment to providing a safe environment for everyone that includes preventing and responding to all forms of sexual assault, harassment, and other forms of sexual misconduct.

**University Police Presentations:** During the 2017, the University Police presented 209 programs attended by approximately 15,000 people within the campus, city, county, regional and state communities. Many of these programs include information about dating violence, domestic violence, sexual assault, and stalking including what to do if an individual is a victim of these crimes and tips on preventing these crimes from occurring (including personal safety, not perpetrating and bystander intervention).

**It's On Us Campaign:** The It's On Us Campaign was again utilized at UW-Whitewater. Whitewater Student Government sold t-shirts, distributed stickers, and used social media to continue the campaign. This helped guide UW-Whitewater community members to the national website and pledge.

**'Windows to Whitewater':** All new students receive a publication titled 'Windows to Whitewater' that provides information about services on campus. This year, information on safety and survivor resources in relation to sexual assault was included in the 'Windows to Whitewater' publication.

**Coalition Against Sexual and Interpersonal Violence (CASIV):** CASIV is a student organization of over 12 members that strives to raise awareness through on-campus events and programs. CASIV completes many activities including: sponsoring the annual Take Back the Night program; facilitating presentations on domestic violence; tabling at the University Center; using sidewalk chalk, posters and t-shirts to raise awareness about interpersonal violence.

**Sexual Assault Awareness Month:** University Health and Counseling Services worked with many groups to promote events during April, which is Sexual Assault Awareness Month. Teal ribbons were tied to trees around campus to promote awareness of the month. Over 90 individuals attended a Trivia Night event designed to increase awareness and education around interpersonal violence on campus. The event included trivia questions about sexual assault and scenarios in which students could discuss how they could intervene as a bystander. There was a great deal of information disseminated around Denim Day and Take Back the Night.

**Consent Design Contest:** University Health and Counseling Services sponsored an annual design contest. Students were encouraged to design messages that promote consent and raise awareness about sexual assault. The winning design was printed on condoms that were distributed to UWW students. Students who submitted a design received a consent themed t-shirt.

**Brochures:** Brochures on sexual assault definitions and penalties, national and campus statistics, victim services, victim rights, self-protection strategies, bystander intervention, stalking, phone numbers and web sites for assistance or more information were available at several sites around campus throughout the year, at special events and during class presentations.



**Sexual Misconduct Website:** Throughout the year, extensive information was available on the Sexual Misconduct Information website ([www.uww.edu/sexual-misconduct-information](http://www.uww.edu/sexual-misconduct-information)), which was advertised in brochures and on posters, laminated cards for team members' offices and display cases at the

University Health and Counseling Services and the University Center. Topics on the site include: what to do if you have been assaulted, local and campus resources, statistics, health care options, counseling services available, the role of alcohol and other drugs, behaviors that are considered sexual assault, the law in Wisconsin, legal options – criminal and disciplinary, victim rights, sex offender registry, Wisconsin stalking and harassment laws, advice for friends/family, prevention, suggested readings, links to state and national resources. The search engine on the UW-Whitewater website directs all students looking for information on sexual assault or rape to the Sexual Misconduct Information web page. Additionally, the University Health and Counseling Services Facebook and Twitter accounts are used to post relevant information about accessing resources for sexual assault survivors. This helps to ensure that students will be repeatedly exposed to the information and know how to receive assistance for sexual assault as needed. Additional information is available on the University Health and Counseling Services and University Police websites.

### Ways to Reduce the Risk of Being Sexually Assaulted

1. Be aware of what is happening around you. Stay alert. Avoid becoming intoxicated by alcohol or drugs. Know your limits.
2. Decide what you do and do not want to do before getting together with a potential sexual partner. Be ready to communicate this to your partner.
3. Communicate your limits firmly and directly. Don't assume that your partner will automatically know how you feel, or will eventually "get the message" without you having to tell them. Be clear and direct in your communications. If you are unsure of what your partner wants, you have an obligation to clarify before initiating or continuing sexual contact.
4. Respond assertively to any, even minor, acts of sexual harassment or disrespect.
5. Do not leave your drink unattended. Open any beverage container yourself to avoid tampering by another person.
6. Do not allow yourself to be taken into secluded or unfamiliar areas or settings. Always arrange alternate transportation home in case you need it. Let others know where you are going.
7. Trust your instincts and get out of any situation that feels wrong.
8. Do not assume that someone who has been non-violent in the past will never be violent.
9. Don't be afraid of not being liked by someone who won't respect your feelings.
10. Use a buddy system to watch out for each other. Go home with the friends you went out with.

### Ways to Avoid Being Accused of Sexual Assault

1. Talk to your partner openly so you can both communicate your wishes and have no misunderstanding. If you aren't comfortable talking openly about your sexual desires and limits, you are not ready to be sexual.
2. Always ask for consent before you touch someone sexually.
3. Assume that "no" means NO. If you are right you have not offended your partner. If you are not, your partner can initiate more sexual contact.
4. Listen Carefully. Take the time to hear what your partner is saying. Be sensitive to that person's feelings. If you feel your partner is not being direct or is giving you a "mixed message", ask for a clarification.
5. Don't make assumptions about your partner's behavior. Don't automatically assume that someone wants to have sex just because they drink heavily, dress provocatively, or agree to go to your room. Don't assume that just because someone has had sex with you previously they are willing to have sex with you again. Also don't assume

that just because your partner consents to kissing or other sexual intimacies, they are willing to have sexual intercourse.

6. Don't feel as if you always have to initiate sexual activity. Don't initiate if you don't want to. You don't have to prove your sexuality.
7. Remember that sexual coercion is a crime whether it happens on a partner or at a party or in a dark alley. Getting them drunk is not the same as getting permission. Be aware that having sex with someone who is mentally or physically incapable of giving consent is sexual assault. If you have sex with someone who is drugged, intoxicated, passed out, incapable of saying "NO", or unaware of what is happening around them, that is sexual assault.
8. If you have to pressure your partner or get your partner intoxicated to do it, don't do it. Submission is not consent. Consent is active not passive. Any sexual contact without consent is against the law in Wisconsin.
9. Do not exploit or sexually harass others with humor, threats or embarrassing comments.
10. Be especially careful in group situations. Be prepared to resist pressure from friends to participate in violent or non-consensual sexual acts, or gang up on an individual.

Remember that just because someone doesn't want to have sex with you, that doesn't mean there is something wrong with you. There can be many reasons for not wanting to have sex. It is your choice!

### Alcohol & Other Drug Intervention

Early identification and treatment of substance abuse is in the best interest of the university, students, and employees. Students who have concerns with alcohol or other drug use are encouraged to contact the AODA Counselor for an assessment and/or a referral to counseling or treatment programs. \*\*Please note: UHCS does not provide court-related assessments or treatment.

The University provides a variety of services for students, including consultation, assessment, counseling and referrals. It provides and distributes guidelines and information about the university's alcohol and other drug use policy, state and federal laws and penalties for violation, and information about risks from misusing alcohol and other drugs. Voluntary contacts with the AODA Counselor remain strictly confidential. The UW-Whitewater AODA Counselor may be reached at the University Health & Counseling Services by calling 262-472-1305. University Health and Counseling Services also has available educational programs, pamphlets and posters on a wide variety of issues related to alcohol and other drug use. Many items are free of charge and may be obtained by contacting the AODA Educator at 262-472-1305.

Employees who need assistance can access the state EAP program provided by FEI. Employees can visit [www.feieap.com](http://www.feieap.com) (username: SOWI) or call Human Resources at 262-472-1024.

The Wisconsin Department of Health Services provides contact information for County Human Service Departments that provide substance abuse treatment resources. To view the list of departments visit, <http://www.dhs.wisconsin.gov/substabuse/>

### Effects of Alcohol and Other Drug Abuse

The abuse of alcohol and use of other illegal drugs can be detrimental to the health of the user. Further, the use of drugs and alcohol is not conducive to an academic atmosphere. Drug use can impede the learning process and can cause disruption for other students and disturb their academic interests. The use of alcohol or drugs in the workplace may also impede the employee's ability to perform in a safe

and effective manner, and may result in injuries to others. Early identification and treatment of drug and alcohol abuse is in the best interests of the student, employee and the university.

The effects of any drug depend on the amount taken at one time, the past experience of the drug user, the circumstances in which the drug is taken (place, feelings, activities of the user, presence of other people, simultaneous use of other drugs), and the manner in which the drug is taken. The list below identifies some effects experienced by those who use the substance described. Not all legal or illegal drugs are covered in this brief section.

**Alcohol:** Effects may include loss of inhibition and judgment, increased hostility and aggression, depression of the central nervous system, loss of motor coordination, speech and vision, slowed or stopped respiration and heart rate, tolerance and addiction, malnutrition, cirrhosis of the liver and death.

**Marijuana and Hashish:** Effects may include euphoria, slowed thinking and reaction time, confusion, impaired balance and coordination, cough, frequent respiratory infections, impaired memory and learning, increased heart rate, anxiety, panic attacks, tolerance and addiction. Recent studies indicate that marijuana and hashish do carry the potential for addiction, contrary to popular belief.

**Hallucinogens:** Effects may include altered states of perception and feeling, nausea, chronic mental health disorders and persisting perception disorder (flashbacks).

**Opioids:** Effects may include pain relief, euphoria, drowsiness, respiratory depression and arrest, nausea, confusion, constipation, sedation, unconsciousness, coma, tolerance and addiction.

**Stimulants:** Effects may include increased heart rate, increased blood pressure, increased metabolism, feelings of exhilaration, energy, increased mental alertness, rapid or irregular heartbeat, reduced appetite, weight loss and heart failure, and dependency. Additionally, for **nicotine**, effects may include tolerance, addiction, adverse pregnancy outcomes, chronic lung disease, cardiovascular disease, stroke and cancer.

**Anabolic Steroids:** Effects may include hypertension, blood clotting and cholesterol changes, liver cysts and cancer, kidney cancer, hostility and aggression, acne; in adolescents: premature stoppage of growth; in males: prostate cancer, reduced sperm production, shrunken testicles, breast enlargement; in females: menstrual irregularities, development of beard and other masculine characteristics. There are no intoxication effects.

## UW-Whitewater Smoking Policy

Smoking is prohibited in ALL buildings on the UW-Whitewater campus. Smoking in faculty offices and University vehicles is also prohibited under this policy. To mitigate the established health risks associated with exposure to second-hand smoke, UW-Whitewater also prohibits smoking within 25 feet of all building entrances, air intakes, operable windows or other designated areas.

## Warhawk Stadium Smoke Free Policy

The University of Wisconsin-Whitewater's Warhawk stadium does not allow smoking in the general stadium or press box area.

## University Standards of Conduct and Sanctions

The University of Wisconsin System and University of Wisconsin-Whitewater prohibit unlawful possession, use, distribution, manufacture or dispensing of illicit drugs or alcohol by students and employees on university property or as part of university activities.

The use or possession of alcoholic beverages is prohibited on university premises, except in faculty and staff housing and as expressly permitted by the Chancellor or under institutional regulations, in accordance with UWS 18.09(1), Wis. Adm. Code.

The unlawful use possession, distribution, manufacture or dispensing of marijuana is prohibited in accordance with

8. UWS 18.10, Wis. Adm. Code.

Violation of these provisions by a student or employee may lead to imposition of a disciplinary sanction. In addition, violators could face possible legal sanctions resulting from civil or criminal actions. Costs related to AOD offenses may include fines, loss of driver's license, jail terms and public embarrassment. AOD offenses may also affect a person's employability, or the ability to enter a licensed profession or bonding for employment.

## Students

Violation of AOD policy by a student may lead to the imposition of a disciplinary sanction, up to and including suspension or expulsion under s. UWS 17.10, Wis. Admin. Code. Violations of the Alcohol and Student Conduct policies will be adjudicated as consistent with Student Non-academic Disciplinary Procedures (Chapter UWS 17). Sanctions may include:

- mandatory alcohol/drug assessment and counseling
- probation
- suspension or expulsion from the university
- community service, classes and other educational sanctions

## Employees

University employees are also subject to disciplinary sanctions, up to, and including, termination from employment, for violation of these provisions occurring on university property or the worksite or during work time. Disciplinary sanctions are initiated and imposed in accordance with applicable procedural requirements and work rules, as set forth in Wisconsin statutes, administrative rules, faculty and academic staff policies, and collective bargaining agreements. Referral for prosecution under criminal law is also possible. Violations of ss. UWS 18.09, Wis. Adm. Code may result in additional penalties as allowed under ch. UWS 18, Wis. Adm. Code

Employees who are convicted of any criminal drug statute violation occurring in the workplace must notify their dean, director or departmental chair within 5 days of the conviction if the employees are employed by the university at the time of the conviction.

## Legal Penalties & Sanctions

Wisconsin and federal laws governing alcohol and illicit drugs to which students, faculty and staff are subject, include, but are not limited to those listed below:

1. Alcohol
  - a. Wisconsin's *Not A Drop Law*, Wis. Stat. 346.63 (2m), which states that a person who has not attained the age of 21 may not drive with a blood alcohol concentration of more than 0.0%
  - b. Wisconsin's Drinking Age laws
  - c. Wisconsin's Operating While Under the Influence (OWI) laws
  - d. Wisconsin Administrative Code Chapter 18
2. Illicit Drugs
  - a. Wisconsin Illicit Drug Laws, the Uniform Controlled Substances Act, Wis. Stat. 961.
  - b. Federal Illicit Drug Laws dealing with possession and distribution and penalties for violation.

## State of Wisconsin

The Uniform Controlled Substance Act, Chapter 961 of the Wisconsin Statutes, regulates controlled substances and outlines specific penalties for the violation of the regulations. A person convicted of manufacturing a controlled substance, delivering a controlled substance, or possessing a controlled substance with the intent to manufacture or deliver, faces a number of penalties. Penalties vary according to the type of drug involved, the amount of drug confiscated, the number of previous convictions, and the presence of any aggravating factors. See Section 961.41 Stats.

Regarding alcohol use, Wisconsin has formidable legal sanctions:

No person may procure for, sell, dispense or give away any alcohol beverages to any underage person not accompanied by his or her parent, guardian or spouse who has attained the legal drinking age.

See Section 125.07(1)(a)(1), Stats.

No adult may knowingly permit or fail to take action to prevent the illegal consumption of alcohol beverages by an underage person on premises owned by the adult or under the adult's control.

Section 125.07(1)(a)(3), Stats.

Depending on the factors involved in violating this policy, the penalties may vary from a fine of no more than \$500 to fines of \$10,000 and/or imprisonment.

It is against the law for an underage person to procure or attempt to procure an alcoholic beverage, to falsely represent his or her age for the purpose of obtaining alcohol, or, unless accompanied by a parent, guardian or spouse who has attained the legal drinking age, possess or consume alcohol beverages on licensed premises. A variety of situations involving consumption of an alcoholic beverage by an underage person is also addressed in this statute. See Section 125.07(4), Stats.

A first-time violator of Section 125.07(4) can be fined up to \$500, ordered to participate in a supervised work program and have his or her driver's license suspended.

To access the Wisconsin statutes online, go to <http://www.legis.state.wi.us/rsb/stats.html> and enter statute 961.41 in the form for statutes related to controlled substances, 125.07 for alcohol related statutes and 346.63 for statutes related to operating a motor vehicle under the influence.

### Federal Illicit Drug Laws

These laws prohibit the use, possession, distribution, manufacture or dispensing of controlled substances. Distribution of even a small amount of marijuana can mean years in prison and large fines on first offense. Other penalties under federal law include forfeiture of property, denial of federal benefits (student loans, grants and public housing) and revocation of certain federal licenses.

Several examples of the federal law that may apply to UW-Whitewater students and/or staff are listed below. Please keep in mind that statutes are regularly amended and this listing should not be used instead of seeking legal advice but may serve as a general indication of the seriousness of drug and alcohol law violations.

### Controlled Substances Act:

#### Section 844. Penalty for simple possession

It shall be unlawful for any person knowingly or intentionally to possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription or order, from a practitioner, while acting in the course of his professional practice, or except as otherwise authorized by this title or title III. Any person who violates this subsection may be sentenced to a term of imprisonment of not more than 1 year, and shall be fined a minimum of

\$ 1,000, or both, except that if he commits such offense after a prior conviction under this title or title III, or a prior conviction for any drug or narcotic offense chargeable under the law of any State, has become final, he shall be sentenced to a term of imprisonment for not less than 15 days but not more than 2 years, and shall be fined a minimum of \$ 2,500, except, further, that if he commits such offense after two or more prior convictions under this title or title III, or two or more prior convictions for any drug or narcotic offense chargeable under the law of any State, or a combination of two or more such offenses have become final, he shall be sentenced to a term of imprisonment for not less than 90 days but not more than 3 years, and shall be fined a minimum of \$ 5,000.

Notwithstanding the preceding sentence, a person convicted under this subsection for the possession of a mixture or substance which contains cocaine base shall be imprisoned not less than 5 years and not more than 20 years, and fined a minimum of \$ 1,000, if the conviction is a first conviction under this subsection and the amount of the mixture or substance exceeds 5 grams, if the conviction is after a prior conviction for the possession of such a mixture or substance under this subsection becomes final and the amount of the mixture or substance exceeds 3 grams, or if the conviction is after 2 or more prior convictions for the possession of such a mixture or substance under this subsection become final and the amount of the mixture or substance exceeds 1 gram. The imposition or execution of a minimum sentence required to be imposed under this subsection shall not be suspended or deferred. Further, upon conviction, a person who violates this subsection shall be fined the reasonable costs of the investigation and prosecution of the offense, including the costs of

prosecution of an offense as defined in sections 1918 and 1920 of title 28, United States Code, except that this sentence shall not apply and a fine under this section need not be imposed if the court determines under the provision of title 18 that the defendant lacks the ability to pay.

#### **Section 859. Distribution to persons under age twenty-one**

(a) First offense. Except as provided in section 419 [19 USCS Section 860], any person at least eighteen years of age who violates section 401(a)(1) [21 USCS Section 841(a)(1)] by distributing a controlled substance to a person under twenty-one years of age is (except as provided in subsection (b)) subject to (1) twice the maximum punishment authorized by section 401(b) [21 USCS Section 841(b)], and (2) at least twice any term of supervised release authorized by section 401(b) [21 USCS Section 841(b)], for a first offense involving the same controlled substance and schedule. Except to the extent a greater minimum sentence is otherwise provided by section 401(b) [21 USCS Section 841(b)], a term of imprisonment under this subsection shall be not less than one year. The mandatory minimum sentencing provisions of this subsection shall not apply to offenses involving 5 grams or less of marijuana.

(b) Second offense. Except as provided in section 419 [19 USCS Section 860], any person at least eighteen years of age who violates section 401(a)(1) [21 USCS Section 841(a)(1)] by distributing a controlled substance to a person under twenty-one years of age after a prior conviction under subsection (a) of this section (or under section 303(b)(2) of the Federal Food, Drug, and Cosmetic Act as in effect prior to the effective date of section 701(b) of this Act) has become final, is subject to (1) three times the maximum punishment authorized by section 401(b) [21 USCS Section 841(b)], and (2) at least three times any special parole term authorized by section 401(b) [21 USCS Section 841(b)], for a second or subsequent offense involving the same controlled substance and schedule. Except to the extent a greater minimum sentence is otherwise provided by section 401(b) [21 USCS Section 841(b)], a term of imprisonment under this subsection shall be not less than one year. Penalties for third and subsequent convictions shall be governed by section 401(b)(1)(A) [21 USCS Section 841(b)(1)(A)].

#### **Section 863. Drug paraphernalia**

1. It is unlawful for any person- A. To sell

or offer for sale paraphernalia;

B. To use the mails or any other facility of interstate commerce to transport drug paraphernalia; or

C. To import or export drug paraphernalia

2. Anyone convicted of an offense under subsection (a) of this section shall be imprisoned for not more than three years and fined under title 18, United States code.

3. Any drug paraphernalia involved in any violation of subsection (a) of this section shall be subject to seizure and forfeiture upon the conviction of a person for such violation. Any such paraphernalia shall be delivered to the Administrator of General Services, General Services Administration, who may order such paraphernalia destroyed or may authorize its use for law enforcement or educational purposes by Federal, State, or local authorities.

**For additional details about Federal illicit drug laws, visit:**

U.S. Drug Enforcement Agency <http://www.dea.gov>

U.S. Department of Justice (for table of penalties and information on drugs)  
<http://www.usdoj.gov/dea/pubs/csa.html>

#### **Federal Financial Aid Penalties for Drug Violations**



Federal guidelines focus most strongly on illicit drug use and distribution. The 1998 Campus Security Act says that students convicted for an illicit drug violation can be denied financial aid support for a specific period, in addition to other legal penalties.

Everyone must answer Question 23 on the FAFSA, "Have you been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid (such as grants, loans, and work- study).

- Generally, if you have been convicted for the possession or sale of illegal drugs for an offense that occurred while you were receiving federal student aid, you will be ineligible for a period of time based on the type and number of convictions. If you answer "Yes" to this question, it is very important that you complete and submit the FAFSA to determine your eligibility. If you are submitting a paper FAFSA, you will be mailed a worksheet to assist you in determining whether your conviction affects your eligibility for federal student aid. If you are applying using FAFSA on the Web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), you will be provided the electronic version of the same worksheet during your online session. If you need assistance or have any questions on how to answer Question 23, call 1-800-4-FEDAID (1-800-433-3243) for help from the Federal Student Aid Information Center.
- You have limited eligibility for federal student aid while you're incarcerated. Even if you're ineligible for federal student aid because of a drug conviction, you should still complete the FAFSA because most schools and states use FAFSA information to award nonfederal aid.

## Campus Sanctions

The following four-step Alcohol & Marijuana Policy Sanctioning Guide is used by three Student Affairs departments that hear cases for conduct violations related to illegal alcohol use: the Dean of Students Office, the University Housing and Intercollegiate Athletics.

This standardized sanction model for alcohol and drug violations was endorsed by the Higher Education Center for Alcohol and Drug Abuse at the time of its inception several years ago. The four steps provide intentional interventions for students involved in multiple alcohol policy violations. The steps also ensure students are aware of the policy and its consequences should they have any subsequent violations, by requiring them to sign a statement of understanding with each violation.

Parents with students under the age of 21 are notified with each alcohol policy violation, typically by letter, but may also be informed by phone or in-person depending on the severity of the incident.

Parents are informed by phone for all cases of medical transport to the hospital due to alcohol or drug intoxication. With UWS Chapter 17 violations, parents are notified after the student meets with a hearing officer for their disciplinary conference. At this time, the student can express extenuating circumstances as to why parental notification should not take place; in rare cases, parental notification may be stayed.

### *First Alcohol / Marijuana Related Policy Violation*

- Online alcohol education course (cost of \$35.00)  
*Under The Influence* – Dean of Students Office & Athletics



*Alcohol Response-Ability –University Housing**Marijuana 101 – Dean of Students Office, Athletics & University Housing*

- Disciplinary probation for a minimum of one year
  - Signed statement of understanding of conduct policy & consequences of future violations

*Second Alcohol / Marijuana Related Policy Violation*

- Mandated participation in alcohol brief screening & education course (cost of \$100)  
*Alcohol Awareness Workshop – Dean of Students Office & Athletics Marijuana Awareness Workshop*  
 – Dean of Students Office/Winther Lab *Choices @ Winther Counseling Lab* –University Housing
- Extended disciplinary probation
- Signed statement of understanding of conduct policy & consequences of future violations
- Residence hall relocation and/or ban likely if incident occurred in residence hall

*Third Alcohol / Marijuana Related Policy Violation*

- Alcohol & Other Drug Use Assessment (cost of \$150\*)
- Extended disciplinary probation
- Signed statement of understanding of conduct policy & consequences of future violations.
- Residence hall contract cancellation and/or ban, if incident occurred in a residence hall
- • 8-10-page paper on responsibility, life choices, possibility of suspension

*Fourth Alcohol / Marijuana Related Policy Violation*

- Suspension from the University for a period of one semester to two years  
 \*\$150 charge for an AODA assessment began the 2015-2016 academic year

### Supplemental Policies That Address Alcohol Use

There are several supplemental policies on our campus which address alcohol use as they relate to specific offices or events. These policies fall under the jurisdiction of the larger campus alcohol policy and target specific campus environments (e.g. residence halls or the University Center) or populations (e.g. student athletes).

The *University Housing Alcohol and Drug Policies* list guidelines for the appropriate use of alcohol within the University residence halls. These policies ban the use of alcohol by of-age residents in common area spaces and at residence hall events. The policies also address inappropriate behavior while intoxicated, kegs and alcohol paraphernalia. These policies are available on the University Housing website at the following web address: <http://www.uww.edu/housing/policies>. Resident Assistants review the policies with students at the beginning of the fall and spring semesters in community meetings.

The *Office of Intercollegiate Athletics Student Athlete Handbook* addresses the impact of substance use on student athletes' personal lives and athletic performance with its Alcohol, Tobacco and Drug Use Policies. The policies also address drug testing and the NCAA's banned substance list. These policies are available to students in the online version of the *Student Athlete Handbook* at the following web address:

[https://uwwsports.com/documents/2018/8/21//Updated\\_Student\\_Athlete\\_Handbook\\_Draft.pdf?id=61](https://uwwsports.com/documents/2018/8/21//Updated_Student_Athlete_Handbook_Draft.pdf?id=61)

These policies are also explained to student athletes in person at the All Sports Meeting, which is held at the beginning of each year.

Policies specific to substance use and Student Organizations and the *Student Organization Conduct Policy* are included in the online version of the Student Handbook at the following web address: [http://www.uww.edu/handbook/student/policies\\_organization.html](http://www.uww.edu/handbook/student/policies_organization.html)

These policies directly prohibit all forms of hazing, illegal drug use and "dangerous or excessive use of alcohol or drinking games.

The *University Special Event Policy* addresses alcohol issues as they relate to campus events hosted by student organizations. This policy bans backpacks, large bags and open containers, which helps prevent illegal alcohol from entering the premises. The policy also required trained Campus Service Officer supervision at all larger events. Finally, this policy also states that the University reserves the right to refuse admission, eject an intoxicated person, shut down an event, refer information to Student Conduct Administration or restrict future use of University facilities by department or organization.

Finally, the *Alcohol Beverage Policy*, which is included in the University Handbook dictates how alcohol may be used on campus and the regulations which must be followed if it is served. The web address for this policy is <http://www.uww.edu/policies/alcohol-beverage-policy>. All events which seek to serve alcohol must be approved by the Chancellor or his/her representative and must be

provided by the University Food Service Contractor. This policy also addresses appropriate tailgating on campus and where this activity is permitted.

## Alcohol and Drug Education & Prevention Activities

### *Interventions that Target Individuals*

#### **Student Conduct Process**

As described above in relation to the University Alcohol Policy Sanctioning Guide, UW-Whitewater's student conduct process is designed with several intentional educational steps in place to provide opportunities for student learning and growth related to alcohol use. The individual components of the sanctioning guide are discussed in detail later in this section, including online education programs, brief motivational interventions and alcohol and drug counseling resources.

After each alcohol incident occurs, students are invited, though not required, to attend face-to-face meetings with conduct administrator(s) who facilitate a conversation about the students' involvement. Through these conversations student conduct administrators address the student's motivations for their actions, their decision-making process and their behaviors impact on the larger campus or local community. These meetings are used to educate students about the University Alcohol Policy, reinforce community expectations and encourage students to make use of available campus resources that may assist them, such as the University Health and Counseling Services (UHCS).

#### *Mandatory Online Education Programs (Alcohol-Responsibility & Under the Influence)*

All students found in violation of a first alcohol offense participate in a mandatory online alcohol education program. Our campus uses two Internet based alcohol programs depending on the office where the violation originates. The Dean of Students Office and Athletics use *Under the Influence*, a 3<sup>rd</sup> Millennium Classrooms program, and the University Housing uses *Alcohol-Responsibility*, a BACCHUS program. Both online education programs use step-by-step modules to educate users about the effects of alcohol on the body and brain, social problems associated with alcohol use on campus, alcohol safety information, and personal and legal consequences related to alcohol use. These programs also provide personalized feedback about each user's typical drinking behavior and how it compares with national averages, illustrating that high-risk use is not the norm among college students (norms clarification) though students most often believe it is. Finally, the two programs also offer suggestions for "safer drinking behavior" and strategies the participant can employ for reducing alcohol use.

Conduct administrators receive notification when the students have completed the program so there is accountability for completion of the education programs.

#### *Brief Intervention & Education Programs*

All students found in violation of a second alcohol offense participate in mandatory in-person alcohol education classes that last approximately 4-6 hours in length. The Office of Residence Life uses the *Choices* program, an individual brief-intervention and alcohol skills training program administered by counseling students at the Winther Counseling Lab. The Dean of Students Office and Intercollegiate Athletics uses a program called the *Alcohol Awareness Workshop*, a hybrid individual

and group brief intervention and alcohol skills training program facilitated by the Dean of Students Office. Both programs engage students in conversation about their alcohol use via motivational enhancement techniques, provide individualized feedback about their use compared with campus normative data, and encourage students to make safer choices about their alcohol use. Additionally, the Alcohol Awareness program uses group process activities to engage small groups of students in conversation about the campus alcohol climate, teaches techniques to avoid peer pressure and provides support for developing alcohol-free social or personal interests.

#### *AODA Evaluation at University Health & Counseling Services*

All students found in violation of a third alcohol offense or who are transported to the hospital for acute intoxication are required to participate in a mandatory 2-3 session evaluation with the AODA Counselor in the University Health and Counseling Services. The AODA Counselor asks students many direct questions about their use of alcohol and the conduct incident that has brought them to UHCS for an evaluation. At the end of the evaluation process, the AODA Counselor makes recommendations for continued care if appropriate. Conduct students are mandated to complete the evaluation but are not required to attend additional counseling or treatment even if recommended.

The AODA Counselor is willing to maintain a therapeutic relationship with students after the initial evaluation should the students desire to do so. The cost of this evaluation is \$150, which is charged directly to the student's account.

#### **Counseling for AODA Concerns**

The AODA counselor also offers voluntary counseling for students who have alcohol and drug concerns. Students may contact UHCS to schedule an appointment for AODA concerns and have access to meet with the counselor at no cost. The AODA Counselor is qualified to make referrals to outside organizations that provide AODA treatment services ranging from extended outpatient care in the community to inpatient substance abuse options.

#### **Alcoholics Anonymous & Narcotics Anonymous Group**

A community-based Alcoholics Anonymous group meets weekly during the academic year, as well as over the summer to offer additional support for students. Alcoholic Anonymous meeting times and locations can be found at [www.area75.org](http://www.area75.org). Narcotics Anonymous meeting times can be found at [www.badgerlandna.org](http://www.badgerlandna.org)

#### *Programs that Target the Student Body*

##### **New Student/Parent Orientation**

The University Police Department presents to guest and family members at Warhawk SOAR (student orientation, advising, and registration days). The topics covered include the following:

- University Police resources and services,
- general information about how University Police manages underage alcohol violations including a general “warning” about alcohol use,

- an introduction to the Alcohol Diversion Program, and the medical amnesty policy.

### **New Student Seminar University Police Department Presentation**

All students enrolled in New Student Seminar are required to attend a one-hour presentation facilitated by the University Police department. The topics covered include the following:

- University Police resources and services,
- Alcohol and drug
- Sexual assault prevention and resources
- an introduction to the Alcohol Diversion Program,
- medical amnesty policy
- emergency procedures (i.e., tornado, active shooter, etc.)
- Informacast (emergency notification system)

### **Campus Clarity: “Think About It” Online Training**

Per UW System, UW-W students are required to complete this sexual assault prevention training. This training also covers responsible alcohol and drug use, bystander intervention, UW-Whitewater AODA policies and support resources. New students take a three-hour training and continuing students take thirty minute refresher training. First year student had a 94% completion rate for the 18-19 academic year.

### **AODA Education Programs & Outreach Events**

Various departments on campus were involved in several proactive campus-wide AODA education programs. The following descriptions summarize the prevention activities coordinated UHCS, University Housing, Greek organizations. These programs were educational in nature and were offered to the entire student body, in most cases.

#### *University Housing AOD Education Programs*

Each fall, the University Housing requires the live-in staff of each residence hall building to host an alcohol education program. Each building is required to plan an in-hall event that addresses the issue of alcohol use, the policy/legal consequences of underage drinking and/or alcohol safety information. Each hall has the freedom to address the topic in the manner they believe best suits their living environment. Each building is provided with a budget to host the programs. Many hall staff choose to invite the

University Police and/or the UHCS Wellness Staff to help address the topic. In addition, the University Housing AODA Peer Educator program is led by a group of students who present programs in the residence halls on the topics of substance abuse. The programs are designed to raise awareness and to promote understanding about substance use in the community, create an environment for discussion, provide current information, and to break down myths and misconceptions about substance use.

2018-19 Programming included:

- 13 AODA programs

- RAgers: alcohol education program collaboration with University Police
- Monday Night Happy Hour: alcohol education program collaboration with University Police
- Let's be Blunt about Marijuana: Marijuana facts and legality
- Big Boo Bash: Halloween themed alcohol awareness program
- Jitters House Party: alcohol education program collaboration with University Police
- Alcohol Awareness for Spring Splash
- Mario, You're Drunk. Go home.: alcohol education program

#### University Housing Alcohol Education Programming – Fall 2021

Residence Hall	Date	Title	Attendance	Brief Description
Pulliam	11/16/21	Paint & Sip	26	Officer Kuehl and Officer Fish came and spoke about the dangers of drinking/consequences of drinking underage or too much. The RAs provided canvas and light refreshments to simulate a Paint & Sip event (similar to the events out in the real-world sans the alcohol). Officer Kuehl and Fish brought the 'drunk goggles' for residents to try and RAs would toss a light/softball to see if residents could catch it (simulating the difficulties to keep balance and utilize fine motor skills while impaired).
Benson	11/16/21	Alcohol Program	9	Staff made mocktail drinks and went through the alcohol policy on the website. They then played a Kahoot on the effects that alcohol on your body and went over the policy again.
Cambridge	12/6/21	Bystander Bash	5	Covered the effects of being a bystander in a bar if you see something, so during the "party," RA's with supervision dropped skittles in drinks. If the act went un commented on, staff stopped the hangout and talked about it.
Arey	11/9/21	AODA Game Night	28	The CD incorporated the use of vision impaired goggles in this program. Residents were presented information and quick facts were taped to each of the snacks for students to have as they grabbed snacks. Residents recapped information to enter the game field. Games included ping pong, pool, Jenga, Connect 4, cornhole, Mario Karts, and a short obstacle course with the use of the vision impaired goggles. An RA helped to create mocktails for the event.
Fricker	11/2/21	AODA Family Feud	21	The CD created a presentation based on previous information collected and a previous family feud game template that was saved in the H drive. CD presented the information to the residents in attendance and to recap, then split the group into 2 and played a game of family feud. The Arey Fricker LIT team helped with this and two reps helped to co-host the game show part of the program. The game was broken into 4 main sections from the presentation and the final "Fast Money" round also had both sides compete for who could guess the most answers. The residents had a great time and then after enjoyed pizza and soda and chatted for about an hour after.
Lee	9/16/21	Back to School Bash	75	This program was an alcohol program in collaboration with Officer Dan. Residents learned about the risks of consuming alcohol and underage drinking/partying. There were drinks, snacks, and candy provided. We

				also had feature drinks like citrus splash, red lagoon, and dark dash. Games were also provided to students from behind the front desk. Some of the games played were battleship, ping pong, billiards, and twister. There was also music playing throughout the program except when Officer Dan shared with the students. It was a fun and educational program that helped educate our students so that they were prepared for football games, homecoming, Greek life pledges, and other parties around campus.
Bigelow	10/7/21	Safety Awareness Night	10	In This program we had Officer Fish come in and share with students about alcohol and drug safety. She also shared different tips/advice on how students can stay safe on campus. Officer Fish asked questions to students about their knowledge of consequences when it comes to students consuming alcohol and drugs. She also shared some statistics and the amount students could get fined for violating certain policies or laws. In the end, students were able to ask Officer Fish questions with the group or one-on-one once she was done sharing with everyone.
Ma'iingan	11/17/21	Know Your Limits	31	Officer Dan Kuehl was able to stop by Ma'iingan and provide residents with multiple facts and resources surrounding the topic of drinking on campus. Students were provided soda and pizza while observing. Officer Kuehl provided "drunk" goggles that residents were able to play Mario Kart with to understand the views and dangers of drunk driving.
Fischer	9/28/21	Party in the Fischer Basement!	30	Staff had facts about drinking and the University Police Department came to visit to talk about drinking and the legal issues that can arise. They also provided statistics about drunk driving. They served pizza, soda cans with alcohol facts taped to them, word searches, and coloring pages, along with other activities and opportunities to get questions answered by the police officer.
Tutt	9/30/21	It's 5:00 Somewhere	30	Staff had facts about drinking and the University Police Department came to visit to talk about drinking and the legal issues that can arise. They also provided statistics about drunk driving. They served pizza, soda cans with alcohol facts taped to them, word searches, and coloring pages, along with other activities and opportunities to get questions answered by the police officer.
Wellers	12/1/21	Alcohol Awareness	2	The CD had two alcohol awareness programs this semester, one for Knilians and one for Wellers. For both programs, CD had UWYPD come to talk about alcohol awareness facts while students ate pizza. The officers also brought the drunk goggles and administered sobriety tests while students were wearing the goggles.
Knilians	11/15/21	Alcohol Awareness	15-20	CD had two alcohol awareness programs this semester, one for Knilians and one for Wellers. For both programs, CD had

				UWWPD come to talk about alcohol awareness facts while students ate pizza. The officers also brought the drunk goggles and administered sobriety tests while students were wearing the goggles.
Wells	11/8/21	Mario Kart with University Police	50	Staff held an alcohol education program surrounding facts and a presentation with UPD, while also having the Drunk Goggles available to attempt Field Sobriety Tests and play Mario Kart. The program was engaging and successful as the residents interacted with Officer Dan Kuehl and really got to learn some important information regarding alcohol awareness, as well as dispel some myths.

## University Housing Alcohol Education Programming – Fall 2022

Residence Hall	Date	Title	Attendance	Brief Description
Pulliam	11/14/2022 - 8:00 PM	Mario Game Night	21	Mario Game Night is an educational program where students can learn about the effects of drinking and driving. At the program, UWWPD will have Alcohol Impairment Goggles and students will be able to wear them while playing Mario Kart. This will be a safe place where students can learn about alcohol and driving as well as ask questions.
Benson	11/09/2022 – 6:00PM	BAC Bash	15	This program was used to educate residents about the importance of alcohol intake and how dangerous it can be. We also provided alcohol-free margaritas for residents.
Clem	11/08/2022 - 6:00 PM	BAC Bash	11	This program was used to educate residents about the importance of alcohol intake and how dangerous it can be. We also provided alcohol-free margaritas for residents.
Arey	12/08/2022 - 3:30 PM	AODA Mario Kart	20	The Residence Hall Officers attended and did a presentation about alcohol, then we played Mario Kart using drunk goggles to simulate drinking and driving.
Fricker	12/09/2022 - 3:30 PM	AODA Mario Kart	5	The Residence Hall Officers attended and did a presentation about alcohol, then we played Mario Kart using drunk goggles to simulate drinking and driving.
Lee	11/03/2022 - 6:00 PM	Boozing and Cruising	25	UW-Whitewater police came to Lee basement and shared information with residents about alcohol safety and resources available for students. UW-police also brought their drunk goggles, so students got to play Mario Kart while wearing the drunk goggles and police brought their B.A.C. counter so students knew what it looked like and could use it if they



				wanted to try it out. We also had mocktails available plus other games.
Bigelow	12/01/2022 - 2:30 PM	Alcohol Education Trivia Night	6	RAs created a couple of Kahoot trivia games with information about alcohol, nicotine, and tobacco products. We led the group in playing the games and discussed various fun facts and statistics.
Ma'iingan	10/28/2022 - 6:00 PM	Halloween Elevator Trivia	110	RAs setup a station in the elevator and asked residents a trivia question about either alcohol or Halloween while they were riding the elevator. They also handed out fact sheets about alcohol with candy taped to them. They did this for about an hour.
Fischer	11/15/2022 - 6:00 PM	Alcohol Education Program	1	Officer Fish came with drunk goggles of different levels of "intoxication". There was a tape line to try and follow as well as tennis balls to try and play catch with.
Tutt	11/02/2022 - 5:30 PM	Alcohol Education Program	7	Officer Fish brought the drunk goggles with three different levels of "intoxication" for residents to try. There was a tape web for residents to try and get through while wearing the goggles as well as tennis balls to play catch.
Wellers	12/09/2022 - 5:00 PM	Alcohol Trivia	8	Complex Director LaPerish Barnes stood near elevators of the first floor and asked students trivia questions about alcohol. The questions concerned safe drinking, unsafe drinking, fast facts about alcohol, and more.
Knilians	12/09/2022 - 6:00 PM	Alcohol Trivia	15	Complex Director LaPerish Barnes stood near elevators of the first floor and asked students trivia questions about alcohol. The questions concerned safe drinking, unsafe drinking, fast facts about alcohol, and more.
Wells	11/01/2022 - 7:00 PM	Alcohol Trivia	40	Program was held to educate residents on alcohol and its adverse effects with college students. UPD was present with Tilla to also give a short presentation on alcohol consumption amongst college students. At the end, we had a pizza and trivia session in which students participated in a Kahoot and were able to look at infographics we provided.

### Notification Procedure for Missing On-Campus Housing Students

Reports regarding any student living in on-campus housing who appears to be missing must be referred immediately to the UW-Whitewater University Police Department at phone number 911 or 262-4724660. Students living in on-campus housing are encouraged to identify a contact person or persons whom the University will attempt to notify within 24 hours if the student is determined by

the University Police to be missing for the prior 24-hour period. Only authorized campus officials and law enforcement responsible for the missing person investigation may have access to this information. Students will be asked to list these individuals as an emergency contact during the check-in process and will be allowed to do so online. Student's contact information will be registered confidentially and will only be accessible to authorized campus officials and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

The student will be able to make any desired changes to their contact information online throughout the year. It is the policy of University Housing to involve and turn over all related information and reports to University Police in all missing persons cases. In addition to any student-designated contact person, if the student is under 18 years of age and not emancipated, the University will notify a custodial parent or guardian within 24 hours of when the student is determined to be missing.

When it is reported that a student is missing for 24 hours University Housing will follow the following procedures:

- Immediately notify University Police
- After notifying the University Police, notify the Associate Director of University Housing. • Contact roommate and ask other peers on the floor about information they may have.
- Utilize technology such as social networking sites and electronic access reports from student ID to attempt to identify student's recent whereabouts.

## UW-Whitewater Annual Fire Safety Report

### Fire-Safety Report Notification Procedure for On-Campus Housing Students

1. **Fire Drills:** University Housing conducted thirteen fire drills, one in each residence hall, during the 2015 calendar year. 2. **Policies:**

- a) **Equipment and electrical appliances.** Use of electrical appliances such as toasters, frying pans, sandwich grills, George Foreman-like indoor-grills, hot plates, waffle irons, or other cooking devices are prohibited in areas other than residence hall or suite kitchens because of fire safety regulations. Small coffee pots are permitted in rooms. Use of halogen lights, floor lamps with plastic shades, and space heaters not provided by the University are also prohibited. All power strips, extension cords and adapters must be UL approved and due to fire risk, only one power strip, extension cord or adapter may be used per outlet. University Housing reserves the right to remove any unauthorized or dangerous electrical appliances. Refrigerators are permitted in student rooms, but may not exceed 4.2 cubic feet. Microwave conventional ovens are permitted, but may not exceed 900 watts. Air conditioners must be provided by University Housing. University-provided microwave/pizza ovens are allowed in kitchens of Starin suites only.
- b) **Flammable materials/explosives.** Explosives, fireworks, gasoline or any other flammable materials that might create a hazard are not permitted in residence halls. Possession or use of such materials is a violation of state law and may result in referral to University Police and/or disciplinary action by the University. Use of such explosives may also result in immediate cancellation of the residence hall contract.

- c) **Smoking.** All of UW-Whitewater's residence halls are smoke free. Smoking is not permitted in any areas of the residence halls, including student rooms and foyers. Smoking is not permitted within 25 feet of any residence hall.
- d) **Open Flame.** Candles (including candles without wicks), candle warmers, incense, and fragrant plug-in devices, are not allowed at any time.

### **3. Procedures in case of a fire:**

- a) In the event of a fire, students should immediately pull the nearest fire alarm. When the alarm sounds, all residents should immediately evacuate the building, and move away from the building to allow adequate access for emergency personnel.
- b) It is the student's responsibility to evacuate the building; staff members will not come to get them. **Failure to do so may result in referral to the Student Conduct System and/or a citation by University Police.**
- c) **IF A FIRE ALARM SOUNDS AND YOU ARE IN THE BUILDING, PLEASE DO THE FOLLOWING:**

1. Remain calm.
2. Feel door and knob. If cool, open door slowly.
- IF YOU CAN EXIT SAFELY:**
3. Always wear shoes.
4. Close and lock your door and window.
5. Leave through the nearest exit. If smoke is present, use another exit.
6. Stand clear of the building after exiting.
7. Do not attempt to re-enter the building.
8. Do not return to your room until "all clear" is given by appropriate staff.

#### **If doorknob is hot or hallway is filled with smoke:**

9. Seal cracks around door with wet towels, clothing, etc.
10. If a phone is available, call the Fire Department (dial 911) to report the fire.
11. Open the window and hang an object out the window, such as a sheet or clothing to attract attention.
12. Keep your face covered to aid in breathing.
13. Students with disabilities or those requiring special assistance should discuss their evacuation plans with their RA or Complex Director. Fire alarm tests are conducted on a periodic basis in each residence hall and students will be notified of the times in advance.

### **4. Policies Regarding Fire Safety Education:**

The safety of every individual in the residence hall is critical to the residence hall staff, and fire is of particular concern. It is important that all students become familiar with the stairwells and exits in the buildings, and practice caution when decorating their room.

#### **a) Fire Hazards:**

1. Due to the potential fire hazard, students are prohibited from:
2. Hanging anything such as fishnets, parachutes, sheets, etc. in rooms
3. Decorating with paneling or plywood
4. Blocking the doorway with furniture
5. Storing wheelchairs in hallways (except in approved areas).

6. Students are also prohibited from having the following items in their rooms due to potential fire hazard:
7. Candles and incense
8. Smoke and/or fog machines
9. Halogen lights are also prohibited.

**b) Intentionally starting a fire/fires resulting in negligence:**

1. If a student intentionally starts a fire, or if a fire results from negligence, students may be held financially responsible for property damage or personal loss, and may be removed from the residence halls. **c) Smoke detectors:**

1. Smoke detectors are located in each room and should not be tampered with or unplugged. If a smoke detector is not working, an RA should be notified. Tampering with these or other fire safety equipment, such as fire alarms, fire alarm covers, fire hoses, or fire extinguishers, will be just cause for removal from the residence halls. **d) Additional policies:**

1. Persons causing false fire alarms, interfering with the proper functioning of the fire alarm system, including pull box covers, or interfering with the lawful efforts of emergency personnel are subject to prosecution under Wisconsin Statutes. In addition, individuals may be removed from the residence halls and/or the University. **e) Evacuation:**

1. Every student is responsible for immediate evacuation of the building in the event of a fire alarm. Failure to evacuate will result in referral to the Student Conduct System and possible police involvement.

**5. List of titles to which students and staff should report a fire:**

- a) Complex Director
  - b) Associate Director of University Housing
  - c) Director of University Housing
- 6. Planned system improvements:**

- a) There are no planned fire response or suppression system improvements slated for calendar year 2018.

**DEFINITIONS:**

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**Fire-related injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

**Fire-related death:** Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire. Also includes death within one year of injuries sustained as a result of the fire.

**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 including: sprinkler 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, fire doors and walls that reduce the spread of a fire.

**Value of Property Damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including: contents damaged by fire, related damages caused by smoke, water, and overhaul. Does not include indirect loss, such as business interruption

University Housing maintains a fire log and the log for the most recent 60-day period is open for public inspection during normal business hours in the University Housing office in Goodhue Hall.

<b>FIRE SAFETY SYSTEMS IN RESIDENTIAL FACILITIES</b>							
<b>UW-W Residence Halls</b>	<b>smoke detectors monitored by third party vendor in common areas</b>	<b>smoke detectors monitored by third party vendor in student rooms</b>	<b>Individual smoke detectors in rooms not monitored</b>	<b> sprinkler System</b>	<b>Fire Extinguisher Devices</b>	<b>vacuation Plan/ Placard</b>	<b>Number of evacuations (fire) drills each calendar year</b>
Arey Hall 1024 W Starin Road	X		X	X	X	X	1
Benson Hall 1008 W Starin Road	X		X		X	X	1
Bigelow Hall 1018 W Starin Road	X		X		X	X	1
Clem Hall 1012 W Starin Road	X		X		X	X	1
Fischer Hall 339 Wyman Mall	X		X	X	X	X	1
Fricker Hall 1022 W Starin Road	X		X	X	X	X	1
Goodhue Hall 734 W Starin Road	X		X		X	X	1
Knilians Hall 411 N Prairie Street	X		X		X	X	1

Lee Hall 1020 W Starin Road	X		X		X	X	1
Starin Hall 901 W Starin Road	X	X		X	X	X	1
Tutt Hall 431 N Prairie Street	X		X		X	X	1
Wellers Hall 641 W Lauderdale Drive	X		X	X	X	X	1
Wells Hall East 621 W Lauderdale Drive	X		X	X	X	X	1
Wells Hall West 621 W Lauderdale Drive	X		X	X	X	X	1

<b>TIAL FACILITY FIRE STATISTICS</b>								
<b>UW-W Residence Halls</b>	<b>total Fires in Each Building</b>	<b>Fire Number For the Year</b>	<b>Date</b>	<b>Time</b>	<b>Cause of Fire</b>	<b>Number of Injuries</b>	<b>Number of Deaths Related</b>	<b>Value of Property Damage</b>
Arey Hall 1024 W Starin Road	0	0	N/A	N/A	N/A			
Benson Hall 1008 W Starin Road	0	0	N/A	N/A	N/A			
Bigelow Hall 1018 W Starin Road	0	0	N/A	N/A	N/A			
Clem Hall 1012 W Starin Road	0	0	N/A	N/A	N/A			
Fischer Hall 339 Wyman Mall	0	0	N/A	N/A	N/A			
Fricker Hall 1022 W Starin Road	0	0	N/A	N/A	N/A			

Goodhue Hall 734 W Starin Road	0	0	N/A	N/A	N/A	0	0	0
Knilians Hall 411 N Prairie Street	0	0	N/A	N/A	N/A	0	0	0
Lee Hall 1020 W Starin Road	0	0	N/A	N/A	N/A	0	0	0
Starin Hall 901 W Starin Road	0	0	N/A	N/A	N/A	0	0	0
Tutt Hall 431 N Prairie Street	0	0	N/A	N/A	N/A	0	0	0
Wellers Hall 641 W Lauderdale Drive	0	0	N/A	N/A	N/A	0	0	0
Wells Hall East 621 W Lauderdale Drive	0	0	N/A	N/A	N/A	0	0	0
Wells Hall West 621 W Lauderdale Drive	0	0	N/A	N/A	N/A	0	0	0

# Appendix D

## UWS Chapter 17: Student Nonacademic Disciplinary Procedures

### **UWS 17.11 Disciplinary procedure.**

(1) **PROCESS.** The investigating officer may proceed in accordance with this section to impose, subject to hearing and appeal rights, one or more of the disciplinary sanctions listed in s. UWS 17.10 (1) for conduct defined in s. UWS 17.09.

(2) **CONFERENCE WITH RESPONDENT.** When the investigating officer concludes that proceedings under this section are warranted, the investigating officer shall promptly contact the respondent in person, by telephone, or by electronic mail to offer to discuss the matter, review the investigating officer's basis for believing that the respondent engaged in nonacademic misconduct, and to afford the respondent an opportunity to respond. If the respondent fails to respond to the investigating officer, the investigating officer may proceed to make a determination on the basis of the available information.

(3) **DETERMINATION BY THE INVESTIGATING OFFICER THAT NO DISCIPLINARY SANCTION IS WARRANTED.** If, as a result of a discussion under sub. (2) or review of available information, the investigating officer determines that nonacademic misconduct did not in fact occur, or that no disciplinary sanction is warranted under the circumstances, the matter will be considered resolved without the necessity for further action. The investigating officer shall notify the respondent.

(4) **PROCESS FOLLOWING DETERMINATION BY THE INVESTIGATING OFFICER THAT NONACADEMIC MISCONDUCT OCCURRED.**

(a) If, as a result of a discussion under sub. (2) or review of available information, the investigating officer determines that nonacademic misconduct did occur and that one or more of the disciplinary sanctions listed under s. UWS 17.10 (1) should be recommended, the investigating officer shall prepare a written report which shall contain all of the following:

1. A description of the alleged misconduct.
2. A description of all information available to the university regarding the alleged misconduct.
3. Specification of the sanction sought.
4. Notice of the respondent's right to a hearing.
5. A copy of this chapter and of the institutional procedures adopted to implement this section.

(b) The written report shall be delivered to the respondent.

(c) A respondent who receives a written report under this section has the right to a hearing under s. UWS 17.12 to contest the determination that nonacademic misconduct occurred, the choice of disciplinary sanctions, or both.

1. Where the disciplinary sanction sought is one of those listed in s. UWS 17.10 (1) (a) to (g), and if the respondent desires a hearing, the respondent shall file a written request with the student affairs officer within 10 days of the date the written report is delivered to the respondent. If the respondent does not request a hearing within this period, the determination of nonacademic misconduct shall be regarded as final, and the disciplinary sanction sought shall be imposed.

2. Where the disciplinary sanction sought is one of those listed in s. UWS 17.10 (1) (h) to (j), the investigating officer shall forward a copy of the written report under par. (b) to the student affairs officer. The student affairs officer shall, upon receipt of the written report, proceed under s. UWS 17.12 to schedule a hearing on the matter. A hearing shall be conducted unless the respondent waives, in writing, the right to such a hearing.

### **UWS 17.12 Hearing.**

(1) A respondent who requests a hearing, or for whom a hearing is scheduled under s. UWS 17.11 (4) (c) 2. for conduct defined in s. UWS 17.09, shall have the right to decide whether the matter will be heard by a hearing examiner or a hearing committee.



(2) If a respondent requests a hearing under s. UWS 17.11 (4) (c) 1., or a hearing is required to be scheduled under s. UWS 17.11 (4) (c) 2., the student affairs officer shall take the necessary steps to convene the hearing and shall schedule it within 15 days of receipt of the request or written report. The hearing shall be conducted within 45 days of receipt of the request or written report, unless a different time period is mutually agreed upon by the respondent and investigating officer or is ordered or permitted by the hearing examiner or committee.

(3) No less than 5 days in advance of the hearing, the hearing examiner or committee shall obtain from the investigating officer, in writing, a full explanation of the facts upon which the determination of misconduct was based, and shall provide the respondent with access to or copies of the investigating officer's explanation, together with any other materials provided to the hearing examiner or committee by the investigating officer, including any additional available information of the type described in s. UWS 17.11 (4) (a) 2.

(4) The hearing shall be conducted in accordance with the following guidance and requirements:

(a) The hearing process shall further the educational purposes and reflect the university context of nonacademic misconduct proceedings. The process need not conform to state or federal rules of criminal or civil procedure, except as expressly provided in ch. UWS 17.

(b) The respondent shall have the right to question adverse witnesses, the right to present information and witnesses, the right to be heard on their own behalf, and the right to be accompanied by an advisor of the respondent's choice. The advisor may be a lawyer. In cases where the recommended disciplinary sanction is identified in s. UWS 17.10 (1) (a) to (h), the advisor may counsel the respondent but may not directly question adverse witnesses, present information or witnesses, or speak on behalf of the respondent except at the discretion of the hearing examiner or committee. In cases where the recommended disciplinary sanction is identified in s. UWS 17.10 (1) (i) or (j), or where the respondent has been charged with a crime in connection with the same conduct for which the disciplinary sanction is sought, the advisor may question adverse witnesses, present information and witnesses, and speak on behalf of the respondent. In accordance with the educational purposes of the hearing, the respondent is expected to respond on their own behalf to questions asked of them during the hearing.

(c) The hearing examiner or committee:

1. Shall admit information that has reasonable value in proving the facts, but may exclude immaterial, irrelevant, or unduly repetitious testimony.

2. Shall observe recognized legal privileges.

3. May take reasonable steps to maintain order, and to adopt procedures for the questioning of a witness appropriate to the circumstances of that witness's testimony, provided, however, whatever procedure is adopted, the respondent is allowed to effectively question the witness.

(d) The hearing examiner or committee shall make a record of the hearing. The record shall include a verbatim record of the testimony, which may be a sound recording, and a file of the exhibits offered at the hearing. The respondent may access the record, except as may be precluded by applicable state or federal law.

(e) The hearing examiner or committee shall prepare written findings of fact and a written statement of its decision based upon the record of the hearing.

(f) A hearing examiner's or committee's finding of nonacademic misconduct shall be based on one of the following:

1. Clear and convincing evidence, when the sanction to be imposed is one of those listed in s. UWS 17.10 (1) (h) to (j).

2. A preponderance of the evidence, when the sanction to be imposed is one of those listed in s. UWS 17.10 (1) (a) to (g).

(g) The hearing examiner or committee may impose one or more of the disciplinary sanctions listed in s. UWS 17.10 (1) (a) to (g) that differs from the recommendation of the investigating officer. Sanctions under s. UWS 17.10 (1) (h) to (j) may not be imposed unless previously recommended by the investigating officer.

(h) The hearing shall be conducted by the hearing examiner or committee, and the university's case against the respondent shall be presented by the investigating officer or their designee.

(i) The decision of the hearing examiner or committee shall be prepared within 14 days of the hearing, and delivered to the respondent, excluding information that may be precluded by state or federal law. The decision shall become final within 14 days of the date on the written decision, unless an appeal is taken under s. UWS 17.13.

(j) If the respondent fails to appear at a scheduled hearing and to proceed, the hearing examiner or committee may issue a decision based upon the information provided.

(k) Disciplinary hearings are subject to the Wisconsin open meetings law and may be closed if the respondent requests a closed hearing or if the hearing examiner or committee determines that it is necessary to hold a closed hearing, as permitted under the Wisconsin open meetings law. Deliberations of the committee shall be held in closed session, in accordance with s. 19.85, Stats. As such, proper notice and other applicable rules shall be followed.

**UWS 17.13 Appeal to the chancellor.**

(1) For conduct defined in s. UWS 17.09, where the sanction prescribed by the hearing examiner or committee is one of those listed in s. UWS 17.10 (1) (h) to (j), the respondent may appeal in writing to the chief administrative officer within 14 days of the date of the written decision to review the decision of the hearing examiner or committee, based upon the record.

(2) The chief administrative officer has 30 days from receipt of an appeal to respond and shall sustain the decision unless the chief administrative officer finds any of the following:

(a) The information in the record does not support the findings or decision.

(b) Appropriate procedures were not followed which resulted in material prejudice to the respondent.

(c) The decision was based on factors proscribed by state or federal law.

(3) If the chief administrative officer makes a finding under sub. (2), they may return the matter for consideration, or may invoke an appropriate remedy of their own. The chief administrative officer's decision shall be communicated to the respondent.

**UWS 17.14 Discretionary appeal to the Board of Regents.** For conduct defined in s. UWS 17.09, institutional decisions under ss. UWS 17.11 to 17.13 shall be final, except that the board of regents may, at its discretion, grant a review upon the record, upon written request submitted by respondent within 14 days of the final institutional decision.

**UWS 17.15 Settlement.** For conduct defined in s. UWS 17.09, the procedures set forth in this chapter allow the university and a respondent to enter into a settlement agreement regarding the alleged misconduct, after proper notice has been given. Any such agreement and its terms shall be in writing and signed by the respondent and the investigating officer or student affairs officer. The case is concluded when a copy of the signed agreement is delivered to the respondent.

# Appendix E

UWS Chapter 18: Conduct on University Lands

## Chapter UWS 18

### CONDUCT ON UNIVERSITY LANDS

UWS 18.01 Jurisdiction.  
 UWS 18.02 Definitions.  
 UWS 18.03 Law enforcement. UWS 18.04 Traffic rules.  
 UWS 18.05 Parking rules.  
 UWS 18.06 Protection of resources. UWS 18.07 Use of campus facilities.  
 UWS 18.08 Personal conduct prohibitions.

UWS 18.09 Alcohol and drug prohibitions. UWS 18.10 Offenses against public safety.  
 UWS 18.11 Offenses against public peace and order. UWS 18.12 Property offenses.  
 UWS 18.13 Penalties.  
 UWS 18.14 Institutional regulations.  
 UWS 18.15 Additional statutory penalty provisions regulating conduct on university lands.

**UWS 18.01 Jurisdiction.** These rules shall regulate conduct on all lands subject to the control of the board of regents of the University of Wisconsin System.

**History:** Cr. Register, March, 1976, No. 243, eff. 4-1-76.

**UWS 18.02 Definitions.** For purposes of this chapter:

- (1) "Board of regents" or "board" means the board of regents of the University of Wisconsin System.
- (2) "Building" means any structure, including stadia, on university lands.
- (3) The "chief administrative officer" means the chancellor of an institution or dean of a campus or their designees.
- (4) "Discharge pollutants into storm sewers" means placing pollutants or water containing pollutants into any storm sewer on or serving university lands.
- (5) "Discharge pollutants to storm water" means placing pollutants onto university lands so that they are carried by storm water to waters of the state.
- (6) "Pollutants" has the meaning described in s. 283.01 (13), Stats.
- (7) "University lands" means all real property owned by, leased by, or otherwise subject to the control of the board of regents.

**History:** Cr. Register, March, 1976, No. 243, eff. 4-1-76; cr. (5) to (7), Register, September, 1996, No. 489, eff. 10-1-96; correction in (7) made under s. 13.93 (2m) (b) 7., Stats., Register, April, 2001, No. 544; CR 08-099: renum. (1) to (7) to be (3), (7), (1), (2), (4), (5) and (6) and am. (7) Register August 2009 No. 644, eff. 9-1-09.

**UWS 18.03 Law enforcement.** (1) The board may designate peace officers who are authorized to enforce these rules and regulations and to police all lands under the control of the board. These officers shall have all the powers provided in s. 36.11 (2), Stats., except where such powers are specifically limited or modified by the board. These officers may accept concurrent appointments as deputy sheriffs.

(2) Uniformed peace officers shall be identified by an appropriate shield or badge bearing the word "Police" and a number or name plate, which shall be conspicuously worn when enforcing this chapter. Peace officers assigned to non-uniformed duties shall identify themselves with an appropriate badge or police identification card when enforcing this chapter.

(3) Parking attendants are authorized to enforce the parking regulations in s. UWS 18.05.

**History:** Cr. Register, March, 1976, No. 243, eff. 4-1-76; am. (2), Register, November, 1991, No. 431, eff. 12-1-91; correction in (1) made under s. 13.93 (2m)

(b) 7., Stats., Register, November, 1991, No. 431.

**UWS 18.04 Traffic rules.** (1) No person may operate any motor vehicle (self-propelled vehicle) on any roadway under the control of the board without a valid and current operator's license issued under ch. 343, Stats., except a person exempt under the provisions of s. 343.05, Stats.

(2) No person may operate any motor vehicle on any roadway under the control of the regents unless the same has been properly registered as provided by ch. 341, Stats., unless exempt under the provisions of s. 341.05, Stats.

(3) All provisions of ch. 346, Stats., entitled "Rules of the Road," which are applicable to highways as defined in s. 340.01 (22), Stats., and which are not in conflict with any specific provisions of these regulations, are hereby adopted for the regulation of all vehicular traffic, including bicycles, on all roadways, including those off-street areas designated as parking facilities, under the control of the board and are intended to apply with the same force and effect. All traffic shall obey the posted signs approved by the chief administrative officer regulating such traffic.

(4) All provisions of ch. 347, Stats., entitled "Equipment of Vehicles" which are applicable to highways as defined in s. 340.01 (22), Stats., are hereby adopted for the regulation of all vehicular traffic on the roadways under the control of the board and are intended to apply with the same force and effect, except those provisions of ch. 347, Stats., which conflict with specific provisions of these regulations.

(5) The chief administrative officer may require the registration of all student, faculty, or staff motor vehicles or bicycles on university lands under said officer's jurisdiction and may limit or prohibit their use in designated areas during designated hours. Any person who violates institutional regulations promulgated under this subsection may be fined up to \$25.

**History:** Cr. Register, March, 1976, No. 243, eff. 4-1-76; corrections made under s. 13.93 (2m) (b) 7., Stats., Register, November, 1991, No. 431; CR 08-099: am. (5)

Register August 2009 No. 644, eff. 9-1-09.

**UWS 18.05 Parking rules.** (1) Parking is prohibited at all times on roads, drives and fire lanes traversing university lands, except that the chief administrative officer is authorized to establish parking areas, parking limits, and methods of parking on the lands under said officer's jurisdiction, and may designate parking areas for specific groups at specific times, providing such areas are properly posted as parking areas. Parking in university parking facilities may be restricted or prohibited as required for reasons of maintenance and snow removal.

(2) Except as provided in sub. (3), parking in university parking areas shall be prohibited during posted times to persons other than those specifically assigned to those areas. Motor vehicles so assigned to any parking areas shall be identified by a valid parking permit affixed to the vehicle in a manner prescribed by the chief administrative officer.

(3) (a) In order to provide parking in university parking facilities for patrons of public university events, motor vehicles may be permitted to park in facilities designated for this purpose by the chief administrative officer. Public events parking shall be for a limited time only, not exceeding 12 hours continuously, and appropriate fees may be established. Otherwise valid permits are voidable during this period. Administrative officer may establish visitor parking lots and set appropriate fees for parking in those lots.

## UWS 18.05

## WISCONSIN ADMINISTRATIVE CODE

50

(c) Unrestricted and unassigned parking areas for students, faculty, staff and visitors may be established by the chief administrative officer.

(4) (a) Parking shall be prohibited at all times in areas which must be kept clear for the passage of fire apparatus. These areas shall be designated by standard signs reading "Fire Zone, No Parking at Any Time, Day or Night" or "Fire Lane, No Parking at Any Time, Day or Night."

(b) Parking is prohibited at all times in areas which must be kept clear for vehicles to load and unload. These areas shall be designated by appropriate signs.

(5) Motor vehicles parked in a restricted parking area without a valid permit or motor vehicles parked in a fire zone, fire lane, loading zone, or no parking zone, and unlicensed or partially dismantled motor vehicles may, at the owner's expense, be towed from the restricted parking areas and stored. Towed vehicles, if not claimed after notice to the owner, shall be considered abandoned and shall be disposed of as provided in s. 20.909 (1), Stats.

(6) Any person who violates any of the provisions of this section may be fined up to \$200. Each institution shall establish a schedule of fines, which may include penalties for late payment.

**History:** Cr. Register, March, 1976, No. 243, eff. 4-1-76; am. (6), Register, November, 1991, No. 431, eff. 12-1-91; correction in (5) made under s. 13.93 (2m)

(b) 7., Stats., Register, November, 1991, No. 431.

**UWS 18.06 Protection of resources.** (1) PROHIBITED ACTS; LAND. No person may remove any shrubs, vegetation, wood, timber, rocks, stone, earth, signs, fences, or other materials from university lands, unless authorized by the chief administrative officer.

(2) PROHIBITED ACTS; WILDLIFE. No person may remove, destroy, or molest any bird, animal or fish life within the boundaries of university lands except as authorized by the chief administrative officer or except when this provision conflicts with a special order of the department of natural resources.

**(3) PROHIBITED DUMPING; PROHIBITED DISCHARGES TO STORM**

WATER. (a) No person may dump or deposit any garbage, waste, hazardous material, rubbish, brush, earth or other debris or fill into any university dumpster or garbage receptacle or on any university lands unless authorized by the chief administrative officer.

(b) No person may discharge pollutants to storm water or storm sewers on or serving university lands, except where authorized by the chief administrative officer and in conformance with state law.

**Note:** Nothing in these rules precludes campus law enforcement officers from pursuing informal educational resolutions in lieu of prosecuting a citation in appropriate circumstances.

**History:** Cr. Register, March, 1976, No. 243, eff. 4-1-76; am. (13), cr. (16m), Register, December, 1986, No. 372, eff. 1-1-87; reprinted to restore dropped copy in (13), Register, February, 1987, No. 374; am. (5), (10), (22) (b) and (d), (27) and (28), cr. (10) (b) and (d), (12) (d) and (29) to (41), Register, November, 1991, No. 431, eff. 12-1-91; correction in (7) (c) made under s. 13.93 (2m) (b) 7., Stats., Register, November, 1991, No. 431; am. (1), Register, September, 1996, No. 489, eff. 10-1-96; corrections in (36) made under s. 13.93 (2m) (b) 7., Stats., Register, September, 1996, No. 489; am. (14), (38) and (41), r. and recr. (11), (34) and (35) and cr. (33) (d) to (f) and (42) to (50), Register, August, 1998, No. 512, eff. 9-1-98; correction in (36) made under s. 13.93 (2m) (b) 7., Stats., Register, April, 2001, No. 544; **CR 08-099: am. (title), renum. (1) to (3) to be (3), (1) and (2) and am., renum. (4) to (11) and (13) to (50) to be UWS 18.07, 18.08, 18.09, 18.10, 18.11 and 18.12, r. (12) Register August 2009 No. 644, eff. 9-1-09.**

**UWS 18.07 Use of campus facilities.** (1) ACCESS TO ROOFS, SERVICE TUNNELS, AND MAINTENANCE FACILITIES PROHIBITED. No person may climb into, out of, or onto any university building, service tunnels or maintenance facilities, or walk or climb upon any university building or roof, except when emergency access to a fire escape is necessary, for required maintenance, or when authorized by the chief administrative officer.

(2) CLOSING HOURS. (a) Except as specifically provided in this code, the chief administrative officer may establish closing hours and closed periods for university lands, buildings, or portions thereof. These closing hours and closed periods shall be posted in at least one conspicuous place adjacent to or at the periphery of the area to be closed or, in the case of buildings, on the building.

(b) No person, unless authorized to be present during closed periods, may enter or remain within the designated university lands, buildings, or portions thereof during a closed period established under this section.

(c) For the purpose of par. (b), "person authorized to be present" means a person authorized to be present by an order issued pursuant to par. (a) or s. 36.35 (2), Stats.

(d) No person, except those authorized to be present after the posted closing hour, may enter or remain in any university arboretum or picnic area unless traversing those areas or on park roads at the times the roads are open to the public.

(3) LIMITED ENTRANCE. The chief administrative officer may, by posting appropriate signs, limit or prohibit entrance to university lands, or portions thereof, in order to maintain or preserve an instruction or research area.

(4) PICNICKING AND CAMPING. No person may picnic or camp on university lands, except in those areas specifically designated as picnic or camping grounds, or as authorized by the chief administrative officer. No person may violate any rules and regulations for picnicking or camping established and posted by the chief administrative officer. For purposes of this subsection, camping shall include the pitching of tents or the overnight use of sleeping bags, blankets, makeshift shelters, motor homes, campers or camp trailers.

**(5) PROHIBITIONS ON BLOCKING ENTRANCES.** No person may

intentionally physically block or restrict entrance to or exit from any university building or portion thereof with intent to deny to others their right of ingress to, egress from, or use of the building.

- (6) **RESTRICTED USE OF STUDENT CENTERS OR UNIONS.** No person, except members of the student center or union, university faculty and staff, invited guests, and university-sponsored conference groups, may use student center or union buildings and grounds except on occasions when, and in those areas where, the buildings or grounds are open to the general public.

(7) **STRUCTURES.** No person may place or erect any facility or structure upon university lands unless authorized by the chief administrative officer.

**History:** CR 08-099: (1) to (7) renum. from UWS 18.06 (9), (7), (6), (14), (24), (20), (15) and am. (1), (2), (3), (6), cr. (title) Register August 2009 No. 644, eff. 9-1-09; correction to (title) made under s. 13.92 (4) (b) 2., Stats., Register August 2009 No. 644.

**UWS 18.08 Personal conduct prohibitions. (1) ANIMALS.** (a) The presence of dogs, cats, and other pets is prohibited in all university buildings and in arboretums at all times except as authorized by the chief administrative officer. The chief administrative officer may also prohibit the presence of dogs, cats, and other pets on other designated university lands.

(b) The presence of dogs, cats and other pets is prohibited on all university lands not described in par. (a) unless the animal is on a leash which is physically controlled by the individual responsible for the animal, except as authorized by the chief administrative officer.

(c) The chief administrative officer may not grant the exceptions allowed under par. (a) and (b) in any outdoor area where food is being served or where animals are otherwise prohibited by sign- age.

(d) Any pet waste deposited on university lands shall be removed and properly disposed of by the individual responsible for the animal.

(e) Any individual found in violation of this subsection may have the animal for which they are responsible impounded and be subject to the penalty provisions in s. UWS 18.13.

(f) This section does not apply to police and service animals when those animals are working.

(2) **ATHLETIC EVENTS.** (a) No person may enter onto the playing surface of an officially sanctioned athletic event while the event is in progress without prior authorization from the chief administrative officer. An event is in progress from the time when

*The Wisconsin Administrative Code on this web site is updated on the 1st day of each month, current as of that date. See also [Are the Codes](#)*

Register August 2009 No. 644

[on this Website Official?](#)

51

## UNIVERSITY OF WISCONSIN SYSTEM

### UWS 18.09

teams, officials, trainers, support staff, or bands first reach the playing surface until the time when they have left.

(b) As used in this subsection, "playing surface" means that area on which the event is contested, together with the contiguous area used by teams, officials, trainers, and support staff.

(3) **BICYCLES.** No person may park or store a bicycle in buildings, on sidewalks or driveways, or in motor vehicle parking spaces, except in areas designated for that purpose or in bicycle racks, or as authorized by university housing policies. Bicycles shall be parked so as not to obstruct free passage of vehicles and pedestrians. Bicycle riding is prohibited on university lands when and where the intent is to perform tricks or stunts and those tricks or stunts may result in injury to any person or cause damage to property.

- (4) **DEPOSIT OF HUMAN WASTE PRODUCTS.** No person may deposit human waste products upon, nor urinate or defecate upon, any university lands or facilities other than into a toilet or other device designed and intended to be used to ultimately deposit such human waste products into a septic or sanitary sewer system.

- (5) **IMPROPER USE OF UNIVERSITY IDENTIFICATION CARDS.** (a) No person may falsify, alter or duplicate, or request the unauthorized falsification, alteration or duplication, of a university identification card.

(b) No person may knowingly present a false, altered or duplicate university identification card with the intent that such card be relied upon by university employees, university agents, or state or local officials in connection with obtaining services, privileges or goods.

(c) No person may knowingly use or permit another person to use a university identification card for the purpose of making a false statement with respect to the identity of the user, and with the intent that such statement be relied upon by university employees or agents in connection with obtaining university services, privileges or goods.

(d) University officials may confiscate false, altered or duplicate university identification cards, or university identification cards used in violation of par. (c).

(6) **PHYSICAL SECURITY COMPLIANCE.** (a) No person may ignore, bypass, circumvent, damage, interfere with, or attempt to deceive by fraudulent means, any university authorized security measure or monitoring device, whether temporary or permanent, that is intended to prevent or limit access to, or enhance the security of, university lands, events, facilities or portions thereof.

(b) No person may duplicate, falsify or fraudulently obtain a university key or access control device, or make any unauthorized attempt to accomplish the same.

(c) No person who is authorized to possess a university key or access control device may transfer a university key or access control device to an unauthorized person, nor may any unauthorized person be in possession of a university key or access control device.

(d) Any university key or access control device in the possession of an unauthorized person may be confiscated by any authorized university official.

**(7) LOITERING.** (a) No minor person may loiter, idle, wander or play, either on foot or in or on any vehicle of any nature, on university lands between the hours of 11:00 p.m. and 5:00 a.m. on Sunday through Thursday, and the hours of midnight through 5:00 a.m. on Friday and Saturday, unless accompanied by a parent, guardian, or other adult person having care and custody of the minor.

(b) This subsection shall not apply to minors returning home from functions authorized by any school or religious organization and carrying proof of identification on their persons, or to currently enrolled university students.

**(8) MISUSE OF PARKING SERVICES.** (a) No person may falsify, alter or duplicate or request the unauthorized falsification, alteration or duplication of any type of university parking permit.

(b) No person may knowingly display on a vehicle, or knowingly allow another person to display on a vehicle, a falsified, altered, duplicated, stolen, lost or found parking permit.

(c) No person may knowingly provide false information to any university employee or agent with the intent to obtain a valid university parking permit.

**(9) POSTINGS AND SIGNAGE.** (a) No person may erect, post or attach any notices, posters, pictures or any item of a similar nature in or on any building or upon other university lands except on regularly established bulletin boards, or as authorized by the provisions of this code or by the chief administrative officer.

(b) No person may fail to comply with a sign that reasonably conveys prohibited behavior and that has been approved and posted on university buildings or lands in compliance with the university's formal process for posting signs. This subsection does not apply to traffic related offenses (ch. 346, Stats.).

**(10) RECREATIONAL ACTIVITIES.** (a) No person may swim, fish, boat, snowmobile, ride horseback or use any type of all-terrain or off-road vehicle on university lands except in those areas and at times expressly designated by the chief administrative officer and denoted by official signs.

(b) No person may dock, moor, park, or store any boats, boating gear, snowmobiles, or similar equipment on university lands except under conditions specified by the chief administrative officer.

**(11) SMOKING.** (a) No person may smoke in any residence hall or other university-owned or university-leased student housing or in any location that is 25 feet or less from such residence hall or housing.

(b) No person may smoke in any nonresidential university building except in those areas designated for that purpose.

**(12) TICKET SCALPING.** (a) Every ticket or other evidence of the right of entry to any amusement, game, contest, exhibition, event, or performance given by or under the auspices of the University of Wisconsin System, or an institution or center of the University of Wisconsin System, shall be considered a revocable license to the person to whom the ticket has been issued and shall be transferable only on the terms and conditions prescribed on the ticket or other evidence of the right of entry.

(b) No person may buy or sell a ticket or other evidence of the right of entry for more than the price printed upon the face of the ticket.

**History:** CR 08-099: (1) to (5), (7), (8), (9) (a), (10) and (11) (b) **renum. from** UWS 18.06 (5), (49), (8), (47), (32), (48), (44), (17), (19), (18) and am. (1), (3), (5) (b), (7) (b), (9) (title), (a) and (11) (b), cr. (title), (6), (9) (b) and (11) (a) **Register**

August 2009 No. 644, eff. 9-1-09.

## **UWS 18.09 Alcohol and drug prohibitions.**

**(1) ALCOHOL BEVERAGES.** (a) The use or possession of alcohol beverages is prohibited on all university premises, except in faculty and staff housing and as permitted by the chief administrative officer, subject to statutory age restrictions. The chief administrative officer may generally permit the use or possession of alcohol beverages by promulgating institutional regulations in consultation with appropriate staff and students, or in specific instances by written permission.

(b) No person may procure, sell, dispense or give away alcohol beverages to any person contrary to the provisions of ch. 125, Stats.

(c) In this subsection, "alcohol beverages" means fermented malt beverages and intoxicating liquors containing 0.5% or more of alcohol by volume.

(d) Notwithstanding s. UWS 18.14, institutional regulations developed pursuant to this subsection shall be reported to the president of the system for review and approval.

**(2) POSSESSION OF DRUG PARAPHERNALIA.** (a) No person may use, or possess with the primary intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack,

*The Wisconsin Administrative Code on this web site is updated on the 1st day of each month, current as of that date. See also [Are the Codes on this Website Official?](#)*

Register August 2009 No. 644

repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance or controlled substance analog in violation of ch. 961, Stats.

(b) In this subsection, the term "drug paraphernalia" has the meaning specified in s. 961.571 (1), Stats.; the term "controlled substance" has the meaning specified in s. 961.01 (4), Stats.; and the term "controlled substance analog" has the meaning specified in s. 961.01 (4m), Stats.

(c) In determining whether an object is drug paraphernalia under this subsection, the factors listed in s. 961.572, Stats., and all other legally relevant factors, shall be considered.

**(3) POSSESSION OF MARIJUANA.** (a) No person may intentionally use or possess marijuana on university lands, except when such use or possession is authorized under ch. 961, Stats., or is permitted under s. 961.34, Stats.

(b) In this subsection, the term "marijuana" has the meaning specified in s. 961.01 (14), Stats.



History: **CR 08-099**: (1), (2) and (3) renum. from UWS 18.06 (13), (35) and (36) and am. (1) (d), cr. (title) **Register August 2009 No. 644**, eff. 9-1-09.

### **UWS 18.10 Offenses against public safety.**

- (1) ASSAULTIVE BEHAVIOR.** (a) No person may intentionally strike, shove, hit, punch, kick or otherwise subject another person to physical contact or cause bodily harm without the consent of the person.
- (b) This subsection shall not be applicable if the individuals involved have a relationship, as defined in s. 968.075 (1) (a), Stats., which requires a law enforcement officer to investigate the matter as a domestic abuse incident.
- (2) CONTAINERS IN SPECTATOR FACILITIES.** No person may carry or possess any disposable container within the confines of public areas in spectator facilities. As used in this subsection “dis-posable container” means any bottle, can, or other container designed or used for carrying liquids or solids, but does not include a personally owned container designed for reuse and originally sold or purchased exclusively as a refillable container. The provisions of this section shall not apply to containers used or supplied by authorized concessionaires who are required to dispense beverages to consumers in either paper or plastic containers.
- (3) DANGEROUS WEAPONS.** (a) No person may carry, possess or use any dangerous weapon on university lands or in university buildings or facilities, except with the written approval of the chief administrative officer or for law enforcement purposes.
- (b) No person may display or portray as real any object that resembles a dangerous weapon on university lands or in university buildings or facilities, except with the written approval of the chief administrative officer.
- (c) Dangerous weapons in violation of this subsection may be confiscated and removed from university lands by police.
- (d) In this subsection, the term “dangerous weapon” has the meaning specified in s. 939.22 (10), Stats.
- (4) FIRE SAFETY.** (a) No person may light, build or use, or cause another to light, build or use, any fires, including but not limited to burning candles, burning incense or gas or charcoal cooking appliances, on university lands or in university facilities except in such places as are established for these purposes and designated by the chief administrative officer.
- (b) No person may handle burning material in a highly negligent manner. In this subsection, burning material is handled in a highly negligent manner if it is handled under circumstances in which the person should realize that a substantial and unreasonable risk of serious damage to another’s property is created.
- (c) No person may throw away any cigarette, cigar, pipe ash or other burning material without first extinguishing it.
- (d) No person may interfere with, tamper with or remove, without authorization, any smoke detector, fire extinguisher, fire hose, fire hydrant or other fire fighting equipment.
- (e) No person may intentionally give a false fire alarm, whether by means of a fire alarm system or otherwise.
- (f) No person may deface, remove, tamper with or obstruct from view any sign which has been posted to provide directions for fire or emergency exits from university facilities.
- (g) No person may remain in any university facility or on university lands when an audible or visual fire alarm has been activated or upon being notified by fire fighting, law enforcement or security personnel to evacuate.
- (5) OPERATION OF A MOTOR VEHICLE OFF ROADWAYS.** No person shall operate an unauthorized motor vehicle or motorized device, including motorcycles, mopeds, motor scooters and self-balancing transportation devices, off designated roadways, paved or unpaved, or on service roads or pedestrian paths, regardless of the surface, on university lands. This subsection does not apply to motorized wheelchairs or other mobility devices which have the primary design function of assisting the physically challenged.
- (6) POSSESSION OF FIREWORKS.** (a) No person may possess or use fireworks on university lands without authorization from the chief administrative officer.
- (b) In this subsection, the term “fireworks” has the meaning specified in s. 167.10 (1), Stats.
- (7) RESISTING OR OBSTRUCTING POLICE OFFICERS.** (a) No person may knowingly resist or obstruct a university police officer while that officer is doing any act in an official capacity and with lawful authority.
- (b) In this subsection, “obstruct” includes without limitation knowingly giving false information or knowingly placing physical evidence with the intent to mislead a university police officer in the performance of his or her duty.
- (8) PLAY VEHICLES.** No person may use a skateboard, roller skates, roller blades, in-line skates, or any similar wheeled devices, a toboggan, or a sled anywhere on university lands, except as designated by the chief administrative officer.
- (9) THROWING HARD OBJECTS.** No person may, in a manner likely to cause physical harm or property damage, throw, drop, kick, hit or otherwise project any hard object, bottle, can, container, snowball or other item of a similar nature on university lands or within or from within university buildings or facilities.

History: **CR 08-099**: (1) to (9) renum. from UWS 18.06 (42), (26), (10), (11), (43), (40), (34), (29), (27) and am. (4) (d), (5), (7), (8), cr. (title) **Register August**

**2009 No. 644**, eff. 9-1-09.

**UWS 18.11 Offenses against public peace and order. (1) COMPUTER USE.** (a) No person may, with intent to harass, annoy or offend another person, send a message to the person on an electronic mail or other computerized communication system and in that message use any obscene, lewd or profane language or suggest any lewd or lascivious act.

(b) No person may, with intent to harass, annoy or offend another person, send a message on an electronic mail or other computerized communication system with the reasonable expectation that the person will receive the message and in that message use any obscene, lewd or profane language or suggest any lewd or lascivious act.

(c) No person may, with intent solely to harass another person, send repeated messages to the person on an electronic mail or other computerized communication system.

(d) No person may, with intent solely to harass another person, send repeated messages on an electronic mail or other computerized communication system with the reasonable expectation that the person will receive the messages.



- (e) No person may, with intent to harass or annoy another person, send a message to the person on an electronic mail or other computerized communication system while intentionally preventing or attempting to prevent the disclosure of his or her own identity.
- (f) No person may, while intentionally preventing or attempting to prevent the disclosure of his or her identity and with intent

*The Wisconsin Administrative Code on this web site is updated on the 1st day of each month, current as of that date. See also [Are the Codes](#)*

Register August 2009 No. 644

[on this Website Official?](#)

53

## UNIVERSITY OF WISCONSIN SYSTEM

### UWS 18.11

to harass or annoy another person, send a message on an electronic mail or other computerized communication system with the reasonable expectation that the person will receive the message.

(g) No person may knowingly permit or direct another person to send a message prohibited by this subsection from any computer terminal or other device that is used to send messages on an electronic mail or other computerized communication system and that is under his or her control.

**(2) DISORDERLY CONDUCT.** No person may engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance, in university buildings or on university lands.

**(3) IMPROPER USE OF TELEPHONES.** (a) No person may make or cause the telephone of another repeatedly to ring with intent to harass any person at the called number.

(b) No person may make repeated telephone calls, whether or not conversation ensues, with intent to harass any person at the called number.

(c) No person may intentionally use an emergency telephone in a university building or on university lands when the person knows or reasonably should know that no emergency exists.

(d) No person, with the intent to harass or offend, may telephone another and use any obscene, lewd or profane language or suggest any lewd or lascivious act.

(e) No person, with the intent to harass any person at the called number, may make a telephone call, whether or not conversation ensues, without disclosing his or her identity.

(f) No person may knowingly permit any telephone under his or her control to be used for any purpose prohibited by this subsection.

**(4) PICKETING, RALLIES, PARADES, DEMONSTRATIONS AND**

**OTHER ASSEMBLIES.** (a) In order to preserve the order which is necessary for the enjoyment of freedom by members of the university community, and in order to prevent activities which physically obstruct access to university lands or buildings and prevent the university from carrying on its instructional, research, public service, or administrative functions, any picketing, rally, parade, demonstration, other assembly, or congregation of spectators to such activity may be declared unlawful if its participants:

1. Intentionally gather or intentionally remain assembled outside any university building in such numbers, in such proximity to each other or in such fashion as to physically hinder entrance to, exit from, or normal use of the building.

2. Intentionally congregate or assemble within any university building in such fashion as to obstruct or seriously impair university-sponsored or university-authorized activities, or in such fashion as to violate any of the following conditions:

a. No group may be admitted into the private office of any faculty member or other university employee unless invited by the authorized occupant of that office, and then not in excess of the number designated or invited by that person.

b. No group may obstruct or seriously impair passage through corridors, stairways, doorways, building entrances, fire exits, and reception areas leading to offices.

c. No group, not authorized to do so by the person in immediate charge of the room, or by a person designated by the chief administrative officer to approve requests for the use of rooms for meetings, may enter or occupy any university building or part thereof.

d. No group may assemble immediately outside rooms at times when they are normally in use for classes, study, or research.

e. No signs supported by standards or sticks shall be permitted in any assembly in a university building.

3. Intentionally create a volume of noise that unreasonably interferes with university-sponsored or university-authorized activities.

4. Intentionally employ force or violence, or intentionally constitute an immediate threat of force or violence, against members of the university community or university property.

(b) For the purpose of par. (a), "intentionally" means that the participant or spectator knew or reasonably should have known that his/her conduct by itself or in conjunction with the conduct of others would have the prohibited effect.

(c) The chief administrative officer may designate a university official or officials who shall have primary authority to implement par.

(a). He/she may prescribe limitations for any picketing, rally, parade, demonstration or other assembly in order that it will meet the requirements of par. (a). When informed of any picketing, rally, parade, demonstration, or other assembly which may not comply with par. (a), the chief administrative officer or the designee may proceed immediately to the site and determine if there is compliance with par. (a). If he/she finds a violation of par. (a), he/she may declare the assembly unlawful or he/she may prescribe those limitations on numbers, location or spacing of participants in the demonstration which are reasonably necessary to ensure compliance with par. (a). If he/she prescribes limitations, and if his/her limitations are not observed by the assembly, he/she may then declare the assembly unlawful.

Any declaration of illegality or prescription of limitations shall be effective and binding upon the participants in the assembly unless and until modified or reversed.

(d) Any participant or spectator within the group constituting an unlawful assembly who intentionally fails or refuses to withdraw from the assembly after it has been declared unlawful under this section shall be subject to immediate arrest and liable to the penalties of s. [UWS 18.13](#).

**(5) SOUND-AMPLIFYING EQUIPMENT.** (a) In order to permit the use of sound-amplifying equipment on university lands, if needed for the dissemination of ideas to large audiences, but to prevent its use from interfering with university functions which inherently require quiet, the following provisions shall apply:

1. No person may use sound-amplifying equipment on any lands without the permission of the chief administrative officer, except as provided in par. (b).

2. In granting or denying permission, the following principles shall govern:

a. Except in extraordinary circumstances, permission may be granted to use the equipment only during the following hours, 12 noon to 1:30 p.m. and 5:00 p.m. to 7:00 p.m. every day, and only when the equipment is more than 50 feet from and directed away from any classroom building, residence hall, library or building being used as a study hall.

b. An applicant for permission shall have the burden of establishing the need for amplification to communicate with the anticipated audience. In particular, the applicant must show that the audience can reasonably be anticipated to include at least 250 people.

c. An applicant for permission shall have the burden of establishing that the volume and direction of the sound from the equipment will minimize interference with other activities.

3. Any request for the permission required by this section must be submitted in writing to the chief administrative officer at least 24 hours prior to the intended use of the sound-amplifying equipment and must be signed by a student or employee of the institution where the equipment is to be used. The request shall contain:

a. The proposed hours, date and location where the equipment is to be used.

*The Wisconsin Administrative Code on this web site is updated on the 1st day of each month, current as of that date. See also [Are the Codes on this Website Official?](#)*

Register August 2009 No. 644

UWS 18.11

WISCONSIN ADMINISTRATIVE CODE

54

b. The size of the anticipated audience and the reasons why the equipment is needed.

c. A description of the proposed equipment which includes the manufacturer, model number, and wattage.

d. The names of the owner of the equipment and of any person or persons, in addition to the person signing the application, who will be responsible for seeing that the equipment is operated in compliance with the terms of the permit and the provisions of this rule. The chief administrative officer may require the presence of additional persons if said officer believes this is necessary to ensure compliance.

(b) Permits issued by the chief administrative officer shall not be required for the use of university sound-amplifying equipment used with the permission of the university employee having control of the equipment for authorized university classes, research, or meetings in university buildings, or for university sponsored academic, recreational or athletic activities, or for crowd control by authorized university officials.

(c) For the purpose of this section, "sound-amplifying equipment" means any device or machine which is capable of amplifying sound and capable of delivering an electrical input of one or more watts to the loudspeaker.

**(6) PERSONS PROHIBITED FROM ENTERING UNIVERSITY BUILDINGS.**

(a) University buildings and the university-authorized activities that occur therein are primarily dedicated to the support of the university mission of teaching, research and service. No person may be present in any university building if his or her presence or behavior interferes with this purpose or with the university's administrative operations, is in violation of a university policy, rule, regulation or any other provision of this chapter, or is without the consent of an authorized university official or faculty member.

(b) Persons present in any class, lecture, laboratory, orientation, examination, or other instructional session shall be enrolled and in good standing or shall have the consent of an authorized university official or faculty member to be considered legally present.

**(7) PERSONS PROHIBITED FROM ENTERING UNIVERSITY LANDS.**

(a) No person, who is in a state of suspension or expulsion from the university under ch. [UWS 17](#), or who takes leave or resigns under charges after being charged by the university under ch. [UWS 17](#), may enter the university lands of any institution without the written consent of the chief administrative officer.

(b) No person who is convicted of any crime involving danger to property or persons as a result of conduct by him or her on university lands may enter any university lands within 2 years of the effective date of his or her conviction without the written consent of the chief administrative officer.

(c) In granting or denying consent to enter a campus under s.

[36.35 \(3\)](#), Stats., or par. (a) or (b), the following shall be considered:

1. The probability that the offensive conduct will be continued or repeated by the applicant.

2. The need for the applicant to enter university lands, for example, to attend a university disciplinary hearing in which the applicant is being tried or is to be a witness, or to receive treatment in university hospitals.

(d) No person who has been determined to have committed serious or repeated violations of ss. [UWS 18.06](#) to [18.12](#) and to whom the chief administrative officer has issued a written order prohibiting entry on university lands may enter the university lands of that institution.

(e) The provisions of this section in no way limit the chief administrative officer from issuing a written order barring any person from entering the university lands of that institution in accordance with the chief administrative officer's responsibility for the health, safety, and welfare of the university.

(f) For the purposes of s. 36.35 (3), Stats., and par. (b), "crime involving danger to property or persons" shall mean any crime defined in ch. 940, Stats. (crimes against life and bodily security); s. 941.12, Stats. (interfering with fire fighting); s. 941.13, Stats. (false alarms); s. 941.20, Stats. (endangering safety by use of dangerous weapon); s. 941.21, Stats. (disarming a peace officer); s. 941.23, Stats. (carrying concealed weapon); s. 941.235, Stats. (carrying firearm in public building); s. 941.24, Stats. (possession of switchblade knife); s. 941.26, Stats. (machine guns and other weapons); s. 941.28, Stats. (possession of short-barreled shotgun or short-barreled rifle); s. 941.29, Stats. (possession of firearm); s. 941.295, Stats. (possession of electric weapon); s. 941.30, Stats. (recklessly endangering safety); s. 941.32, Stats. (administering dangerous or stupefying drug); s. 941.37, Stats. (obstructing emergency or rescue personnel); s. 943.01, Stats. (criminal damage to property); s. 943.02, Stats. (arson of buildings; damage of property by explosives); s. 943.03, Stats. (arson of property other than building); s. 943.05, Stats. (placing of combustible materials an attempt); s. 943.06, Stats. (Molotov cocktails); s. 943.10, Stats. (burglary); s. 943.11, Stats. (entry into locked vehicle); s. 943.14, Stats. (criminal trespass to dwellings); s. 943.32, Stats. (robbery); s. 944.20, Stats. (lewd and lascivious behavior); s. 946.41, Stats. (resisting or obstructing officer); s. 947.015, Stats. (bomb scares); s. 167.10, Stats. (fireworks regulated); or attempts to commit any of the above crimes as defined in s. 939.32, Stats.

**(8) SELLING, PEDDLING AND SOLICITING.** No person may sell, peddle or solicit for the sale of goods, services, or contributions on any university lands except in the case of:

(a) Specific permission in advance from a specific university office or the occupant of a university house, apartment, or residence hall for a person engaged in that activity to come to that particular office, house, apartment, or residence hall for that purpose.

(b) Sales by an individual of personal property owned or acquired by the seller primarily for his/her own use pursuant to an allocation of space for that purpose by an authorized university official.

(c) Sales of newspapers and similar printed matter outside university buildings.

(d) Subscription, membership, ticket sales solicitation, fund-raising, selling, and soliciting activities by or under the sponsorship of a university or registered student organization pursuant to a contract with the university for the allocation or rental of space for that purpose.

(e) Admission events in a university building pursuant to contract with the university, and food, beverage or other concessions conducted pursuant to a contract with the university.

(f) Solicitation of political contributions under ch. 11, Stats., and institutional regulations governing time, place and manner.

**(9) CAMPAIGNING IN STATE-OWNED RESIDENCE HALLS.** (a) The residence halls students of each institution, subject to the approval of the chief administrative officer, shall establish policies and procedures assuring that political literature may be distributed and political campaigning may be conducted in state-owned residence halls consistent with the rights of residence halls students, and prescribing the time, place and manner in which these activities may be conducted.

(b) Where appropriate and consistent with the rights of residence halls students, the policies and procedures developed under this subsection shall apply to all residence halls at an institution. Matters to be addressed in institutional policies and procedures shall include at least the following:

1. The hours of the day and the time of year, if any, to which particular activities shall be limited.
2. The locations in residence halls, if any, to which particular activities shall be limited.
3. Any requirement for registering or obtaining permission to enter a residence hall before engaging in a particular activity.

*The Wisconsin Administrative Code on this web site is updated on the 1st day of each month, current as of that date. See also [Are the Codes](#)*

Register August 2009 No. 644

[on this Website Official?](#)

55

UNIVERSITY OF WISCONSIN SYSTEM

UWS 18.15

(c) Notwithstanding s. UWS 18.14, institutional policies and procedures developed pursuant to this subsection shall be reported to the board of regents for approval.

(d) Institutional policies and procedures developed pursuant to this subsection shall be available at each residence hall, at the office of each chief administrative officer of an institution, and at the office of the secretary to the board of regents.

**History:** CR 08-099: (1) to (7) (c), (f), (8) and (9) renum. from UWS 18.06 (46), (30), (33), (23), (25), (21), (22) (a) to (d), (16) and (16m) and am. (5) (a) 1., (6), (8)

(intro.), (a), (c) and (9) (c), cr. (title), (7) (d) and (e) Register August 2009 No. 644, eff. 9-1-09; corrections in (4) (d), (6) (title) and (7) (title) made under s. 13.92 (4) (b) 2. and 7., Stats., Register August 2009 No. 644.

**UWS 18.12 Property offenses.** (1) COMPUTER DATA, PROGRAMS, EQUIPMENT OR SUPPLIES. No person may willfully, knowingly and without authorization do or attempt to do any of the following:

(a) Modify, destroy, access, take possession of or copy data, computer programs or supporting documentation;

(b) Disclose restricted access codes or other restricted access information to a person not authorized to possess such codes or information;

(c) Modify, destroy, use, take or damage a computer, computer system or computer network;

(d) Modify, destroy, use, take or damage any equipment or supplies used, or intended to be used, in a computer, computer system or computer network.

(e) Cause an interruption in service by submitting a message or multiple messages to a computer, computer program, computer system, or computer network that exceeds the processing capacity of the computer, computer program, computer system, or computer network.

**(2) FRAUD IN UNIVERSITY ACCOMMODATIONS OR EATING PLACES.**

(a) No person may, after having received any food, lodging or other service or accommodation at any university housing facility or eating place, intentionally abscond without paying for it.

(b) No person may, while in any university housing or lodging facility or eating place, intentionally defraud the university or its employees or agents in charge of the facility or eating place, in any transaction arising out of the relationship as a user of the housing or lodging facility or eating place.

(c) In this subsection, prima facie evidence that the person intentionally absconded without paying for the food, lodging or other service or intentionally defrauded the university or its employees or agents has the meaning and includes the items of proof set forth in s. 943.21 (2), Stats.

**(3) ISSUE OF WORTHLESS CHECK.** (a) No person may issue any check or other order for the payment of money in an amount not more than \$2,500 which, at the time of issuance, he or she intends shall not be paid.

(b) In this subsection, prima facie evidence that the person, at the time he or she issued the check or other order for the payment of money, intended it should not be paid, has the meaning and includes the items of proof set forth in s. 943.24, Stats.

(c) This subsection does not apply to a postdated check or to a check given for past consideration, except a payroll check.

**(4) LIBRARY MATERIALS.** (a) No person may intentionally take, carry away, transfer, conceal or retain possession of any library material without the consent of a library official, agent or employee and with the intent to deprive the library of possession of the material.

(b) The concealment of library material beyond the last station for borrowing library material in a library is evidence of intent to deprive the library of possession of the material. The discovery of library material which has not been borrowed in accordance with the library's procedures or taken with consent of a library official, agent or employee and which is concealed upon the per-

son or among the belongings of the person or concealed by a person upon the person or among the belongings of another is evidence of intentional concealment on the part of the person so concealing the material.

**(5) RETAIL THEFT.** (a) No person may intentionally alter indicia of price or value of merchandise or take and carry away, transfer, conceal or retain possession of merchandise held for resale by a merchant, or property of the merchant, without his or her consent and with intent to deprive the merchant permanently of possession, or the full purchase price of the merchandise.

(b) No person may intentionally remove a theft detection device from merchandise, or use a theft detection shielding device, without the merchant's consent and with intent to deprive the merchant permanently of possession, or the full purchase price of the merchandise.

(c) In this subsection, "merchant" includes any "merchant" as defined in s. 402.104 (3), Stats., and any vendor or bookstore authorized to sell in university buildings or on university lands.

(d) In this subsection, "theft detection device" means any tag or other device that is used to prevent or detect theft and that is attached to merchandise held for resale by a merchant or to property of a merchant, and "theft detection shielding device" means any laminated or coated bag or device designed to shield such merchandise from detection by an electronic or magnetic theft alarm sensor.

**(6) THEFT.** (a) No person may intentionally take and carry away, use, transfer, conceal, or retain possession of movable property of another with a value of under \$100, without consent and with the intent to deprive the owner permanently of such property.

(b) No person may intentionally take and carry away, use, transfer, conceal, or retain possession of movable property of another with a value of at least \$100 but not more than \$1,000, without consent and with the intent to deprive the owner permanently of such property.

**(7) USE OF CHEATING TOKENS.** No person may obtain the property or services of another by depositing anything which he or she knows is not lawful money or is an unauthorized token in any receptacle used for the deposit of coins or tokens.

**(8) VANDALISM.** No person may break, tear up, mar, destroy or deface any notice, tree, vine, shrub, flower or other vegetation, or dislocate any stones, or disfigure natural conditions, or deface, alter, destroy or damage in any way any other property, real or personal, within the boundaries of any university lands unless authorized by the chief administrative officer.

**History:** CR 08-099: (1) to (5) (a), (c), (6) to (8) renum. from UWS 18.06 (45), (38), (37), (50), (31) (a) and (b), (41), (39) and (4) and am. (3) (a) and (6) (b), cr. (title), (1) (e), (2) (c), (5) (b) and (d) Register August 2009 No. 644, eff. 9-1-09.

**UWS 18.13 Penalties.** Unless otherwise specified, the penalty for violating any of the rules in ss. UWS 18.06 to 18.12 shall be a forfeiture of not more than \$500, as provided in s. 36.11

(1) (c), Stats.

**Note:** Violations of the rules in ss. UWS 18.06 to 18.12 will be processed in accordance with the citation procedure established in s. 778.25, Stats.

**History:** Cr. Register, March, 1976, No. 243, eff. 4-1-76; am. Register, November, 1991, No. 431, eff. 12-1-91; CR 08-099: renum. from UWS 18.07 and am. Register August 2009 No. 644, eff. 9-1-09.

**UWS 18.14 Institutional regulations.** Institutional regulations promulgated under ss. UWS 18.04 to 18.12 shall take effect when filed with the secretary of the board.

**History:** Cr. Register, March, 1976, No. 243, eff. 4-1-76; CR 08-099: renum. from UWS 18.09 and am. Register August 2009 No. 644, eff. 9-1-09.

**UWS 18.15 Additional statutory penalty provisions regulating conduct on university lands. (1) CONTROLLED SUBSTANCES.** The use or possession of controlled substances as defined in s. 961.01 (4), Stats., is prohibited on all university property with the specific exemptions set forth in ch. 961, Stats., and as permitted under s. 961.34, Stats. The penalty provisions of ch.

*The Wisconsin Administrative Code on this web site is updated on the 1st day of each month, current as of that date. See also [Are the Codes on this Website Official?](#)*

Register August 2009 No. 644

UWS 18.15

WISCONSIN ADMINISTRATIVE CODE

56

*The Wisconsin Administrative Code on this web site is updated on the 1st day of each month, current as of that date. See also [Are the Codes](#)*

Register August 2009 No. 644

*on this Website Official?*

961, Stats., and chs. UWS 17 and 18 may apply to violations occurring on university lands.

**(2) STUDENT CONVICTED OF DANGEROUS AND OBSTRUCTIVE**

CRIME. Section 36.35 (3), Stats., provides: “Any person who is convicted of any crime involving danger to property or persons as a result of conduct by him which obstructs or seriously impairs activities run or authorized by an institution and who, as a result of such conduct, is in a state of suspension or expulsion from the

institution, and who enters property of that institution without permission of the chancellor of the institution or the chancellor’s designee within 2 years, may for each such offense be fined not more than \$500 or imprisoned not more than 6 months, or both.”

**History:** Cr. Register, March, 1976, No. 243, eff. 4-1-76; am. (1), Register, November, 1991, No. 431, eff. 12-1-91; correction in (2) made under s. 13.93 (2m) (b) 7, Stats., Register, November, 1991, No. 431; corrections in (1) made under s. 13.93 (2m) (b) 7., Stats., Register, September, 1996, No. 489; correction in (1) made il, 2001, No. 544; **CR 08-099: renum.**

18.10 and am. Register August 2009 No. 644, eff. 9-1-09.

# Appendix F

University Housing Alcohol & Drug Policies

## **Policies & Procedures**

As a member of the UW-Whitewater community, each student is responsible for knowing and abiding by the policies of the residence hall system. Residents are also expected to play an active role in enforcing community standards for behavior by confronting others who are violating Residence Hall policies and reporting any actions that are not in keeping with acceptable standards of student behavior. Violations of University Housing and University Policies can be confronted and documented by staff and fellow residents both inside and outside the residential facilities.

### **Establishment of Policy**

An important part of residence hall living is becoming part of a large community. Both the University and University Housing have some expectations about student behavior in terms of how they manage their own lives and how they interact with other members of the community. A community of 4,000 students requires some guidelines that will assure a health living environment where rights will not be infringed upon. University Housing has the responsibility for developing and enforcing policies in the residence halls and works with the Residence Hall Association (RHA) to establish these policies.

These policies, together with those mandated by the University and state/federal laws, constitute the expectations of the residence hall community.

## **Alcohol**

The alcohol policy has been developed according to state laws and UW System Board of Regents guidelines. It is expected that alcoholic beverages will be used responsibly, within legal guidelines, and in moderation to ensure other residents right to privacy, sleep, and study within their own rooms. Loud or disruptive behavior, interference with cleanliness of the residence halls, or inappropriate drinking habits which are injurious to the health or education of an individual or those around them are reasons for disciplinary action by the University. UW-Whitewater permits the possession and consumption of alcoholic beverages in University Residence Hall rooms by residents and their guests who are of legal drinking age within the following guidelines:

### **If you AND your roommate/s are under legal drinking age:**

- If all residents of a room are UNDER the legal drinking age, NO alcohol is allowed in the room/suite, even by guests who meet the legal age requirement.
- Empty alcohol containers may not be possessed by underage residents. Including empty alcohol boxes, bottles, or cans and bottle caps.

If all roommates are of legal drinking age:

- If all residents of a room/suite are of legal drinking age, they are allowed to possess and consume alcohol in their room/suite. Their guests may consume alcohol if the guests are of the legal drinking age.

Possession, but not consumption, of alcohol is permitted while transporting the unopened beverage from the point of acquisition to the residence hall, or from the residence hall to a point off campus, by residents and their guests who are of the state legal drinking age.

If one or more roommates are of legal drinking age, but the others are NOT:

- If one or more roommates are of legal drinking age and the other roommate/s are under the legal drinking age, the of-age roommate/s and their guests of legal age are allowed to possess and consume alcohol in the room. Possession, but not consumption, of alcohol is permitted while transporting the unopened beverage from the point of acquisition to the residence hall, or from the residence hall to a point off campus, by residents and their guests who are of the state legal drinking age.
- Of age guests cannot possess or consume alcohol unless their host is present.
- The underage roommate/s and their guests of any age are not allowed to possess and consume alcohol in the room. If the of-age roommate/s is consuming alcohol, the under-age roommate/s and their guests may be present.

All residents are subject to the following policies regardless of age:

- Possession and consumption of alcoholic beverages, regardless of age, is prohibited in common areas, such as floor lounges, main lobbies, corridors, stairwells, bathrooms, kitchens, and basements
- The possession of beer kegs, beer bongs, or any other common source or mass consumption alcohol device in the residence halls is prohibited. Students found in violation of this policy will be subjected to disciplinary action and the University Police will be contacted.
- Alcohol is not allowed at Leadership Involvement Team (LIT) functions.
- Inappropriate behavior, being under the influence while under-age, incapacitation, and/or the need for medical attention because of alcohol or other drug use is considered a violation of policy.
- The brewing or production of alcohol beverages is prohibited.
- Violations of the alcohol policy will result in referral to the Student Conduct System or University Conduct. Students are also subject to police issued citations for violations of state laws regarding alcohol.

## Drugs

The possession and/or use of illegal drugs and/or drug paraphernalia is in violation of state and federal law and UW-Whitewater policy. In addition, being in the presence of illegal drugs and/or drug paraphernalia and misuse and abuse of legal drugs are also considered violations of the drug policy. Any and all products containing THC are prohibited from being possessed or used within the residence halls. Suspected violations may be referred to the University Police, the Student Conduct System, or University Conduct.



# Appendix G

**Student Athlete Handbook**

## **STUDENT ATHLETE HANDBOOK**

### **University of Wisconsin-Whitewater Intercollegiate Athletics Student-Athlete Handbook**

This handbook has been assembled as an aid to student-athletes attending UW-W. It will explain the policies and ex,

When you decided to attend UW-W you decided to invest in your future. As a student-athlete you have chos, with an equally excellent athletic program. As a student you will make vocational choices, develop relationships with ' challenges. Take advantage of the opportunity to better yourself. As an athlete you will receive more opportunities ar that you receive further stimulus to achieve your goals and objectives. Together, we must strive for a higher level of playing field.

Our commitment is to provide you with quality coaching, excellent scheduling, top flight facilities and a chance to lea l your academic pursuits which is always our primary concern. Your responsibility is to attend classes, study, complete satisfactory progress toward graduation each semester. You are expected to familiarize yourself with the information contained in this handbook along with all future supplen the best of luck in your academic and athletic endeavors.

### **Mission Statement**

The University of Wisconsin-Whitewater Intercollegiate Athletic Department will contribute to the educational process supports the mission of the University and a quality intercollegiate athletic experience. An integral part of this mission commitment and choices with regard to the ongoing health of those in our care. We support the Division III philosophy athletes second and therefore, earning a baccalaureate is paramount. Excellence in academics and athletics is an exp

### **Team Rules and Discipline**

The head coach is the person most responsible for the total conduct of his/her specific program within the authority Athletic Department and UW-W policies and procedures.

Each coach may set forth his/her own team rules (i.e., player appearance, training, curfew, conduct, etc.). All decision (i.e., playing time, position, traveling squad, etc.) are the province of your coach, and those decisions are final. If at, athlete(s) at his/her discretion. Serious misconduct may result in temporary or permanent suspension:

### **Gambling and Bribery**

The UW-W and NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to unc the welfare of student-athletes and the intercollegiate athletics community. Providing information to individuals in gar intercollegiate team is prohibited under NCAA rules and regulations (NCAA bylaw 10.3). Sports wagering demeans th, contrary to the purposes and meaning of "sport." Sports competition should be appreciated for the inherent benefits institutions in fair contests, not the amount of money wagered on the outcome of competition.

### **Alcohol, Tobacco and Drug Use**

The UW-W is concerned about the damaging effects of alcohol and other drugs on the physical, mental, social, err athletes. The use, misuse, and abuse of alcohol and other drugs are recognized by the UW-W Athletic Department wellness in general. The following policies and procedures are intended to promote responsible decision-making al Department including student-athletes, coaching staff, administrators, and support staff. All regulations supported

University, local, state, and federal laws and policies. This policy does apply year round while attending and reprel

Participation in UW-W athletics is a privilege with responsibilities. The following defines the standards and expectations related to the use of alcohol and other drugs.

### **Alcohol Policy**

The UW-W does not condone the irresponsible use of alcohol and seeks to promote an environment in which we believe that the use of alcohol can be detrimental to the physical and mental well being of its student-athletes. Thus, the performance of individuals as students and as athletes and can be dangerous to the student-athlete and his/h, apply:

### **UW-W Athletic Department Regulations:**

A Student-athlete who violates any of the general local, state, and federal laws governing alcohol regulations or the regulations would be subject to the penalties outlined in this policy and/or action through the Office of Student Life

No alcoholic beverages will be permitted on UW-W property or at any Athletic Department sponsored event. Except in accordance with state regulations.

No student-athlete or student-manager, while actively participating in a UW-W Athletic Department sponsored activity (hosting student recruits, etc.), will be permitted to purchase, consume, possess, distribute, sell or be under the influence of alcohol starting with departure from campus to time of return or as released by the head coach.

Student-athletes serving as hosts for prospective student-athletes are not to take the prospect into any inappropriate manner. Consumption or possession of an alcoholic beverage in the presence of a prospective student-athlete during any sports season in which any student-athlete is participating, the use of alcohol is not permitted within practice or scrimmage.

### **Penalties:**

Student-athletes who violate the above rules and regulations regarding alcohol will face the sanctions outlined below. **Failure to fulfill sanctions may result in suspension from**

#### **First Offense:**

1. Student-athlete will have a conference with Head Coach.
2. Student-athlete will be required to apologize to his/her team.
3. Signed statement of understanding of conduct policy and consequences of future violations.
4. Dean of Students will be notified and a follow-up meeting and other consequences will be required by the Dean

#### **Second Offense:**

1. Student-athlete will have a conference with Head Coach and Athletic Director.
2. Student-athlete will be required to apologize to his/her team.
3. Signed statement of understanding of conduct policy and consequences of future violations.

Dean of Students will be notified and a follow-up meeting and other consequences will be required by the Dean **Third Offense:**

1. Student-athlete will have a conference with Head Coach and Athletic Director.
2. Athletic Director will determine student-athlete suspension based on the severity of the action(s).
3. Dean of Students will be notified and a follow-up meeting and other consequences will be required by the Dean
4. 8-10 page paper on responsibility, life choices, possibility of suspension.
5. Signed statement of understanding of conduct policy and consequences of future violations.

**Fourth Offense:**

1. Student-athlete will have a conference with Head Coach and Athletic Director.
2. Student-athlete will be suspended from all further intercollegiate athletic participation at UW-W.
3. Suspension from the University for a period of one semester to two years.

The preceding penalties present general guidelines for typical violations; however, any single violation may result in that specific incident. Coaches retain the ability to enforce additional penalties. Additionally, a minor violation may guidelines since the Leadership team (Athletic Director, Assistant Athletic Director, and Senior Woman Administrator, discretion to review each case and determine if the violation is appropriate to the offense.

Alcohol policy violations committed by students under the age of 21 will also result in notification of the student's writing, unless the situation warrants a different method.

**Academic Dishonesty**

Academic honesty and integrity are fundamental to the mission of UW-W. The Athletic Department has a responsibly develop procedures to deal effectively with instances of academic dishonesty. You are responsible for the honest and appropriate citation of sources, and for respect of others' academic endeavors. If you violate these standards, you will (UW-System Chapter 14: Student Academic Disciplinary Procedures). This document is available for review at the Office, Government Office, on UW-W's Web site, or at the Library Reserve Desk.

**CAUTION: Your actions may result in temporary or permanent suspension from intercollegiate athletics.**

**Non-Academic Misconduct**

The Athletic Department strongly believes that the teaching, learning, research and service activities of UW-W can be free and free of harassment, fraud, theft, disruption and intimidation. The Athletic Department and UW-W have a response misconduct necessary to protect the community, and to develop procedures to deal effectively with instances of misconduct of student-athletes. Any student-athlete who violates state or federal laws may face prosecution in the appropriate participation until the matter is resolved. In addition, student-athletes who violate UW-W standards are subject to UW-System Chapter 17: Student Nonacademic Disciplinary Procedures). This document is available for review at the Government Office, on UW-W's Web site, or at the Library Reserve Desk.

CAUTION: Non-academic misconduct will be dealt with on a case by case basis by the UW-W administration and/or a permanent suspension from intercollegiate athletics.

**Law Enforcement/Police Involvement**

Any student-athlete charged with a felony will be suspended indefinitely until the issue is resolved. Any student-athlete be subject to appropriate penalties as deemed by the head coach and/or Athletic Director. Upon notification of any felony and/or Athletic Director will investigate as deemed necessary and appropriate. Due process will be acknowledged. Still penalties may be handed down by UW-W, in addition to any penalties handed down by the Athletic Department.

**Competitive Play Misconduct**

This is defined as physical or verbal abuse of an official, coach, opponent, or spectator, throwing objects or inciting p behavior. This type of conduct is not acceptable and may result in temporary or permanent suspension as deemed appropriate for competitive play misconduct is generally handled by the WIAC Commissioner's office. (WIAC Bylaw 10.3). However, separate disciplinary action.

**Residence Hall Misconduct**

All residence hall disciplinary action will be handled through the Office of Residence Life. The Athletic Department and Consequently, the Athletic Department may choose to institute additional disciplinary action than that imposed by the

### **Anti-Hazing Policy (Zero Tolerance)**

Student-Athletes are strictly prohibited from engaging in any type of hazing activity.

Disciplinary probation means that a student may remain enrolled at the university as long as the student complies assigned disciplinary sanctions.

### **Tobacco Policy**

The use of tobacco is prohibited in connection with any intercollegiate athletic function. A function is defined as all meetings, practices, games or informal workouts on and off the grounds of UW-W (NCAA bylaws 11.1.7 and 17.1. rooms, locker rooms, and weight-training facilities).

### **Drug Policy**

The Athletic Department strongly believes that the illicit use of drugs (excluding those drugs prescribed by a physician, detrimental to the physical and mental health well-being of its student-athletes, no matter when such use would be lawful, the use of drugs can seriously interfere with the performance of individuals as student-athletes and be injurious particularly when participating in athletic competition or practice.

Membership and participation on an athletic team at the UW-W is a privilege. The UW-W prohibits the use of drug substances by any student-athlete who participates. The UW-W is committed to developing and maintaining an environment of competition.

At the beginning of each athletic year, a student-athlete must sign the NCAA and UW-W drug-testing consent form for student-athletes for banned substances. The following rules and regulations apply to you:

1. **Drug Screening Procedure:** The drug screening program applies to all student-athletes, in-season and out-of-season. Participants may be tested for banned substances based on reasonable suspicions obtained by a university representative(s). Reasonable suspicion is direct observation that the university representative(s) can describe concerning any of the four areas that warrant speech, or odor.
  2. **Contact Meeting:** A student-athlete under reasonable suspicion for use of a banned substance will be notified by the Athletic Director meeting. The meeting, to be conducted with the Athletic Director, Certified Athletic Trainer(s), and the Head Coach. He/she is considered to be under reasonable suspicion for the use of a banned substance and the penalties assess opportunity to admit or deny the allegations. If a denial is made a student-athlete will then be informed of the
  3. **Specimen Collection/Screening:** Screening for banned substances will be conducted through the use of a urine specimen. There will be no intrusion will be evaluated at the NCAA threshold for each banned substance by Mercy Health Systems. After being shared, confidential and secured by the Athletic Director. This information will be released only to those University staff include, but are not limited to, the Chancellor, Athletic Director, Team Medical Personnel, Certified Athletic Trainer (Counseling Center).
  4. **Penalties:**
    - a. Immediate suspension for 30% of team's regular season contests, which may include post season contests if a student-athlete is a multi-sport participant, the suspension will continue into the next sport season. A student-athlete who has not previously participated in order to fulfill their suspension.
    - Attendance and participation at practice
    - b. The student-athlete will be required to attend an AODA assessment by the UH&CS as a requirement to be re
    - c. The student-athlete may be required to submit to future unannounced substance screenings for one (1) year, should test positive at anytime during that year, then immediate and permanent dismissal from any further
- A self-referral is defined by a student-athlete's action of a self-initiated referral to a Department of Intercollegiate, Certified

Athletic Trainer, or Team Physician and/or University Health and Counseling Services and/ or a pril

**If the student-athlete denies the use of a banned substance and tests positive:**

- a. The student-athlete will be suspended from all intercollegiate athletic programs for one (1) calendar year fr, participation at practice during the suspension period will be required and
- b. The student-athlete will be required to attend an AODA assessment by the UH&CS as a requirement to be r
- c. The student-athlete must submit to a substance screening and test negative in order to be reinstated and  
The student-athlete may be required to submit to future unannounced substance screening for one (1) yea1 should test positive at anytime during that year, then immediate and permanent dismissal from any further

If the student-athlete denies the use of a banned substance and tests negative, the allegations of reasonable s taken.

**5. Refusal to submit to screening:**

Any student-athlete who refuses to submit to screening will be treated as having had a positive test result fort this policy (See penalty #2). The student-athlete's record, however, will appropriately reflect the fact that the c screening rather than as a consequence of a positive test result.

**6. Multiple Infractions:**

- a. Any student-athlete with two admissions to substance use/abuse will be immediately and permanently disrr athletics at UW-W.
- b. Any student-athlete with two positive substance screenings in their career will be immediately and permanE intercollegiate athletics at UW-W.
- c. Any student-athlete with any combination of a positive substance screening and an admission to substance dismissed from any further participation in intercollegiate athletics at UW-W.
- d. Two refusals to submit in a student-athlete's career will result in immediate and permanent dismissal from i uw-w. Participation within the UW-W Athletic Department is defined as duties related to that of a student-athlete, trainer, student strength and conditioning assistant and student administrative assistant.

# Appendix H

Student Organization Policy and Procedure

# Student Organization Policy & Procedure

A full list of student organizations can be found here: <https://uww.presence.io/>

Student organizations granted University Recognition are a vital part of our University community. Student organizations sponsor activities and services which help to improve the quality of student life, provide opportunities for students to meet other students and faculty/staff of the University, and serve as a laboratory for students to practice the skills associated with leadership. Volunteer associations of students who have been granted the privileges of University recognition may be an asset to achieving the University's goals of student learning and retention. It is hoped that all recognized student organizations, as part of the University community, join in helping to create an environment that enables all students to accomplish their educational goals while at the University.

The following guidelines have been developed to clarify the relationship between the University and a student organization, and to provide for a consistent application of the criteria for University recognition.

**RELATIONSHIP** - University recognition of a student organization means that the student organization has completed the requirements for University recognition and is eligible for the privileges extended to recognized student organizations (outlined later in this document). University recognition, therefore, does not imply University endorsement of the activities of the student organization. University recognition also does not imply that the student organization has been granted agency status by the State of Wisconsin, the University of Wisconsin System, or the University of Wisconsin-Whitewater. While faculty and staff members of the University serve in advisory capacities to student organizations, it is presumed that students of legal adult age are adults and, therefore, make and are accountable for their decisions and behavior as individuals and as members of organizations.

**UNIVERSITY RECOGNITION: REQUIREMENTS AND PROCESS** - Student Activities & Involvement is the University office with the responsibility to administer the Student Organization Program, including the University Recognition Processes. The requirements and process of obtaining University Recognition are as follows:

1. Submission of the student organization's governing documents (constitution, by-laws, etc.);
2. Submission of constitution or by-laws of the national or international organization with which the student organization is affiliated (if applicable);
3. Identification of a UW-Whitewater employee to serve as a campus advisor to the student organization;



4. Completion of recognition form;
5. Completion of Student Leader training by the President/Leader and a member of the organization that is both a student and in good standing within the organization (includes both Antihazing Training and Campus Expectations Overview)
6. Submission of signed Recognition Agreement by both the Advisor and President/Leader.

Application materials will be reviewed by staff in Student Activities & Involvement to ensure compliance with all applicable University policies, as well as state and federal laws (i.e., Title IX). The decision to grant University Recognition shall be made by Student Activities & Involvement staff. Student groups interested in applying for University recognition must do so by December 15th for the following semester, or by May 15th for the following academic year.

Recognition requirements apply to all recognized student organizations, including those on probation or suspension.

**CHANGE OF INFORMATION** - During the academic year there may be changes in officers, advisor, or constitutions of student organizations. **It is the responsibility of each student organization to update their org's information on Connect for any and all changes.** If changes are made in the organization constitution, a revised constitution must be submitted electronically to Student Activities & Involvement, and is subject to review.

**NOTIFICATION OF UNIVERSITY RECOGNITION** - Once a student organization has completed the University Recognition Process, the organization's request for recognition will be reviewed by staff in Student Activities & Involvement. If the membership requirements for the organization adhere to the University's Non-Discrimination Policy for Recognized Student Organizations, if the organization has no outstanding bills with the University, and if the student organization is in good standing with Student Activities & Involvement, the organization will be granted or extended the privileges of University recognition. At this time, contact will be made with the student contact person and the advisor(s) indicating that the organization is in good standing and is extended the privileges of University recognition. This process is completed at minimum once per academic year.

**NOTIFICATION OF ADVISOR APPOINTMENT** - Faculty or staff members serving as advisors to recognized student organizations will receive a letter from Student Activities & Involvement. The letter serves as an appointment letter, acknowledging the official capacity in which that faculty or staff member will serve as the advisor to a student organization.

## RIGHTS AND BENEFITS AND SERVICES

### RIGHTS AND BENEFITS OF UNIVERSITY RECOGNITION

1. Use of the University's name to identify the student organization's affiliation.  
Use of name must adhere to the campus licensing policy and identity standards.  
The University reserves the right of approval on a case-by-case basis;
2. Reserve and use University facilities that are available for non-instructional use;
3. Utilize Student Activities & Involvement and Student Involvement Office services and programs developed and offered to recognized student organizations.
4. Be included on official lists of recognized student organizations;
5. Utilize University services and facilities, and participate in University events that are open to all recognized student organizations; and
6. Be granted UW-Whitewater email account and web services.

### **UNIVERSITY SERVICES AVAILABLE TO RECOGNIZED STUDENT ORGANIZATIONS**

**Student Activities & Involvement** Student Activities & Involvement is dedicated to developing student leaders and to promoting student involvement in the campus and community. Student Activities & Involvement is responsible for the administration of all policies and procedures related to student organizations. Student Activities & Involvement staff will help student leaders and advisors successfully fulfill roles.

Student Activities & Involvement sponsors the following events and activities in which recognized student organizations might find it worthwhile to participate.

Involvement Fairs - held twice annually in September and January/February, the Involvement Fairs are sponsored to help organizations recruit new members and to provide students the opportunity to meet with representatives of the various student organizations.

Homecoming - student organizations are encouraged to participate in the undergraduate homecoming experience to show pride in UW-W and to demonstrate Warhawk spirit. Numerous activities and friendly competitions are held for student organizations and Greek chapters.

Campus Awards - A student organization and individual student leadership award ceremony is held annually in order to recognize outstanding achievement. The recognition occurs in the Campus Awards Ceremony, held late in the academic year.

Community Service Information and Opportunities - In order to foster a culture of service, Student Activities & Involvement and the Student Involvement Office provide access to service opportunities to enable organizations to perform service projects.

Student Activities & Involvement and the Student Involvement Office offer a variety of services for recognized student organizations. For a complete list of these services, visit Connect or the Student Involvement Office.

Services provided by other UW-W offices may be accessed by recognized student organizations. They include:

- Use of University grounds and facilities and corresponding audio-visual and technical services
- Event advising service
- Access to University Printing Services
- Financial account at the Cashiers Office
- Foundation account on behalf of the student organization at the Foundation Office
- Use of rental vehicles through the University's contracted vendor (limited to those student organizations with access to a University Organization Code; whose travel is considered university business)
- Listing of events on campus web-based event calendar (Connect)
- Use of Hall Tables, Table Tents, Display Cases, Sign Board Space, Digital Signage, and sidewalk chalking
- Recreation Sports Office provides an advisor and assistant to assist all club sports organizations

The following publications are available for recognized student organization:

- An online database of all recognized student organizations is available to anyone affiliated with the University - <https://www.presence.io/>
- Policies, Guidelines and Processes are available to all recognized organizations through the Student Activities & Involvement Web Site, <https://www.uww.edu/uc/get-involved/student-organizations>
- Club Sports Manual (published by Recreation Sports) - [www.edu/recsports](http://www.edu/recsports)

## EXPECTATION OF RECOGNITION

1. Recognized student organizations are expected to comply with all University Policies as well as Local, State, and Federal laws. Those that do not comply will be held accountable via the **UW-Whitewater/Recognized Student Organization Code of Conduct**.
2. The University has the rights and responsibility to place organizations on emergency suspension when deemed appropriate.
3. Recognized student organizations are expected to recruit and orient new members with dignity and respect. Adherence to the UW-Whitewater Anti Hazing Policy is expected at all stages of student participation in the organization.
4. Recognized student organizations are expected to extend membership privileges, including voting and eligibility to hold office, to all students without regard to race, color, creed, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status, veteran status or gender (except as otherwise permitted by Title

IX of the Education Amendments of 1972). With the exception that, per the UW System Board of Regents Resolution 9279 (adopted 12/06) student organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g. religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization's goals and agree with its beliefs. It is acknowledged that the UW System Policy does not align with Federal Law (Christian Legal Society v Martinez - 08-1371).

5. Recognized student organizations are expected to exercise reasonable precaution to ensure that their events, services, and programs are safe to all participants and do not cause damage to property or persons. It is the role of Student Activities & Involvement and the Office for Risk Management & Safety to provide guidance to student leaders and advisors on these matters.
6. Recognized student organizations are expected to follow University policy, guidelines and procedures pertaining to the use of facilities and services provided both on and off campus.
7. Recognized student organizations are solely responsible for any contract they enter into with third party vendors. The University will not be held liable for these contracts.
8. Recognized student organizations are expected to conduct their activities in a manner that represents themselves and the University appropriately. While this is a subjective expectation, Student Activities & Involvement staff should be consulted if any activity is in question.
9. Recognized student organizations and individual members are not exempt from federal, state, or local laws, and are not exempt from University policy. As a result of the action of members who appear to act on behalf of the recognized student organization, student organizations and individual members may be subject to disciplinary action through the **Recognized Student Organization Code of Conduct**, or the University of Wisconsin System Administrative Code Chapters 17 and 18.
10. Members of an organization that is being investigated and adjudicated for alleged violation of University policy are expected to fully cooperate with University officials. Failure to cooperate may result in revocation of University Recognition.
11. Student organizations may extend membership to individuals not enrolled at UW-Whitewater provided the majority of the organization's membership is comprised of currently enrolled students.
12. Student organization leadership roles must be held by students currently enrolled at UW-Whitewater.
13. All Student organization leaders are considered aware and informed of the inherent risk and liability to which they expose themselves, their organization and the University. All reasonable steps to reduce risk and limit liability should be taken.
14. UW-Whitewater may establish additional requirements for recognition consistent with this policy.

## **UW-WHITEWATER NON-DISCRIMINATION POLICY FOR RECOGNIZED STUDENT ORGANIZATIONS**

The University of Wisconsin-Whitewater is committed to the concepts of equal opportunity, non-discrimination and diversity, and recognizes a special obligation to prepare people of all cultures, orientations and abilities to accept the responsibilities as leaders of tomorrow. Consistent with this, all recognized student organizations must comply with the concepts of nondiscrimination and equal opportunity when recruiting and selecting members. In addition, the University recognizes the important role that student organizations play in this educational process; and is committed to non-discrimination in the recruitment and selection procedures of University faculty and staff members who will, ultimately, serve as advisors of recognized student organizations.

As part of the criteria for University Recognition, all student organizations must adhere to the concepts of non-discrimination and equal opportunity as they relate to race, color, gender, sex, creed, religion, age, ancestry, national origin, disability, sexual orientation, pregnancy, political affiliation, marital or parental status, veteran status, or arrest and conviction record, in their educational programs and activities. In holding with the tenets of non-discrimination, the University stresses the importance of eliminating discriminatory and/or culturally insensitive language, behavior and content from University sponsored activities and urges all recognized student organizations to cooperate in this effort.

With very narrow exceptions, student organizations may not discriminate in their selection of officers or members.

## **UW-WHITEWATER ANTI-HAZING POLICY**

Students, student organizations, athletic teams and other student groups of the University of Wisconsin-Whitewater community are strictly prohibited from engaging in any type of hazing activity. Hazing is defined as "any action taken or situation created, intentionally, whether on or off campus, that produces mental or physical discomfort, embarrassment, harassment, or ridicule." This includes any action that endangers the health or well-being of an individual, is personally degrading, has an adverse effect on the academic performance of the student, or which violates any federal, state or local statute or University policy. Individual or group consent to a hazing activity in no way validates the activity or excludes those perpetuating it from being charged with a crime.

Individual members, organizations and groups who violate this policy are subject to University disciplinary action, as set forth in the University of Wisconsin-Whitewater Student Non-Academic Disciplinary Procedures under UW System Administrative Code,

Chapter 17. This document is available for review at the Office of Student Affairs, the Whitewater Student Government Office, or at the Library Reserve Desk.

Additionally, any University student organization, group or individual student violating this policy or the Wisconsin Statute on Hazing, is subject to sanctions that may be imposed by the judicial or coordinating body of which the organization is a constituent member and/or a court of law. The Wisconsin Statute on Hazing, 948.51, is available for review at Student Activities & Involvement, the Library Reference Desk, or from your state representative. Examples of activities or situations that could meet the definition of hazing include, but are not limited to, the following:

- Keeping the date of initiation/induction a secret; requiring signatures for initiation.
- "Kidnapping" of any member, leaving members stranded in a remote location to find their way home, or scavenger/treasure hunts.
- Any form of forced physical activity and/or exercise, whether extreme or not (i.e. push-ups, sit-ups or other calisthenics, runs, walks, etc.).
- Physical harassment such as paddling, hitting, beating, slapping, pushing or striking.
- Marking or branding.
- Personal servitude of any kind (i.e. phone duty, cleaning, yard work, doing errands, etc.).
- Forcing or encouraging ingesting of any type of liquid or solid matter, edible or non-edible (i.e. alcohol, chewing tobacco, goldfish, raw onions, spoiled food, dirt, etc.).
- Requiring the carrying of any item around campus, such as paddles, rocks, books, shields, etc.
- Requiring the wearing of unusual, embarrassing or uncomfortable clothing.
- Sleep deprivation or requiring/encouraging anyone to sleep anywhere other than their own residence or bed.
- Preventing personal hygiene, communication with certain groups, and/or restricting places that new members can go on campus or in the community.
- Verbal abuse such as yelling or screaming or labeling with silly or embarrassing nicknames.
- Any activity that interferes with a student's academic pursuits (class attendance, studying, etc.).
- Requiring or suggesting that members vandalize, destroy or steal property or commit crimes.
- Requiring anything of one group of members that is not required of another.

Evaluation of what specific conduct may constitute hazing shall be made with reference to what a reasonable person might consider hazing under those particular circumstances.

Enforcement of the UW-Whitewater Anti-Hazing Policy shall be the administrative responsibility of the Dean of Students Office, Andersen 2130, and Student Activities & Involvement, University Center Room 146. Individuals or groups seeking additional

information about this policy or reporting possible violations should contact staff in Student Activities & Involvement at 262-472-1471.

To submit a conduct complaint electronically, go to: [https://cm.maxient.com/reportingform.php?UnivofWisconsinWhitewater&layout\\_id=6](https://cm.maxient.com/reportingform.php?UnivofWisconsinWhitewater&layout_id=6)

# Appendix I

## Special Event Policy



## University of Wisconsin Whitewater Special Event Policy

### **DEFINITION & OVERVIEW**

**A special event is an event that is sponsored by a Student Organization or Department that expects more than 70 attendees, and that is entertainment oriented/focused (dance, party, talent show, etc.) anywhere on the UW-Whitewater campus, and/or when alcohol is served.**

This policy applies to events that are held in any UW-Whitewater indoor or outdoor facility or space. There are specific additional requirements of events that are dance/party in nature. Outside organizations paying fees to use UW-W facilities are considered to be sponsored by the organization or department receiving these fees.

For events anticipating more than 450 attendees, direct contact to University Police is required no less than 45 days prior to the event. If there will be alcohol served at the event, see the campus Alcohol Policy. This can be viewed on the campus website (<http://www.uww.edu/policies/alcohol-beverage-policy>).

All sponsoring departments or organizations agree to abide by all University policies and procedures that govern the use of University facilities and policies outlined in the Student Handbook and other University policies. The right to sponsor a special event is a privilege; all policies and procedures will be enforced. Any violations of this policy by student organizations will result in the incident being referred for action through the Student Organization Conduct process. As result, a possible conduct outcome could be suspension of the sponsoring group's event privileges. Any violations of this policy by campus departments will result in the incident being referred for action to the appropriate Dean for departments, or a lead administrator.

UW-W students, faculty and staff will be held fully responsible for the actions of their guests. The University reserves the right to: a) refuse admission or eject from the event anyone who is disruptive, intoxicated, disorderly, or jeopardizes public safety; b) terminate the event, c) forward information regarding the organization and incident to the administrator of the Student Organization Conduct policy d) and/or restrict the future use of University facilities by the department.

There will not be changes implemented in this policy without discussion and endorsement by the Special Event Review Committee. The current approved version of the policy will always be available at the following web address: <http://uc.uww.edu/services/reservations/policies.html>

### **EXCEPTIONS TO POLICY**

Sponsors who believe their event is not included in the scope of this policy must email [po/ice@uww.edu](mailto:po/ice@uww.edu) to request an event level reduction or policy waiver. Complete exemptions will rarely be given but reductions changing events to level 2 will be considered. Waivers are granted by the Chief of University Police or his/her designee. An event reduction form to clarify event details should be completed by sponsors and forwarded to the University Police. General criteria that will be taken into consideration include but are not limited to:

1. Event or activity type, i.e. dance, speaker, formal or concert
2. Time of day the event will occur
3. Day of the week the event will occur
4. Professional Staff Available, such as advisors, faculty or other professional supervision

5. Event/Group history
6. Size of group expected to attend

**Requests must be received 25 days in advance of the event in order to be considered.** If a group requests a short notice waiver (i.e. two weeks or less before the event date), Police Services and the Facilities Coordinator will discuss the event details to see if it can occur. If both Police Services and the Facilities Coordinator agree the event can continue the group will be expected to follow a shortened timetable that is agreed upon by Police Services and the Facilities Coordinator. Determination whether events fall under this policy is the responsibility of the University Police, along with the sponsoring department. An automatic waiver is given to events that are by formal invitation only with a full meal being provided in the same room.

Events sponsored by the Office of the Chancellor are exempt. Events sponsored and staffed by the Department of University Housing, held only for specific residents and held within University Housing buildings or grounds are exempt from the policy. Due to their programmatic mission and professional staff supervision, all Career & Leadership Development, University Center and Young Auditorium sponsored events as well as university sponsored Intercollegiate Athletic contests are exempt from this policy. Any entertainment events or events with alcohol sponsored by those departments will be automatically set as Level 2 events. Entertainment event staffing will be determined by Chief of Police and Associate Director of Career & Leadership Development. No contracts will need to be completed, nor meetings with the Building Supervisor for events in the University Center.

Summer camp and conference event planners should submit waivers for reductions/exemptions to this policy to University Police 25 days prior to camps or conferences arriving on campus.

### **EVENT LOGISTICS**

Event management requirements are based upon the number and type of attendees and the location and nature of the activity. Depending on the event, University staffing may be required. In order to simplify and standardize the requirements, 8 levels have been established. UWW Police Services (UWWPS) has been charged with implementing a student event management crew (Campus Service Officers - CSO's). These students will be trained, paid and supervised by UWWPS to provide event management and support for all special events. The training agenda for Campus Service Officers will be coordinated with Career and Leadership Development. A flat fee for 4-hour events, or events with alcohol being served, must be prepaid 14 days prior to the event. Please review *Addendum A*. Capacity number for each event will be established and confirmed on the Event Contract (*Addendum B*). For events above level 3, once an attendee leaves the event area they will not be re-admitted to the event.

All attendees with the exception of minors accompanied by a parent/guardian must produce the required photo ID. For enrollment verification, UW-W ID cards will be visually checked at all events. For anyone to be served alcohol they must present a state issued photo identification card. UW-W faculty and staff must present UW-W ID cards in order to be admitted to all level events. Upon entrance, all attendees will be either wrist banded or hand stamped.

Once the event attendance reaches the maximum number allowable, no other individuals will be allowed admittance into the event.

No backpacks/large bags, or open beverage containers will be allowed into events and all bags may be subject to inspection. If masks and costumes are to be part of an event, limitations do exist and need to be discussed at the meeting when the Activity Registration Form is completed. For events sponsored by a campus department, alcohol service must be approved by the applicable Dean or designee. These groups will be required to follow the campus alcohol policy.

UW-W students, faculty and staff will be held fully responsible for the actions of their guests. The University reserves the right to: a) refuse admission or eject from the event anyone who is disruptive, intoxicated, disorderly, or jeopardizes public safety; b) terminate the event, c) forward information regarding the organization and incident to the administrator of the Student Organization Conduct policy d) and/or restrict the future use of University facilities by the department.

**EVENT SPONSOR RESPONSIBILITIES - Failure to complete any of the requirements may be grounds to cancel the event.**

1. Review the Special Events Policy.
2. More than four weeks in advance of the event, reserve space through appropriate University Reservation processes and complete any facility request/reservation or Activity Request forms.
3. As soon as facility reservations are made and a minimum of four weeks prior to event (sooner is safer), meet with UWW Police Services Event Coordinator or their designee to complete a Special Events Contract.  
Meet with their UW-Whitewater Organization Advisor and have them sign the contract.
4. Fourteen (14) days prior to event, return completed Event Contract and pay 100 % of the event fee in cash or cashier check at University Police Services. The remaining balance if there is one, will be due 14 day post event. If an organization has a check returned for insufficient funds, all payments for future events must be made in cash for the following 2 years as well as applicable fees and event fee. University sanctions may be placed on groups not fulfilling financial responsibilities associated with events.
5. Sponsoring group must have the appropriate number of members complete on-line special event training seven (7) days prior to the event. Upon completion of the on-line training, individuals will receive a training code number that will provide proof of training and will be valid for the academic year.
6. Supply the minimum number of sponsors at event as required on the Event Contract. Provide names and training ID numbers. For levels 1-8, sponsors must have completed Event Management Training.
7. All required Sponsors must attend the event Pre-Event meeting that will occur 30 minutes prior to the event being open to attendees.
9. Sponsors are responsible for any cash handling or ticketing, as well as merchandising at the event
10. It is the responsibility of the event sponsor to communicate event admittance requirements to attendees both prior to and the night of the event.
11. Individual members who violate the rules may be automatically removed from the event and may be subject to arrest as well as disciplinary action under the Student Nonacademic Disciplinary Procedures, or subject to the judicial procedures of the campus at which the guest is a student.
12. During the event, all members of the department or Student Organization identified to work the event must: Attend the event from start to finish.
  - a) Participate in a pre-event room inspection with the Campus Service Officer.
  - b) Be identified as sponsor members by wearing identification as determined by the Campus Service Officer.

- c) Ask University Police to remove individuals from the event who behave inappropriately.
- d) Make the announcement of the event ending and encourage participants to disperse.
- e) Provide a list of names and/or be willing to identify any individuals to be excluded from the event because of safety concerns.
- f) Not put them self in jeopardy when an emergency situation presents itself.
- g) Not interfere with University Police in the arrest or ejection of any individual or be subject to ejection from the event as well as university disciplinary action.
- h) Assist University Dining Staff with monitoring alcohol consumption and participant behavior.

### **SPONSOR ADVISOR OR DEPARTMENTAL REPRESENTATIVE RESPONSIBILITIES**

**Definition: A Student Organization Advisor is a university employee (faculty or staff person) that is recognized as the official Advisor to a Student Organization. A graduate assistant may serve in this capacity only if it is part of his/her job responsibility.** A Department representative is a faculty or staff member from the department that is sponsoring the event. Other members of the University faculty, staff or administration who have completed event management training may assist with department or Student Organization event supervision as deemed appropriate by the UWWPS personnel. Advisors will:

1. If the advisor or departmental representative will be required to attend the event and assist with supervising the event, the advisor or departmental representative will be required to complete the special event policy training.
2. Sign off each Event Contract. (*Addendum B*).
3. If required by level of event, attend event. If the advisor is unable to attend the event for any reason, it is the advisor's responsibility to find a university unclassified or classified employee to represent him/her at the event. This university employee must have completed event management training and be knowledgeable of his/her role and this policy.
4. During the event, departmental representative or sponsors must:
  - a) Take an active role in the presentation of an orderly program.
  - b) Be knowledgeable of relevant UW-W policies and procedures, including the Alcohol Service Policy, University facilities policies, cash handling procedures, emergency procedures, and the building hours.
  - c) Be visible and available to students, the Campus Service Officers and University Police throughout the entire event.
  - d) Ask University Police to remove individuals from the event who behave inappropriately.
  - e) Report any facility, equipment or procedural problems to the CSO member in charge.
  - f) Report any situation that endangers those attending the event or that threatens the security of the building to University Police.
  - g) Assist student organization members in announcing the end of the event.
  - h) Not put self in jeopardy when an emergency situation presents itself.
  - i) Not interfere with University Police in the arrest or ejection of any individual or be subject to ejection from the event and disciplinary action.

### **UNIVERSITY POLICE RESPONSIBILITY**

The primary responsibility of University Police at a special event is to address the safety and security of the patrons in attendance. The University Police, in consultation with the building

supervisor, will determine if police presence is necessary. Determination of the number of officers to be present is established for dances/paltries on *Addendum*

A. Event organizers may appeal University Police presence determinations to the Chief of University Police.

The university-supported Special Events Account will be used when University Police are required to provide service at events. The Student Organization is eligible for up to a \$300 subsidy for level 4,5 and 7 events and up to

\$400 for level 6 events to defray the security costs. This fund is not available for departmental sponsored events.

- I. University Police will be an active participant in the event training held for the student organization, student organization advisors, Campus Service Officers and facility staff. This training agenda will be approved by University Police.
2. University Police will attend a pre-event meeting held at least 30 minutes prior to the event to meet the department or Student Organization members, the Student Organization Advisor or departmental representative, and facilities staff that will be working the event.
3. During the events in levels 4 and above, University Police must:
  - a. Attend the event from beginning to end.
  - b. Maintain a highly visible presence throughout the entire event, particularly at the entrance of the facility.
  - c. Conduct a walk-through of the event at agreed upon intervals.
  - d. Discourage loitering outside the event during and after the event.
  - e. Remove individuals that behave inappropriately from the event.
  - f. Be in continuous communication with the Student Organization representatives, Student Organization Advisor and Campus Service Officers throughout the event.
  - g. Assist the Student Organization members and advisor in dispersing the crowd after the event.
  - h. Complete a post-event evaluation.
4. [fa violation of the policy or a security concern warrants such action, terminate the event. Consultation with the Student Organization Advisor, Campus Service Officers and Building Supervisor should occur if at all possible.
5. University Police Services will be responsible for receiving, itemized billing and depositing Sponsor payments of cash or check for 25% of the totaled estimated charges communicated by UWWPS Event Coordinator. The remaining balance if there is one will be due 14-day post event. If an organization has a check returned for insufficient funds, all payments for future events must be made in cash for the following 2 years as well as applicable fees and event fee. University sanctions may be placed on groups not fulfilling financial responsibilities associated with events.
6. Billing disputes will be resolved by the Chief of campus police or designee. In the event that agreement cannot be reached, University Administration will be called upon to fulfill their responsibilities outlined in the "University Administration Responsibilities" section of this document.

### **CAMPUS SERVICE OFFICERS RESPONSIBILITIES**

Along with University Police, the Campus Service Officers will conduct event training workshops on a regular basis for Student Organization and departmental staff members, Student Organization Advisors, departmental representatives and facility staff.

The Campus Service Officers will conduct a pre-event meeting held at least 30 minutes prior to the event to introduce all Student Organization or department members, Student Organization Advisors or departmental representatives, University Police and facility staff to each other. The Campus Service Officers will also provide a form of identification that is to be worn by Event Sponsors during the event.

During the event, the Campus Service Officers will:

- Staff the event from beginning to end.
- Have a designated lead CSO for the Event
- Participate in the Pre-Event room inspection and submit the report to Supervisor.
- Complete all equipment set up and provide all the necessary signage pertinent to the event.
- Provide wristbands or other means to identify approved participants.
- Determine and set, in consultation with University Police, the appropriate level of lighting and volume.
- Provide the number of event management crew required by Addendum A.
- Resolve any problems reported by Event Sponsors in consultation with University Police.
- Ask University Police to remove individuals from the event who behave inappropriately.
- Check guest IDs, run metal detector (if required), and ensure all attendees are 18 years of age or older unless accompanied by parent or guardian or an enrolled college student.
- Ensure that attendance does not exceed the established capacity.
- Enforce the University policies and procedures at the event.
- Provide all the necessary signage and equipment for the event.
- If violations of the policy occur or security concerns warrant such action, consult with University Police to terminate event.
- Complete all equipment pack up and signage removal.
- Assist University Dining Staff with monitoring alcohol consumption and participant behavior.

### **BUILDING/AREA SUPERVISOR RESPONSIBILITIES**

The building/area supervisor shall:

1. Consult with University Police to determine if police presence is necessary at the event.
2. Contact UWWPS Event Coordinator or designee to inform them of the approved facility reservation and possible event.
3. Inform the Event Sponsor to contact the UWWPS Coordinator to discuss event staffing and anticipated level classification.
4. Building Manager attends the pre-event meeting held at least 30 minutes prior to the event.

### **UWWPS EVENT COORDINATOR RESPONSIBILITIES**

I. Meet with the department or Student Organization and the Advisor of the Student Organization or departmental representative at least 4 weeks prior to the event. The purpose of the meeting is to review the logistical needs of the event and review the Special Event policy and its implementation. 2. Complete the Special Events Contract (*Addendum B*) that details the specific expectations of the department or Student Organization; and the Student Organization Advisor or departmental representative for each event within the guidelines of this policy.

### **UNIVERSITY ADMINISTRATION RESPONSIBILITIES**

I. Special Event Fund - The special event fund will be funded each year to the level of \$2,500. The following contributions will be transferred to the special event fund between July 1 and July 30 each year:

- a. University Center \$500
  - b. Career and Leadership Development \$500
  - c. Student Affairs office \$500
  - d. Administrative Affairs office \$1,000
2. Unplanned/extraordinary special event fund shortages - The above contributing area representatives will be called together to discuss additional contributions.
  3. Departmental unplanned losses or expenses due to special events - while sponsoring organizations are to be held liable for their share of expenses for special events, in the event that a campus department or unit is not reimbursed for expense, the areas listed above will be called together to agree upon the appropriate level of reimbursement to the department.
  4. Other changes that affect costs for special events - in the event that changes occur during an academic year that may have financial ramifications on special event stakeholders, the above groups of contributors to the special event fund will be called together to agree upon the appropriate measures to be taken to adjust fund levels.
  5. Billing disputes - in the event that billing disputes cannot be resolved by the campus police to the satisfaction of a stakeholder, the above groups of contributors to the special event fund will be called together to agree upon the appropriate measures to be taken.

### **SPONSOR COSTS AND SPECIAL EVENT FUND:**

UWW Police Services will not charge event sponsors for the cost of Campus Service Officers Staffing Level I,

2 and 3 events. Event sponsors are expected to pay for the Campus Service Officers and University Police Officers assigned to staff Level 4 through Level 8 events. In addition, recognized Student Organizations are eligible to receive up to \$300 per level 4, 5, and 7 events and up to \$400 for a level 6 event from the Special Event Fund to offset the cost of staffing. In all cases, additional charges may be incurred (additional security, equipment, etc.) when alcohol is served at an event. The Special Event Fund exists in order to reduce the costs for recognized student organizations to sponsor events on campus. The Special Event Fund is established with funding annually provided by the following offices: Chancellor's Office, Office of the Vice Chancellor for Administrative Affairs, Office of the Vice Chancellor for Student Affairs, University Center, and Career & Leadership Development.

#### **Event Prepayment:**

25% of event payment must be made Fourteen (14) days prior to event, (see addendum A) in cash or cashier's check at University Police Services. Post event an itemized bill will be provided to the Sponsor and the remaining balance, if there is one, will be due 14-day post event. If an organization has a check returned for insufficient funds, all payments for future events must be made in cash for the following 2 years as well as applicable fees and event fee. University sanctions may be placed on groups not fulfilling financial responsibilities associated with events.

#### **Event Cancellation - Severe or Hazardous Weather:**

When weather conditions make it dangerous for guests or event workers to travel to and from the event a sponsor may decide to cancel an event. Cancellations must be made in consultation with the Chief of the University Police Services and the Building Supervisor, or their designees. In these cases, if a recognized student organization is sponsoring the event in question, they will not be charged for the cost of the Campus Service Officers or University Police Services (monies in the Special Event Fund will be used to pay for

staffing costs by University Police Services). If a University Department is sponsoring the event in question, the department will be charged for the staffing costs incurred by the University Police Services

### ***ALCOHOL BEVERAGE POLICY***

**Source:** Office of the Chancellor

The following policy has been established to ensure that the service of alcoholic beverages at the university follows all state and federal laws. The policy also reflects the university's philosophy that the service of alcoholic beverages must promote and encourage the responsible use of alcohol.

The use or possession of alcoholic beverages is prohibited on university premises, except as expressly permitted by the Chancellor (or designate) as defined in this policy, in accordance with UWS 18.09, Wis. Adm. Code. Without exception, alcohol consumption is governed by Wisconsin Statute Chapter 125.

The University Food Service Contractor shall act as the authorized agent for the University and provide all alcoholic beverage sales and services for the campus. The only exception is the Director of the Young Auditorium is authorized to select a licensed provider of their choice for alcoholic beverage sales and services for events in the Young Auditorium.

The Chancellor has established the following designees to administer and interpret the Alcohol Beverage Service Policy; the Executive Director of the James R. Connor University Center for the James R. Connor University Center, academic buildings and university grounds and the Director of the Young Auditorium for the Young Auditorium. The Chief of Police is the designee assigned to determine appropriate methods to be used for monitoring the distribution and consumption of alcohol at various events as referred to in section 2.9.

Alcoholic beverages will be served only at such times and conditions consistent with local, state, and federal regulations governing such service.

Non-alcoholic beverages and food, including non-salted items, which have been provided within the parameters of the University Dining Contract, must be available where alcoholic beverages are served. It is the responsibility of the sponsor, under the guidance of the authorized university designee (as defined in 2.3) to ensure that when alcohol is being served, food will be made available to the attendees. The appropriate amounts of food and beverage are to be available for the anticipated attendance.

All alcoholic beverages must be consumed within the designated area in which they are sold, catered, or served.

The "carry in" or "carry out" of any type of alcoholic beverages to or from activities or programs is prohibited. The sponsoring department or authorizing university administrative designee (see 2.3) may further restrict "carry in" or "carry out" of all beverages.

Sponsors of functions that permit attendance of underage individuals, under the guidance of the authorized university designee (see 2.3), must make adequate provisions to monitor the consumption of alcoholic beverages.

Events where alcoholic beverages will be served must allow for monitoring of distribution of alcohol. Sponsors are responsible for coordinating this with campus police and for any costs needed to monitor the distribution of alcoholic beverages during events. Appropriate methods for monitoring the distribution of alcoholic beverages will be determined by the Chief of University Police.

The co-sponsorship of programs by an alcoholic beverage vendor must follow the campus Corporate Sponsorship Policy. The promotion of alcoholic beverages through reduced cost is prohibited on campus. Any promotional signage must emphasize the event and the sponsorship must be secondary.

I State and federal laws prohibit the resale of alcoholic beverages for profit except by the licensee and tax stamp holder.



Alcoholic beverages will be served or sold only by a certified bartender on a by the drink basis (16 oz. maximum) except that wines by the bottle or carafe and alcoholic punches may be furnished at appropriate functions. Exceptions to this policy may be approved by the appropriate university designee (see 2.3).

The practice of tailgating, which may include the responsible consumption of alcoholic beverages by individuals of legal drinking status, is allowed in university-designated areas in conjunction with organized Intercollegiate Athletic events.

During University related events, where alcohol is provided, each University employee who consumes alcohol must consider themselves "off the clock" (not working) and not return to work while under the influence of alcohol. Employees attending and performing official university roles should not consume alcohol.

As part of the campus reservation process, an individual must be designated as the sponsor for the event. If alcohol is to be served, this sponsor will be required to sign a copy of this alcohol policy, indicating an understanding and acceptance of the stated university alcoholic beverage policy. The sponsor is responsible for obtaining the signature of the university police chief or designee and then showing this signed copy of the policy to University Dining prior to deciding for the disbursement of alcohol.

It is the responsibility of the licensed alcohol provider and their employees to make proper identification of persons eligible to purchase or consume alcoholic beverages. The type of identification required will be an official state photo I.D., valid passport, or a driver's license with picture. Bartenders employed to serve/sell alcoholic beverages will be at least the minimum age required by state statute and possess a bartender's certification. A licensed bartender needs to attend all events in which alcohol is served.

## **SPONSOR RESPONSIBILITIES**

Individuals or groups that sponsor functions in university facilities must be provided the alcoholic beverage policy and guidelines. Sponsors must accept responsibility for monitoring behavior and adhering to the university alcoholic beverage policy. The sponsors must accept financial responsibility for any theft, damage or vandalism associated with the sponsored event.

Sponsors are expected to maintain responsible standards concerning the use of alcoholic beverages at the event. Any use leading to offensive behavior or disorderly conduct may result in the immediate dismissal of service to the individual(s) involved and/or to the sponsoring group. Further disciplinary action may be taken if necessary (via UWS Chapter 17 or criminal action). In addition, future events may be modified and/or facility use privileges may be suspended for a period of time. Any repeated violation will be cause for facility use denials as well as recommended sanctions.

Sponsors are responsible to ensure that advertisement of events where alcohol will be served shall follow current university posting policies.

Sponsors are responsible to ensure that events where alcohol will be served shall follow current university special event policy.

As amended August 2013

# Appendix J

## Alcohol Beverage Policy

### Alcohol and Drug Use

The University of Wisconsin–Whitewater recognizes that some members of our community will at times choose to consume alcohol. This site offers a place for support services and information for our UW-whitewater. Resources, services, and policy information can be found in one space. Our campus alcohol policies and practices are designed to encourage and enforce an environment in which such consumption is legal, safe, and responsible. **Consumption of alcohol by individuals under the age of 21 is illegal in the State of Wisconsin.**

### Drug Abuse

#### UW-Whitewater Responsibilities:

UW-Whitewater is bound by existing state and federal illicit drug laws and therefore cannot and will not condone the illegal use, possession or distribution of marijuana and/or illegal drugs by members of the University of Wisconsin-Whitewater community. The university assumes no legal responsibility for the choices that students make concerning use of marijuana and other illegal drugs. Any student who violates the law does so at his/her own jeopardy and is subject to disciplinary action. More detailed information regarding internal sanctions can be found at [www.edu/documents/uwcs/uwwalcoholmarijuanasanction.pdf](http://www.edu/documents/uwcs/uwwalcoholmarijuanasanction.pdf)

#### Student Responsibilities:

The University of Wisconsin-Whitewater recognizes the freedom of students to choose the course of their actions; however, it cannot permit activities that interfere with the rights and freedoms of others. A University student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens, and they are not entitled to lesser treatment in the same case.

#### Counseling Responsibilities: (excludes Rock County students)

UW-Whitewater students who have been addressed by the disciplinary system for their use of / involvement with illegal drugs are often referred to the University Health and Counseling Services for an alcohol and other drug abuse (AODA) evaluation. Counseling Services provides an opportunity for students to examine the impact of their AOD use and to have a professional assess whether further treatment is indicated. Counseling Services offers an initial AODA evaluation for any student and can help with the referral process if a student chooses to seek treatment. Assessments are not provided to meet legal, court-ordered, requirements. Students

who are concerned about either their own or another person's alcohol or other drug use are encouraged to contact the Counseling Services at (262) 472-1305 for an appointment. All counseling appointments are confidential. Free educational resources are also available by contacting UHCS (262) 472-1305.

*All students, faculty, and staff should educate themselves about the laws, policies (linked below), consequences, and expectations related to alcohol use at UW-Whitewater.*

**Drug-Free Workplace & Campus Policy** created this website to increase transparency about those policies and practices and the guiding principles behind them.

## **Laws**

All City of Whitewater and State of Wisconsin laws regarding alcohol are fully enforceable on campus. In addition, the City of Whitewater has ordinances that are enforceable on city property. Students should be aware of the applicable laws, which include the following:

- It is illegal for anyone under the age of 21 to possess or consume any alcoholic beverage (liquor, fermented malt liquor, etc.).
- It is illegal for anyone under the age of 21 to procure or attempt to procure any alcoholic beverage. This can include ordering a drink at a bar or attempting to purchase beer at a liquor or convenience store or any other location that sells alcoholic beverages.
- Possession of false identification or identification that falsely represents the bearer to be of legal drinking age is illegal. Use of the ID is also illegal, and mere possession is a violation. It is illegal even if the ID belongs to an older sibling or other relative or friend. A person possessing a fake ID can be fined more than \$500.
- Supplying alcoholic beverages to an underage person is illegal. This includes purchasing alcohol for an underage person at a tavern or liquor store, giving an alcoholic beverage to an underage person, and providing or selling alcohol to an underage person at a house party.
- OWI, or operating a vehicle while under the influence of alcohol or other drugs or narcotics, applies to use of a moped as well as to a car. No person under the age of 21 may operate a motor vehicle with any trace of alcohol in their system.

## **Tailgating Policy**

Beginning July 29, 2014, a committee was formed to formalize the tailgating policy for the University of Wisconsin -Whitewater. The members of that committee were:

Chief Matthew Kiederlen, UW-Whitewater Police Services  
Sergeant Jason Burt, UW-Whitewater Police Services  
Sherry Teuteberg, Interim Director UW-Whitewater Parking Services  
Leah Harms, UW-Whitewater Athletics  
Steven Bertagnolli, UW-Whitewater Facilities, Planning and Maintenance

## **Purpose**

The University of Wisconsin–Whitewater recognizes that athletic events can be an important component of the University experience. We support game day activities that build community

and offer an opportunity for social interaction in the support of athletic events. This policy is designed to clarify individual responsibilities, support a safe environment and insure all individuals can enjoy the event.

### **Policy**

- Tailgating is allowed 3 hours prior to the sporting event it is associated.
- Tailgating is allowed for 2 hours after the sporting event concludes.
- Beer kegs, party balls, multi-quart containers of beer, and all drinking paraphernalia (including, but not limited to funnels, beer bong, ice luges) are prohibited from tailgating because of the encouragement of rapid consumption of alcohol.
- Glass beverage containers are prohibited.
- All fires and hot coals must be contained within grills or other containers designed specifically for that purpose and are not to be left unattended.
- Only one vehicle is permitted per parking space.
- The University reserves the right to restrict vehicles and designate parking spaces for safety reasons.
- Active sports (e.g. Frisbee or football throwing) are allowed as long as the activity does not endanger anyone around them. Event staff may determine when an active sport is dangerous to those around them or is inhibiting the event.
- Tents, canopies and tables are not to inhibit traffic flow and should only be set up in designated areas of parking lots or on the grass medians surrounding the parking lots.
- Soliciting and commercial advertising is not permitted. Sales and advertising by anyone other than those approved by the University are prohibited.
- Pets are not allowed to run at large in tailgating sites or on campus, and must be leashed at all times according to local leash laws. Furthermore, animals shall not be left unattended or secured to university property. Please clean up after your pet. No pets are allowed in the Stadium.

The University and its representatives reserve the right to adjust or restrict actions beyond those outlined in this policy to provide for the safety and security of the event.

Related: [View the UW-Whitewater Athletics Carry-In Policy](#)

# Appendix K

## Alcohol Related Policy Violation Sanctioning Guide

UW-Whitewater is bound by existing state and federal illicit drug laws and therefore cannot and will not condone the illegal use, possession or distribution of marijuana and/or illegal drugs by members of the University of Wisconsin-Whitewater community. The university assumes no legal responsibility for the choices that students make concerning the use of marijuana and other illegal drugs. Any student who violates the law does so at their own jeopardy and is subject to disciplinary action.

More detailed information regarding internal sanctions include:

### *First Alcohol / Marijuana-Related Policy Violation*

- Online alcohol education course (cost of \$35.00)

Under The Influence – Dean of Students Office & Athletics

Alcohol Response-Ability – Residence Life

Marijuana 101 – Dean of Students Office, Athletics & Residence Life

- Disciplinary probation for a minimum of one year
- Signed statement of understanding of conduct policy & consequences of future violations

### *Second Alcohol / Marijuana-Related Policy Violation*

- Mandated participation in alcohol brief screening & education course (cost of \$100)
  - Alcohol Awareness Workshop – Dean of Students Office & Athletics
  - Marijuana Awareness Workshop – Dean of Students Office/Winther Lab
  - Choices @ Winther Counseling Lab – Residence Life
- Extended disciplinary probation
- Signed statement of understanding of conduct policy & consequences of future violations
- Residence hall relocation and/or ban likely if the incident occurred in a residence hall

### *Third Alcohol / Marijuana-Related Policy Violation*

- Alcohol & Other Drug Use Assessment (cost of \$150)

- Extended disciplinary probation
- Signed statement of understanding of conduct policy & consequences of future violations
- Residence hall contract cancellation and/or ban, if incident occurred in a residence hall
- 8-10 page paper on responsibility, life choices, the possibility of suspension

*Fourth Alcohol / Marijuana-Related Policy Violation*

- Suspension from the University for a period of one semester to two years

# Appendix L

Annual Notification Email & Announcement

## Alcohol and Drug-Free Campus

On behalf of the Dean of Students Office and the Human Resources and Diversity Office, and in accordance with The Drug-Free Schools and Campuses Regulations, The University of Wisconsin-Whitewater wishes to reaffirm our commitment to a Drug-Free campus and provide information and resources, listed below:

The State of Wisconsin governs age restrictions for the lawful consumption of alcohol. The State of Wisconsin's definition of controlled substances can be found in CH. 961, Wis. Stat. (<http://docs.legis.wisconsin.gov/statutes/statutes/961>) University of Wisconsin System policies regarding drugs and drug paraphernalia can be found at Chapter UWS 18.09 (2-3) and Chapter UWS 18.15 (1). The University of Wisconsin System's policy on alcohol can be found at Chapter UWS 18.09 ([https://docs.legis.wisconsin.gov/code/admin\\_code/uws/18/09](https://docs.legis.wisconsin.gov/code/admin_code/uws/18/09)). It is important to note that Students and Employees are subject to both institutional sanctions and to criminal sanctions provided by the federal, state, and local law.

### Student Disciplinary Sanctions

The unlawful possession, use, distribution, manufacturing, or dispensing of illicit drugs and alcohol are offenses which are subject to disciplinary action, up-to and including expulsion, at the University of Wisconsin Colleges. A student who is found responsible for violating these policies will be assigned appropriate disciplinary sanctions. The University of Wisconsin System has a clearly defined Student Non-Academic Disciplinary Procedures: Chapter UWS 17. ([https://docs.legis.wisconsin.gov/code/admin\\_code/uws/17](https://docs.legis.wisconsin.gov/code/admin_code/uws/17))

Under Chapter UWS 17.10, the University of Wisconsin System outlines the possible sanctions a student may be assigned. It is important to note that one or more of these sanctions can be assigned and could include mandated AOD counseling. The sanctions include:

- A written reprimand
- Denial of specified university privileges
- Payment of restitution
- Educational or service sanctions, including community service
- Disciplinary probation

- Imposition of reasonable terms and conditions on continued student status
- Removal from a course in progress
- Enrollment restrictions on a course or program
- Suspension
- Expulsion

## Employee Disciplinary Sanctions

The unlawful possession, use, distribution, manufacturing, or dispensing of illicit drugs and alcohol are offenses in which employees are subject to disciplinary action, up-to and including termination, if these violations take place on university property, university activities, at an off- campus work site, or during the employees work hours. An employee may be referred to an appropriate counseling and/or treatment program. Procedures for employee discipline vary by employment status. These policies include:

- UWS Chapter 4: Dismissal Faculty  
(<https://docs.legis.wisconsin.gov/code/register/2016/726B/insert/uws4>)
- UWS Chapter 6: Complaints and Grievances  
([https://docs.legis.wisconsin.gov/code/admin\\_code/uws/6](https://docs.legis.wisconsin.gov/code/admin_code/uws/6))
- UWS Chapter 7: Faculty (special) Dismissal  
(<https://docs.legis.wisconsin.gov/code/register/2016/726B/insert/uws7>)
- UWS Chapter 11: Academic Staff Dismissal  
(<https://docs.legis.wisconsin.gov/code/register/2016/724B/insert/uws11>)
- UPS Operational Policies (university staff): <https://www.wisconsin.edu/ohrwd/download/policies/ops/gen0.pdf>
- UW-Whitewater Employee Policy
- <https://www.uww.edu/policies/uw-whitewater-drug-free-work-place-policy>

## Health Risks

This is a brief summary of some of the principal health risks and hazards associated with the use of illicit drugs and alcohol. It is neither comprehensive nor exhaustive. For more detailed information concerning the dangers of drugs and alcohol, students should consult your doctor or a drug and alcohol prevention or treatment specialist.

**Alcohol** has many academic, social, legal, physical, and financial risks. According to recent surveys, missing class, doing poorly in class, not remembering actions, getting into fights, hangovers, and spending more money than expected were all reported by respondents to a campus survey about consequences of excessive alcohol use.

Further, alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to



moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including sexual violence. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions.

Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others for becoming alcoholics.

While less prevalent than alcohol, the following information on other drugs is provided:

**Other Depressants** (barbiturates, sedatives and tranquilizers) — Addiction, accidents as a result of impaired ability and judgment, alcohol overdose, overdose when used with other depressants, causes damage to a developing fetus, heart and liver damage.

**Marijuana** use can cause significant health and psychological risks. Use, even in the short term, impairs short-term memory, thinking, and physical coordination; causes poor depth perception, inability to process information, and memory lapse. Can also cause panic reaction and increase the risk of lung cancer and emphysema. Can interfere with judgment, attention span, concentration and overall intellectual performance. Impairs driving ability. May cause psychological dependence and compromise the immune system. Physical dependence is also a high risk for regular marijuana users.

**Prescription Drug Misuse** occurs when a person uses a medication for which he or she does not have a prescription. Typical prescription drugs that are misused include pain medications and stimulants. Not only is this use illegal, it can also be dangerous as the user is not under the care of a prescribing physician. There is great risk for addiction with these medications.

**Heroin**—A highly addictive opioid drug, synthesized from morphine. Users often shift their drug use to heroin from prescription pain medications. Short term effects include dry mouth, nausea, vomiting, and severe itching. Other effects include drowsiness for several hours, reduced mental functioning and severely slowed heart and breathing functions. Use can also lead to coma and permanent brain damage. Heroin has a rapid tolerance, causing users to greatly increase the amount of the drug they use, which often leads to overdose.

**Cocaine** – A highly addictive stimulant. Can cause addiction as well as cardiovascular system damage including heart attack, brain damage, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed and uppers.

**Nicotine** – Tobacco smoke contains thousands of chemical compounds, many of which are known to cause cancer. Nicotine, which is a central nervous system stimulant, is known to cause stroke, heart disease, and lung cancer.

**Inhalants** – A diverse group of chemicals that easily evaporate and can cause intoxication when their vapors are inhaled such as spray paints, markers, glues, and cleaning fluids. Most inhalants are central nervous system depressants. Use of these drugs slow down many body functions. High doses can cause severe breathing difficulties and because inhalants deprive the brain of oxygen, brain damage may result.

### **Treatment Resources**

**For Employees:** UW System offers an Employee Assistance Program through FEI  
Phone: (866) 274-4723 (24 hours a day/7 days a week)  
Online: <https://www.feieap.com> Username: SOWI

**For Students:**

Students at UW-Whitewater, including the campus at Rock County, can be assisted in connecting with drug or alcohol counseling, treatment, and rehabilitation or re-entry programs via the UHCS (University Health and Counseling Services,) which keeps updated lists of local service providers. UHCS is located in the Ambrose Health Center, 710 W. Starin Road, Whitewater. Phone: 262-472-1305.

The UW-Whitewater AODA Biennial Review 2020 can be found at <https://www.uww.edu/dean-of-students/policies-and-resources>

**Post Date: 11/3/2021**

# Appendix M

## Drug Free Workplace Employee Notification Letter

### Alcohol and Drug-Free Campus

On behalf of the Dean of Students Office and the Human Resources and Diversity Office, and in accordance with The Drug-Free Schools and Campuses Regulations, The University of Wisconsin-Whitewater wishes to reaffirm our commitment to a Drug-Free campus and provide information and resources, listed below:

The State of Wisconsin governs age restrictions for the lawful consumption of alcohol. The State of Wisconsin's definition of controlled substances can be found in CH. 961, Wis. Stat. (<http://docs.legis.wisconsin.gov/statutes/statutes/961>) University of Wisconsin System policies regarding drugs and drug paraphernalia can be found at Chapter UWS 18.09 (2-3) and Chapter UWS 18.15 (1). The University of Wisconsin System's policy on alcohol can be found at Chapter UWS 18.09 ([https://docs.legis.wisconsin.gov/code/admin\\_code/uws/18/09](https://docs.legis.wisconsin.gov/code/admin_code/uws/18/09)). It is important to note that Students and Employees are subject to both institutional sanctions and to criminal sanctions provided by the federal, state, and local law.

#### Student Disciplinary Sanctions

The unlawful possession, use, distribution, manufacturing, or dispensing of illicit drugs and alcohol are offenses which are subject to disciplinary action, up-to and including expulsion, at the University of Wisconsin Colleges. A student who is found responsible for violating these policies will be assigned appropriate disciplinary sanctions. The University of Wisconsin System has a clearly defined Student Non-Academic Disciplinary Procedures: Chapter UWS 17. ([https://docs.legis.wisconsin.gov/code/admin\\_code/uws/17](https://docs.legis.wisconsin.gov/code/admin_code/uws/17))

Under Chapter UWS 17.10, the University of Wisconsin System outlines the possible sanctions a student may be assigned. It is important to note that one or more of these sanctions can be assigned and could include mandated AOD counseling. The sanctions include:

- A written reprimand
- Denial of specified university privileges
- Payment of restitution
- Educational or service sanctions, including community service
- Disciplinary probation
- Imposition of reasonable terms and conditions on continued student status

- Removal from a course in progress
- Enrollment restrictions on a course or program
- Suspension
- Expulsion

## Employee Disciplinary Sanctions

The unlawful possession, use, distribution, manufacturing, or dispensing of illicit drugs and alcohol are offenses in which employees are subject to disciplinary action, up-to and including termination, if these violations take place on university property, university activities, at an off- campus work site, or during the employees work hours. An employee may be referred to an appropriate counseling and/or treatment program. Procedures for employee discipline vary by employment status. These policies include:

- UWS Chapter 4: Dismissal Faculty  
(<https://docs.legis.wisconsin.gov/code/register/2016/726B/insert/uws4>)
- UWS Chapter 6: Complaints and Grievances  
([https://docs.legis.wisconsin.gov/code/admin\\_code/uws/6](https://docs.legis.wisconsin.gov/code/admin_code/uws/6))
- UWS Chapter 7: Faculty (special) Dismissal  
(<https://docs.legis.wisconsin.gov/code/register/2016/726B/insert/uws7>)
- UWS Chapter 11: Academic Staff Dismissal  
(<https://docs.legis.wisconsin.gov/code/register/2016/724B/insert/uws11>)
- UPS Operational Policies (university staff): <https://www.wisconsin.edu/ohrwd/download/policies/ops/gen0.pdf>
- UW-Whitewater Employee Policy  
<https://www.uww.edu/policies/uw-whitewater-drug-free-work-place-policy>

## Health Risks

This is a brief summary of some of the principal health risks and hazards associated with the use of illicit drugs and alcohol. It is neither comprehensive nor exhaustive. For more detailed information concerning the dangers of drugs and alcohol, students should consult your doctor or a drug and alcohol prevention or treatment specialist.

**Alcohol** has many academic, social, legal, physical, and financial risks. According to recent surveys, missing class, doing poorly in class, not remembering actions, getting into fights, hangovers, and spending more money than expected were all reported by respondents to a campus survey about consequences of excessive alcohol use.

Further, alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts,

including sexual violence. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions.

Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others for becoming alcoholics.

While less prevalent than alcohol, the following information on other drugs is provided:

**Other Depressants** (barbiturates, sedatives and tranquilizers) — Addiction, accidents as a result of impaired ability and judgment, alcohol overdose, overdose when used with other depressants, causes damage to a developing fetus, heart and liver damage.

**Marijuana** use can cause significant health and psychological risks. Use, even in the short term, impairs short-term memory, thinking, and physical coordination; causes poor depth perception, inability to process information, and memory lapse. Can also cause panic reaction and increase the risk of lung cancer and emphysema. Can interfere with judgment, attention span, concentration and overall intellectual performance. Impairs driving ability. May cause psychological dependence and compromise the immune system. Physical dependence is also a high risk for regular marijuana users.

**Prescription Drug Misuse** occurs when a person uses a medication for which he or she does not have a prescription. Typical prescription drugs that are misused include pain medications and stimulants. Not only is this use illegal, it can also be dangerous as the user is not under the care of a prescribing physician. There is great risk for addiction with these medications.

**Heroin**—A highly addictive opioid drug, synthesized from morphine. Users often shift their drug use to heroin from prescription pain medications. Short term effects include dry mouth, nausea, vomiting, and severe itching. Other effects include drowsiness for several hours, reduced mental functioning and severely slowed heart and breathing functions. Use can also lead to coma and permanent brain damage. Heroin has a rapid tolerance, causing users to greatly increase the amount of the drug they use, which often leads to overdose.

**Cocaine** – A highly addictive stimulant. Can cause addiction as well as cardiovascular system damage including heart attack, brain damage, seizures, lung damage, severe

depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed and uppers.

**Nicotine** – Tobacco smoke contains thousands of chemical compounds, many of which are known to cause cancer. Nicotine, which is a central nervous system stimulant, is known to cause stroke, heart disease, and lung cancer.

**Inhalants** – A diverse group of chemicals that easily evaporate and can cause intoxication when their vapors are inhaled such as spray paints, markers, glues, and cleaning fluids. Most inhalants are central nervous system depressants. Use of these drugs slow down many body functions. High doses can cause severe breathing difficulties and because inhalants deprive the brain of oxygen, brain damage may result.

### **Treatment Resources**

**For Employees:** UW System offers an Employee Assistance Program through FEI  
Phone: (866) 274-4723 (24 hours a day/7 days a week)  
Online: <https://www.feieap.com> Username: SOWI

**For Students:**

Students at UW-Whitewater, including the campus at Rock County, can be assisted in connecting with drug or alcohol counseling, treatment, and rehabilitation or re-entry programs via the UHCS (University Health and Counseling Services,) which keeps updated lists of local service providers. UHCS is located in the Ambrose Health Center, 710 W. Starin Road, Whitewater. Phone: 262-472-1305.

The UW-Whitewater AODA Biennial Review 2020 can be found at <https://www.uww.edu/dean-of-students/policies-and-resources>

**Post Date: 11/3/2021**

# Appendix N

## Police Arrests or Referrals for University Disciplinary Action

### 2021

Sanction/Action	Total	
Alcohol - Under the Influence	50	Calendar year 2021
Alcohol Awareness Workshop	10	
AODA Evaluation - DOS	2	
Marijuana 101 - DOS	7	
Marijuana Awareness Workshop	0	

Calendar year to date 2022

Alcohol - Under the Influence	7
Alcohol Awareness Workshop	9
AODA Evaluation - DOS	4
Marijuana 101 - DOS	2
Marijuana Awareness Workshop	0

Arrests/Referrals	Total	OC	RH	PP	Non
Drug Law Arrest	38	21	13	4	0
Weapons Arrest	5	3	2	0	0
Liquor Arrest	13	7	2	4	0
Drug Law Referral	29	16	13	0	0
Weapons Referral	0	0	0	0	0
Liquor Referral	19	11	8	0	0

OC = On Campus

RH= Res Hall

PP= Public Property

Non= Non/Off campus

# Appendix O

American College Health Association – Health Assessment 2021



# Addendum AODA Biennial Report 2020

# Appendix F

## University Housing & Residence Life Alcohol & Drug Policy

### **Policies & Procedures - University Housing Alcohol Policies**

As a member of the University of Wisconsin-Whitewater community, each student is responsible for knowing and abiding by the policies of the residence hall system, as well as the policies of each hall entered. Residents are also expected to play an active role in enforcing community standards for behavior by confronting others who are violating Residence Hall policies and reporting any actions that are not in keeping with acceptable standards of student behavior. Violations of University Housing and University policies can be confronted and documented by staff and fellow residents both inside and outside the residential facilities.

### **Establishment of Policy**

An important part of residence hall living is becoming part of a large community. Both the University and University Housing have some expectations about student behavior in terms of how they manage their own lives and how they interact with other members of the community. A community of 4,300 students requires some guidelines that will assure a healthy living environment where rights will not be infringed upon. University Housing has the responsibility for developing and enforcing policies in the residence halls and works with the Residence Hall Association to establish these policies.

These policies, together with those mandated by the University and state/federal laws, constitute the expectations of the residence hall community. Failure to abide by these policies will result in disciplinary action.

### **University Housing Tipline**

Students who have information regarding common area damages or other safety and security information, but who wish to keep their identity confidential, can call the University Housing Tipline at 262-472-1612.

### **Alcohol**

The alcohol policy has been developed according to state laws and UW System Board of Regents guidelines. It is expected that alcoholic beverages will be used responsibly, within legal guidelines, and in moderation to ensure other residents right to privacy, sleep, and study within their own rooms. Loud or disruptive behavior, interference with cleanliness of the residence halls, or inappropriate drinking habits which are injurious to the health or education of an individual or those around them are reasons for disciplinary action by the University. UW-Whitewater permits the possession and consumption of alcoholic beverages in University

Residence Hall rooms by residents and their guests who are of legal drinking age within the following guidelines:

**If you AND your roommate/s are under legal drinking age:**

- If all residents of a room are UNDER the legal drinking age, NO alcohol is allowed in the room/suite, even by guests who meet the legal age requirement.
- Empty alcohol containers may not be possessed by underage residents. Including empty alcohol boxes, bottles, or cans and bottle caps.

**If all roommates are of legal drinking age:**

- o If all residents of a room/suite are of legal drinking age, they are allowed to possess and consume alcohol in their room/suite. Their guests may consume alcohol if the guests are of the legal drinking age.

Possession, but not consumption, of alcohol is permitted while transporting the unopened beverage from the point of acquisition to the residence hall, or from the residence hall to a point off campus, by residents and their guests who are of the state legal drinking age.

**If one or more roommates are of legal drinking age, but the others are NOT:**

- If one or more roommates are of legal drinking age and the other roommate/s are under the legal drinking age, the of-age roommate/s and their guests of legal age are allowed to possess and consume alcohol in the room. Possession, but not consumption, of alcohol is permitted while transporting the unopened beverage from the point of acquisition to the residence hall, or from the residence hall to a point off campus, by residents and their guests who are of the state legal drinking age.
- Of age guests cannot possess or consume alcohol unless their host is present.
- The underage roommate/s and their guests of any age are not allowed to possess and consume alcohol in the room. If the of-age roommate/s is consuming alcohol, the under-age roommate/s and their guests may be present.

**All residents are subject to the following policies regardless of age:**

- Possession and consumption of alcoholic beverages, regardless of age, is prohibited in common areas, such as floor lounges, main lobbies, corridors, stairwells, bathrooms, kitchens, and basements
- The possession of beer kegs, beer bongs, or any other common source or mass consumption alcohol device in the residence halls is prohibited. Students found in violation of this policy will be subjected to disciplinary action and the University Police will be contacted.
- Alcohol is not allowed at Leadership Involvement Team (LIT) functions.
- Inappropriate behavior, being under the influence while under-age, incapacitation, and/or the need for medical attention because of alcohol or other drug use is considered a violation of policy.

- The brewing or production of alcohol beverages is prohibited.
- Violations of the alcohol policy will result in referral to the Student Conduct System or University Conduct. Students are also subject to police issued citations for violations of state laws regarding alcohol.

#### University Housing Alcohol Education Programming – Fall 2021

Residence Hall	Date	Title	Attendance	Brief Description
Pulliam	11/16/21	Paint & Sip	26	Officer Kuehl and Officer Fish came and spoke about the dangers of drinking/consequences of drinking underage or too much The RAs provided canvas and light refreshments to simulate a Paint & Sip event (similar to the events out in the real-world sans the alcohol) Officer Kuehl and Fish brought the ‘drunk goggles’ for residents to try and RAs would toss a light/soft ball to see if residents could catch it (simulating the difficulties to keep balance and utilize fine motor skills while impaired).
Benson	11/16/21	Alcohol Program	9	Staff made mocktail drinks and went through the alcohol policy on the website. They then played a kahoot on the effects that alcohol on your body and went over the policy again.
Cambridge	12/6/21	Bystander Bash	5	Covered the effects of being a bystander in a bar if you see something, so during the “party” RA’s with supervision dropped skittles in drinks. If the act went uncommented on, staff stopped the hangout and talked about it.
Arey	11/9/21	AODA Game Night	28	The CD incorporated the use of vision impaired goggles in this program. Residents were presented information and quick facts were taped to each of the snacks for students to have as they grabbed snacks. Residents recapped information to enter the game field. Games included ping pong, pool, Jenga,

				Connect 4, cornhole, Mario Karts, and a short obstacle course with the use of the vision impaired goggles. An RA helped to create mocktails for the event.
Fricker	11/2/21	AODA Family Feud	21	The CD created a presentation based off of previous information collected and a previous family feud game template that was save in the H drive. CD presented the information to the residents in attendance and to recap, then split the group into 2 and played a game of family feud. The Arey Fricker LIT team helped with this and two reps helped to co-host the game show part of the program. The game was broken into 4 main sections from the presentation and the final “Fast Money” round also had both sides compete for who could guess the most answers. The residents had a great time and then after enjoyed pizza and soda and chatted for about an hour after.
Lee	9/16/21	Back to School Bash	75	This program was an alcohol program in collaboration with Officer Dan. Residents learned about the risks with consuming alcohol and underage drinking/partying. There were drinks, snacks and candy provided. We also had feature drinks like citrus splash, red lagoon, and dark dash. Games were also provided to students from behind the front desk. Some of the games played were battleship, ping pong, billiards, and twister. There was also music playing throughout the program except when Officer Dan shared with the students. It was a fun and educational program that helped educate our students so that they were prepared for football games, homecoming, Greek life pledges, and other parties around campus.

Bigelow	10/7/21	Safety Awareness Night	10	This program we had Officer Fish come in and share with students about alcohol and drug safety. She also shared different tips/advice on how students can stay safe on campus. Officer Fish asked questions to students about their knowledge with consequences when it comes to students consuming alcohol and drugs. She also shared some statistics and amount of money students could get fined for violating certain policies or laws. At the end students were able to ask Officer Fish questions with the group or one-on-one once she was done sharing with everyone.
Ma'iingan	11/17/21	Know Your Limits	31	Officer Dan Kuehl was able to stop by Ma'iingan and provide residents with multiple facts and resources surrounding the topic of drinking on campus. Students were provided soda and pizza while observing. Officer Kuehl provided "drunk" goggles that residents were able to play Mario Kart with to understand the views and dangers of drunk driving.
Fischer	9/28/21	Party in the Fischer Basement!	30	Staff had facts about drinking and the University Police Department came to visit to talk about drinking and the legal issues that can arise. They also provided statistics about drunk driving. They served pizza, soda cans with alcohol facts taped to them, word searches and coloring pages, along with other activities and opportunities to get questions answered by the police officer.
Tutt	9/30/21	It's 5:00 Somewhere	30	Staff had facts about drinking and the University Police Department came to visit to talk about drinking and the legal issues that can arise. They also provided statistics about drunk driving. They served pizza, soda cans with alcohol facts taped to them, word searches and coloring pages, along with other activities and opportunities to get questions answered by the police officer.

Wellers	12/1/21	Alcohol Awareness	2	The CD had two alcohol awareness programs this semester, one for Knilans and one for Wellers. For both programs, CD had UWYPD come talk about alcohol awareness facts while students ate pizza. The officers also brought the drunk goggles and administered sobriety tests while students were wearing the goggles.
Knilans	11/15/21	Alcohol Awareness	15-20	CD had two alcohol awareness programs this semester, one for Knilans and one for Wellers. For both programs, CD had UWYPD come talk about alcohol awareness facts while students ate pizza. The officers also brought the drunk goggles and administered sobriety tests while students were wearing the goggles.
Wells	11/8/21	Mario Kart with University Police	50	Staff held an alcohol education program surrounding facts and a presentation with UPD, while also having the Drunk Goggles available to attempt Field Sobriety Tests and play Mario Kart. The program was engaging and successful as the residents interacted with Ofc. Dan Kuehl and really got learn about some important information regarding alcohol awareness, as well as dispel some myths.

## University Housing Alcohol Education Programming – Fall 2022

Residence Hall	Date	Title	Attendance	Brief Description
Pulliam	11/14/2022 - 8:00 PM	Mario Game Night	21	Mario Game Night is an educational program where students can learn about the effects of drinking and driving. At the program, UWV-PD will have Alcohol Impairment Goggles and students will be able to wear them while playing Mario Kart. This will be a safe place where students can learn about alcohol and driving as well as ask questions.

Benson	11/09/2022 – 6:00PM	BAC Bash	15	This program was used to educate residents about the importance of alcohol intake and how dangerous it can be. We also provided alcohol-free margaritas for residents.
Clem	11/08/2022 - 6:00 PM	BAC Bash	11	This program was used to educate residents about the importance of alcohol intake and how dangerous it can be. We also provided alcohol-free margaritas for residents.
Arey	12/08/2022 - 3:30 PM	AODA Mario Kart	20	The Residence Hall Officers attended and did a presentation about alcohol, then we played Mario Kart using drunk goggles to simulate drinking and driving.
Fricker	12/09/2022 - 3:30 PM	AODA Mario Kart	5	The Residence Hall Officers attended and did a presentation about alcohol, then we played Mario Kart using drunk goggles to simulate drinking and driving.
Lee	11/03/2022 - 6:00 PM	Boozing and Cruising	25	UW-Whitewater police came to Lee basement and shared information with residents about alcohol safety and resources available for students. UW-police also brought their drunk goggles, so students got to play Mario Kart while wearing the drunk goggles and police brought their B.A.C. counter so students knew what it looked like and could use it if they wanted to try it out. We also had mocktails available plus other games.
Bigelow	12/01/2022 - 2:30 PM	Alcohol Education Trivia Night	6	RAs created a couple of Kahoot trivia games with information about alcohol, nicotine, and tobacco products. We led the group in playing the games and discussed various fun facts and statistics.



Ma'iingan	10/28/2022 - 6:00 PM	Halloween Elevator Trivia	110	RAs setup a station in the elevator and asked residents a trivia question about either alcohol or Halloween while they were riding the elevator. They also handed out fact sheets about alcohol with candy taped to them. They did this for about an hour.
Fischer	11/15/2022 - 6:00 PM	Alcohol Education Program	1	Officer Fish came with drunk goggles of different levels of "intoxication". There was a tape line to try and follow as well as tennis balls to try and play catch with.
Tutt	11/02/2022 - 5:30 PM	Alcohol Education Program	7	Officer Fish brought the drunk goggles with three different levels of "intoxication" for residents to try. There was a tape web for residents to try and get through while wearing the goggles as well as tennis balls to play catch.
Wellers	12/09/2022 - 5:00 PM	Alcohol Trivia	8	Complex Director LaPerish Barnes stood near elevators of the first floor and asked students trivia questions about alcohol. The questions concerned safe drinking, unsafe drinking, fast facts about alcohol, and more.
Knilians	12/09/2022 - 6:00 PM	Alcohol Trivia	15	Complex Director LaPerish Barnes stood near elevators of the first floor and asked students trivia questions about alcohol. The questions concerned safe drinking, unsafe drinking, fast facts about alcohol, and more.
Wells	11/01/2022 - 7:00 PM	Alcohol Trivia	40	Program was held to educate residents on alcohol and its adverse effects with college students. UPD was present with Tilla to also give a short presentation on alcohol consumption amongst college students. At the end, we had a pizza and trivia session in which students participated in a Kahoot and were able to look at infographics we provided.

# Appendix G

## Student Athlete Handbook

### *STUDENT ATHLETE HANDBOOK*

#### **University of Wisconsin-Whitewater Intercollegiate Athletics Student-Athlete Handbook**

This handbook has been assembled as an aid to student-athletes attending UW-W. It will explain the policies and ex,

When you decided to attend UW-W you made a decision to invest in your future. As a student-athlete you have chosen, with an equally excellent athletic program. As a student you will make vocational choices, develop relationships with ' challenges. Take advantage of the opportunity to better yourself. As an athlete you will receive more opportunities are that you receive further stimulus to achieve your goals and objectives. Together, we must strive for a higher level of playing field.

Our commitment is to provide you with quality coaching, excellent scheduling, top flight facilities and a chance to lea1 your academic pursuits which is always our primary concern. Your responsibility is to attend classes, study, complete satisfactory progress toward graduation each semester.

You are expected to familiarize yourself with the information contained in this handbook along with all future supplen the best of luck in your academic and athletic endeavors.

#### **Mission Statement**

The University of Wisconsin-Whitewater Intercollegiate Athletic Department will contribute to the educational process supports the mission of the University and a quality intercollegiate athletic experience. An integral part of this mission commitment and choices with regard to the ongoing health of those in our care. We support the Division III philosophy athletes second and therefore, earning a baccalaureate is paramount. Excellence in academics and athletics is an exp

#### **Team Rules and Discipline**

The head coach is the person most responsible for the total conduct of his/her specific program within the authority < Athletic Department and UW-W policies and procedures.

Each coach may set forth his/her own team rules (i.e., player appearance, training, curfew, conduct, etc.). All decisio (i.e., playing time, position, traveling squad, etc.) are the province of your coach, and those decisions are final. If at, athlete(s) at his/her discretion. Serious misconduct may result in temporary or permanent suspension:

As an enrolled student-athlete you are expected to adhere to team rules as provided by your coach and the Athletic [ · and regulations of the WIAC and NCAA. These rules are important because they potentially affect your status as a stl

#### **Academic Dishonesty**

Academic honesty and integrity are fundamental to the mission of UW-W. The Athletic Department has a responsibility to develop procedures to deal effectively with instances of academic dishonesty. You are responsible for the honest and appropriate citation of sources, and for respect of others' academic endeavors. If you violate these standards, you will be subject to UW-System Chapter 14: Student Academic Disciplinary Procedures). This document is available for review at the Office of the Government Office, on UW-W's Web site, or at the Library Reserve Desk.

**CAUTION:** Your actions may result in temporary or permanent suspension from intercollegiate athletics.

### **Non-Academic Misconduct**

The Athletic Department strongly believes that the teaching, learning, research and service activities of UW-W can be and are free of harassment, fraud, theft, disruption and intimidation. The Athletic Department and UW-W have a responsibility to develop procedures necessary to protect the community, and to develop procedures to deal effectively with instances of misconduct of student-athletes. Any student-athlete who violates state or federal laws may face prosecution in the appropriate jurisdiction until the matter is resolved. In addition, student-athletes who violate UW-W standards are subject to UW-System Chapter 17: Student Nonacademic Disciplinary Procedures). This document is available for review at the Office of the Government Office, on UW-W's Web site, or at the Library Reserve Desk.

**CAUTION:** Non-academic misconduct will be dealt with on a case by case basis by the UW-W administration and/or may result in a permanent suspension from intercollegiate athletics.

### **Law Enforcement/Police Involvement**

Any student-athlete charged with a felony will be suspended indefinitely until the issue is resolved. Any student-athlete will be subject to appropriate penalties as deemed by the head coach and/or Athletic Director. Upon notification of any incident, the Athletic Director will investigate as deemed necessary and appropriate. Due process will be acknowledged. Student penalties may be handed down by UW-W, in addition to any penalties handed down by the Athletic Department.

### **Competitive Play Misconduct**

This is defined as physical or verbal abuse of an official, coach, opponent, or spectator, throwing objects or inciting poor behavior. This type of conduct is not acceptable and may result in temporary or permanent suspension as deemed appropriate. Competitive play misconduct is generally handled by the WIAC Commissioner's office. (WIAC Bylaw 10.3). However, separate disciplinary action.

### **Residence Hall Misconduct**

All residence hall disciplinary action will be handled through the Office of Residence Life. The Athletic Department and Consequently, the Athletic Department may choose to institute additional disciplinary action than that imposed by the

### **Anti-Hazing Policy (Zero Tolerance)**

Student-Athletes are strictly prohibited from engaging in any type of hazing activity. Hazing is defined as "any action off campus, that produces mental or physical discomfort, embarrassment, harassment, or ridicule in relation to initiate, recruit, or affiliated

group." This includes any action that endangers the health or well-being of an individual, academic performance of a student, or which violates any federal, state or local statute or UW-W policy. Individual 01 the activity or excludes those perpetuating it from being charged with a crime. The Athletic Department has zero tolerance will be dealt with severely and may be permanently dismissed from his/her team.

### **Gambling and Bribery**

The UW-W and NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the welfare of student-athletes and the intercollegiate athletics community. Providing information to individuals in an intercollegiate team is prohibited under NCAA rules and regulations (NCAA bylaw 10.3). Sports wagering demeans the, contrary to the purposes and meaning of "sport." Sports competition should be appreciated for the inherent benefits institutions in fair contests, not the amount of money wagered on the outcome of competition.

If you have concerns regarding gambling or bribery activities, you should immediately bring these to the attention of

### **Alcohol, Tobacco and Drug Use**

The UW-W is concerned about the damaging effects of alcohol and other drugs on the physical, mental, social, and athletes. The use, misuse, and abuse of alcohol and other drugs are recognized by the UW-W Athletic Department wellness in general. The following policies and procedures are intended to promote responsible decision-making at Department including student-athletes, coaching staff, administrators, and support staff. All regulations supported University, local, state, and federal laws and policies. This policy does apply year round while attending and representing

Participation in UW-W athletics is a privilege with responsibilities. The following defines the standards and expectations related to the use of alcohol and other drugs.

### **Alcohol Policy**

The UW-W does not condone the irresponsible use of alcohol and seeks to promote an environment in which we believe that the use of alcohol can be detrimental to the physical and mental well being of its student-athletes. Thus, the performance of individuals as students and as athletes and can be dangerous to the student-athlete and his/her, apply:

UW-W Athletic Department Regulations:

A Student-athlete who violates any of the general local, state, and federal laws governing alcohol regulations or these regulations would be subject to the penalties outlined in this policy and/or action through the Office of Student Life

No alcoholic beverages will be permitted on UW-W property or at any Athletic Department sponsored event. Except and in accordance with state regulations.

No student-athlete or student-manager, while actively participating in a UW-W Athletic Department sponsored activity (hosting student recruits, etc.), will be permitted to purchase, consume, possess, distribute, sell or be under the influence of alcohol starting with departure from campus to time of return or as released by the head coach.

Student-athletes serving as hosts for prospective student-athletes are not to take the prospect into any environment. Consumption or possession of an alcoholic beverage in the presence of a prospective student-athlete during any sports season in which any student-athlete is participating, the use of alcohol is not permitted within a game or scrimmage.

#### Penalties:

Student-athletes who violate the above rules and regulations regarding alcohol will face the sanctions outlined below. **Failure to fulfill sanctions may result in suspension from**

#### First Offense:

1. Student-athlete will have a conference with Head Coach.
  2. Student-athlete will be required to apologize to his/her team.
  3. Signed statement of understanding of conduct policy and consequences of future violations.
  4. Dean of Students will be notified and a follow-up meeting and other consequences will be required by the Dean.
- Second Offense:**
1. Student-athlete will have a conference with Head Coach and Athletic Director.
  2. Student-athlete will be required to apologize to his/her team.
  3. Signed statement of understanding of conduct policy and consequences of future violations.
  4. Dean of Students will be notified and a follow-up meeting and other consequences will be required by the Dean.
- Third Offense:**
1. Student-athlete will have a conference with Head Coach and Athletic Director.
  2. Athletic Director will determine student-athlete suspension based on the severity of the action(s).
  3. Dean of Students will be notified and a follow-up meeting and other consequences will be required by the Dean.
  4. 8-10 page paper on responsibility, life choices, possibility of suspension.
  5. Signed statement of understanding of conduct policy and consequences of future violations.

#### Fourth Offense:

1. Student-athlete will have a conference with Head Coach and Athletic Director.
2. Student-athlete will be suspended from all further intercollegiate athletic participation at UW-W.
3. Suspension from the University for a period of one semester to two years.

The preceding penalties present general guidelines for typical violations; however any single violation may result in that specific incident. Coaches retain the ability to enforce additional penalties. Additionally, a minor violation may be handled on a case-by-case basis since the Leadership team (Athletic Director, Assistant Athletic Director, and Senior Woman Administrator) has discretion to review each case and determine if the violation is appropriate to the offense.

Alcohol policy violations committed by students under the age of 21 will also result in notification of the student's writing, unless the situation warrants a different method.

Disciplinary probation means that a student may remain enrolled at the university as long as the student complies assigned disciplinary sanctions.

### **Tobacco Policy**

The use of tobacco is prohibited in connection with any intercollegiate athletic function. A function is defined as ar meetings, practices, games or informal workouts on and off the grounds of UW-W (NCAA bylaws 11.1.7 and 17.1. rooms, locker rooms, and weight-training facilities.

### **Drug Policy**

The Athletic Department strongly believes that the illicit use of drugs ( excluding those drugs prescribed by a physi, detrimental to the physical and mental health well-being of its student-athletes, no matter when such use would o law, the use of drugs can seriously interfere with the performance of individuals as student-athletes and be injurio particularly when participating in athletic competition or practice.

Membership and participation on an athletic team at the UW-W is a privilege. The UW-W prohibits the use of drug substances by any student-athlete who participates. The UW-W is committed to developing and maintaining an en competition.

At the beginning of each athletic year, a student-athlete must sign the NCAA and UW-W drug-testing consent forrr student-athletes for banned substances. The following rules and regulations apply to you:

#### **1. Drug Screening Procedure:**

The drug screening program applies to all student-athletes, in-season and out-of-season. Participants may b,e substances based on reasonable suspicions obtained by a university representative(s). Reasonable suspicion is direct observation that the university representative(s) can describe concerning any of the four areas that warr speech, or odor.

#### **2. Contact Meeting:**

A student-athlete under reasonable suspicion for use of a banned substance will be notified by the Athletic Dirt meeting. The meeting, to be conducted with the Athletic Director, Certified Athletic Trainer(s), and the Head O he/she is considered to be under reasonable suspicion for the use of a banned substance and the penalties ass opportunity to admit or deny the allegations. If a denial is made a student-athlete will then be informed of the

#### **3. Specimen Collection/Screening:**

Screening for banned substances will be conducted through the use of a urine specimen. There will be no intru will be evaluated at the NCAA threshold for each banned substance by Mercy Health Systems. After being shar, confidential and secured by the Athletic Director. This information will be released only to those University staff include, but are not limited to, the Chancellor, Athletic Director, Team Medical Personnel, Certified Athletic Trai Counseling Center).

#### **4. Penalties:**

If the student-athlete admits to using a banned substance during the contact meeting or initiates a self-referral

- a. Immediate suspension for 30% of team's regular season contests, which may include post season contest c student-athlete is a multi-sport participant, the suspension will continue into the next sport season. A student have not previously participated in order to fulfill their suspension. Attendance and participation at practice
- b. The student-athlete will be required to attend an AODA assessment by the UH&CS as a requirement to be r
- c. The student-athlete may be required to submit to future unannounced substance screenings for one (1) year, should test positive at anytime during that year, then immediate and permanent dismissal from any further

A self-referral is defined by a student-athlete's action of a self-initiated referral to a Department of Intercollegiate, Certified Athletic Trainer, or Team Physician and/or University Health and Counseling Services and/ or a physician

If the student-athlete denies the use of a banned substance and tests positive:

- a. The student-athlete will be suspended from all intercollegiate athletic programs for one (1) calendar year from participation at practice during the suspension period will be required and
- b. The student-athlete will be required to attend an AODA assessment by the UH&CS as a requirement to be r
- c. The student-athlete must submit to a substance screening and test negative in order to be reinstated and

The student-athlete may be required to submit to future unannounced substance screening for one (1) year should test positive at anytime during that year, then immediate and permanent dismissal from any further

If the student-athlete denies the use of a banned substance and tests negative, the allegations of reasonable suspicion are taken.

##### 5. Refusal to submit to screening:

Any student-athlete who refuses to submit to screening will be treated as having had a positive test result for this policy (See penalty #2). The student-athlete's record, however, will appropriately reflect the fact that the screening was rather than as a consequence of a positive test result.

##### 6. Multiple Infractions:

- a. Any student-athlete with two admissions to substance use/abuse will be immediately and permanently dismissed from intercollegiate athletics at UW-W.
- b. Any student-athlete with two positive substance screenings in their career will be immediately and permanently dismissed from intercollegiate athletics at UW-W.
- c. Any student-athlete with any combination of a positive substance screening and an

admission to substance dismissed from any further participation in intercollegiate athletics at UW-W.

- d. Two refusals to submit in a student-athlete's career will result in immediate and permanent dismissal from i  
uw-w.
- e. Participation within the UW-W Athletic Department is defined as duties related to that of a student-athlete, trainer, student strength and conditioning assistant and student administrative assistant.
- 7. Payment for Drug Screening:

UW-W will fund all initial substance screenings. Following the initial test, the student-athlete is required and re: required by this policy. The screening facility will charge the Athletic Department for all screenings. The Depart athlete's campus billing account. Failure to pay for these substance screenings may result in an academic hold the loss of athletic eligibility until said bill is paid in full.

#### 8. Appeals Board:

A student-athlete may submit an appeal in writing to the Athletic Director. Thereafter an Appeals Board will be following: Athletic Director, Both Head Athletic Trainers, Senior Women's Administrator, Two Head Coaches, Tv Representatives and the Chair of the Intercollegiate Athletic Committee or their designated representative. The

### **Away Contests**

While representing UW-W at away contests, you are expected to uphold the outstanding reputation of the Athletic are easily identifiable as a UW-W student-athlete. Remember to represent UW-W appropriately in all situations.

You are expected to travel to and from the event in transportation provided for by the Athletic Department. Under allowed to return from an away contest via other means. In this situation, permission must be obtained in advanc( Wisconsin System Athletic Travel Release Form must be completed. The Travel Release Form is available from yoL this policy.

### **Missing Classes**

Coaches will attempt to schedule practices and contests so they do not conflict with your class schedules. Howeve instructors and arranging for make-up work is your responsibility. At the beginning of each season, you should inf< because of athletic participation. Each student-athlete missing a class for a contest must receive a written excuse : should meet with each of your instructors beforehand so that you are clear on any assignments that might be mis: missed exams and/or class assignments, presentations and projects. It remains at the discretion of your instructor professors are willing to be flexible if you talk to them ahead of time.

In extremely unusual circumstances (usually due to the weather) particularly in the sports of baseball, softball, ter than a weeks notice. It is incumbent on you to inform your professors immediately and arrange for the make-up o

If you are unable to contact the instructor in person, you must make every attempt to notify the instructor over th directly, you should see that a note is placed in each



instructor's mailbox, explaining the nature of the situation and course work. If that is impossible, you should contact the Dean of the academic department involved. Failure to take action.

### **Eligibility**

The men's and women's programs are affiliated nationally with the NCAA and locally with the WIAC. The University Gymnastics Association (NCGA). As such, all candidates for men's and women's sports must adhere to the rules. If conflict, the most stringent guidelines must be followed.

These guidelines are intended to assist you with your athletic eligibility while at UW-W. You are ultimately responsible. Concerns should be directed to either your Head Coach or the Athletic Director.

### **Insurance**

All student-athletes participating in intercollegiate athletics at UW-W are required to carry medical accident insurance while participating in intercollegiate athletics. You must provide the Athletic Training staff with a completed insurance form and responsibility to notify the athletic training staff of any changes in personal insurance plans. The UW-W and the Athletic Training staff will be responsible for any medical bills incurred as a result of your participation in intercollegiate athletics. Your health insurance carrier must be informed, trainers prior to any participation.

### **Additional Pre-Participation Requirements**

You must fill out a medical history form each year to participate.

You must have a complete physical examination form on file with the certified athletic trainers to participate. Phys You must complete a Sports Medicine Athletic Information Consent and Release form to participate.

You must read and sign all UW-W, NCAA and WIAC eligibility forms to participate: Student-Athlete Statement and Screening Consent form ; and Summary of NCAA Regulations.

You must purchase a Williams Center weight room membership to participate.

Absolutely no refunds will be given. If you are a transfer student you must fill out the Transfer Player Eligibility Statement and Transfer History Record

\*\* As with all consent forms, if you are a minor (under 18 years of age) the form must be accompanied by a legal

### **Honors and Recognition of Student-Athletes**

UW-Whitewater is proud of your accomplishments as a student-athlete. UW-Whitewater and the WIAC generally in the following ways:

#### **UW-Whitewater Letter Awards**

It is solely the head coach's determination as to who will be awarded a commemorative chenille letter plaque.

#### **WIAC Max Sparger and Judy Kruckman Outstanding Scholar-Athlete Awards**

Each year the WIAC awards the Max Sparger and Judy Kruckman outstanding scholar-athlete awards to one player in the classroom and in athletics. Nominations for these awards are submitted by your coach to the league office. The

### **UW-Whitewater Student-Athlete Academic Achievement Award**

Each year the National "W-Club" presents the Student-Academic Achievement Award to give encouragement to an varsity student-athletes engaged in intercollegiate athletics. Designation for award status is to be determined on the academic year. Any varsity student-athlete who attains a grade point average of 3.25 (based on a 4.0 scale) or higher; academic year shall be designated for the award, provided the student-athlete completed a minimum 24 semester student-athletes who will be graduating in the fall semester. A complete list of honorees will be displayed on a plaque,

### **UW-Whitewater Chancellor Scholar-Athlete Award**

The UW-Whitewater Chancellor honors academic performances by our student-athletes and provides each with a Chancellor Scholar-Athlete Award as follows:

- a. An athlete must have completed three years of participation in a particular sport,
- b. The athlete must be a senior and in his/her last year of eligibility in a particular sport,
- c. The athlete must have a 3.25 cumulative GPA after the fall semester, and
- d. The athlete must have attained senior standing according to credits, 90 plus degree credits, as determined by L

### **UW-Whitewater Academic/ Athletic All-Americans**

UW-Whitewater student-athletes named as a first or second team Academic/ Athletic All-American are typically their respective picture is mounted appropriately by their respective sport(s).

### **UW-Whitewater National Player (athlete) of the Year**

Individuals selected as national player of the year in their respective sport(s) are honored with a display banner in

### **UW-Whitewater National Champions/National Finalist**

Individual or team national champions are provided a national championship ring as a gift from the Chancellor. See their performance.

### **UW-Whitewater Athletic Hall of Fame**

UW-Whitewater has a prestigious Athletic Hall of Fame which recognizes outstanding student-athletes. A student- is reviewed by the Hall of Fame Board of Directors fifteen years after graduation. These awards are presented at campus.

### **Marty van Steenderen Sportswoman of the Year**

The Marty van Steenderen Sportswoman of the Year is selected by the members of her team using the following criteria: adaptability, personality and teamsmanship. The balloting will remain secret and the announcement of the winner individual selected is awarded a plaque and her name is also inscribed on a plaque, which is on display in the Willi.

### **Warhawk Student-Athlete of the Year Award/Highest Team GPA Award**

The criteria for these two awards are as follows:

- a. One female and one male candidate for the Warhawk Student Athlete of the Year Award;
  - b. Must be in their senior year of eligibility;
  - c. Student-athletes are nominated by their coach after participating for three years in a sport at UW-Whitewater;
  - d. The student-athlete must have a minimum cumulative grade point average of 3.00 (on a 4.0 scale) at the conclusion of their senior year;
  - e. They must also have achieved senior status in their academic program and at least ninety degree credits.
- a. One female and one male sport program is awarded the 'Highest Team GPA'.

These awards are presented at the UW-Whitewater Campus Award program.

### Other Awards

The WIAC recognizes, by certificate or plaque, those student-athletes who qualify as All-Conference. A variety of individual awards are given in their respective sports at the discretion of each coach.

[@Hill](#)

Tweet



**fi i!; @ YO.**

UNIVERSITY OF WISCONSIN-

WHITEWATER COPYRIGHT© 2018 I ALL

RIGHTS RESERVED

800 WEST MAIN STREET, WHITEWATER, WI 53190

PRIVACY POLICY I TERMS OF SERVICE I VIDEO PLATFORM POWERED BY CBS SPORTS  
DIGITAL

# Appendix H

## Student Organization Policy & Procedures

### Student Organization Policy & Procedure

Full list of student organizations can be found here: <https://www.uww.edu/conneO1>:

Student organizations granted University Recognition are a vital part of our University community. Student organizations sponsor activities and services which help to improve the quality of student life, provide opportunities for students to meet other students and faculty/staff of the University, and serve as a laboratory for students to practice the skills associated with leadership. Volunteer associations of students who have been granted the privileges of University recognition may be an asset to achieving the University's goals of student learning and retention. It is hoped that all recognized student organizations, as part of the University community, join in helping to create an environment that enables all students to accomplish their educational goals while at the University.

The following guidelines have been developed to clarify the relationship between the University and a student organization, and to provide for a consistent application of the criteria for University recognition.

**RELATIONSHIP** - University recognition of a student organization means that the student organization has completed the requirements for University recognition and is eligible for the privileges extended to recognized student organizations (outlined later in this document).

University recognition, therefore, does not imply University endorsement of the activities of the student organization. University recognition also does not imply that the student organization has been granted agency status by the State of Wisconsin, the University of Wisconsin System, or the University of Wisconsin-Whitewater. While faculty and staff members of the University serve in advisory capacities to student organizations, it is presumed that students of legal adult age are adults and, therefore, make and are accountable for their decisions and behavior as individuals and as members of organizations.

**UNIVERSITY RECOGNITION: REQUIREMENTS AND PROCESS** - Career & Leadership Development is the University office with the responsibility to administer the Student Organization Program, including the University Recognition Processes. The requirements and process of obtaining University Recognition are as follows:

1. Submission of the student organization's governing documents (constitution, by-laws, etc.);
2. Submission of constitution or by-laws of the national or international organization with which the student organization is affiliated (if applicable);
3. Identification of a full-time UW-Whitewater employee to serve as a campus advisor to the student organization;
4. Completion of recognition form;
5. Completion of Student Leader training by the President/Leader and a member of the

organization that is both a student and in good standing within the organization (includes both Antihazing Training and Campus Expectations Overview)

6. Submission of signed Recognition Agreement by both the Advisor and President/Leader.

Application materials will be reviewed by staff in Career & Leadership Development to ensure compliance with all applicable University policies, as well as state and federal laws (i.e., Title IX). The decision to grant University Recognition shall be made by Career & Leadership Development staff. Student groups interested in applying for University recognition must do so by December 15th for the following semester, or by May 15th for the following academic year.

Recognition requirement apply to all recognized student organizations, including those on probation or suspension.

**CHANGE OF INFORMATION** - During the academic year there may be changes in officers, advisor, or constitutions of student organizations. **It is the responsibility of each student organization to update their org's information on connectUww for any and all changes.** If changes are made in the organization constitution, a revised constitution must be submitted electronically to Career & Leadership Development.

#### **NOTIFICATION OF UNIVERSITY RECOGNITION AND ANNUAL RENEWAL** - Once

a student organization has completed the University Recognition Process, the organization's request for recognition will be reviewed by staff in Career & Leadership Development. If the membership requirements for the organization adhere to the University's Non-Discrimination Policy for Recognized Student Organizations, if the organization has no outstanding bills with the University, and the student organization is in good standing with Career & Leadership Development, the organization will be granted or extended the privileges of University recognition. At this time, contact will be made with the student contact person and the advisor(s) indicating that the organization is in good standing and is extended the privileges of University recognition.

**NOTIFICATION OF ADVISOR APPOINTMENT** - Faculty or staff members serving as advisors to recognized student organizations will receive a letter from Career & Leadership Development. The letter serves as an appointment letter, acknowledging the official capacity in which that faculty or staff member will serve as the advisor to a student organization.

### **RIGHTS AND BENEFITS AND SERVICES**

#### **RIGHTS AND BENEFITS OF UNIVERSITY RECOGNITION**

1. Use of the University's name to identify the student organization's affiliation. Use of name must adhere to the campus licensing policy and identity standards. The University reserves the right of approval on a case-by-case basis;
2. Reserve and use University facilities that are available for non-instructional use;

3. Utilize Career & Leadership Development and Student Involvement Office services and programs developed and offered to recognized student organizations.
4. Be included on official lists of recognized student organizations;
5. Utilize University services and facilities, and participate in University events that are open to all recognized student organization; and
6. Be granted UW-Whitewater email account and web services.

## **UNIVERSITY SERVICES AVAILABLE TO RECOGNIZED STUDENT ORGANIZATIONS**

**Career & Leadership Development** Career & Leadership Development is dedicated to developing student leaders and to promoting student involvement in the campus and community. Career & Leadership Development is responsible for the administration of all policies and procedures related to student organizations. Career & Leadership Development staff will help student leaders and advisors successfully fulfill roles.

Career & Leadership Development sponsors the following events and activities in which recognized student organizations might find it worthwhile to participate.

**Involvement Fairs** - held twice annually in September and February, the Involvement Fairs are sponsored to help organizations recruit new members and to provide students the opportunity to meet with representatives of the various student organizations.

**Homecoming** - student organizations are encouraged to participate in the undergraduate homecoming experience to show pride in UW-W and to demonstrate Warhawk spirit. Numerous activities and friendly competitions are held for student organizations and Greek chapters.

**Campus Awards** - A student organization and individual student leadership award ceremony is held annually in order to recognize outstanding achievement. The recognition occurs in the Campus Awards Ceremony, held late in the academic year.

**Community Service Information and Opportunities** - In order to foster a culture of service, Career & Leadership Development and the Student Involvement Office provide access to service opportunities to enable organizations to perform service projects.

Career & Leadership Development and the Student Involvement Office offer a variety of services for recognized student organizations. For a complete list of these services, visit [connectuww - Student Involvement Office](#).

Services provided by other UW-W offices may be accessed by recognized student organizations. They include:

- Use of University grounds and facilities and corresponding audio-visual

- and technical services
- Event advising service
- Access to University Printing Services
- Financial account at the Cashiers Office
- Foundation account on behalf of the student organization at the Foundation Office
- Use of rental vehicles through the University's contracted vendor (limited to those student organizations with access to a University Organization Code)
- Listing of events on campus web-based event calendar (connectUww)
- Use of Hall Tables, Table Tents, Display Cases, Sign Board Space, Digital Signage, and sidewalk chalking
- Recreation Sports Office provides an advisor and assistant to assist all club sports organization

The following publications are available for recognized student organization:

- An online database of all recognized student organizations is available to anyone affiliated with the University - [uww.edu/connect](http://uww.edu/connect)
- Policies, Guidelines and Processes are available to all recognized organizations through the Career & Leadership Development Web Site, [uww.edu/cld](http://uww.edu/cld)
- Club Sports Manual (published by Recreation Sports) - [uww.edu/recspott](http://uww.edu/recspott)

## EXPECTATION OF RECOGNITION

1. Recognized student organizations are expected to comply with all University Policies as well as Local, State, and Federal laws. Those that do not comply will be held accountable via the Student Organization Conduct Policy  
[https://Qig\\$\\_Vnc.com/I09750/files/I006314/show,..](https://Qig$_Vnc.com/I09750/files/I006314/show,..)
2. The University has the rights and responsibility to place organizations on emergency suspension when deemed appropriate.
3. Recognized student organizations are expected to recruit and orient new members with dignity and respect. Adherence to the UW-Whitewater Anti Hazing Policy is expected at all stages of student participation in the organization.
4. Recognized student organizations are expected to extend membership privileges, including voting and eligibility to hold office, to all students without regard to race, color, creed, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital or parental status, veteran status or gender (except as otherwise permitted by Title IX of the Education Amendments of 1972). With the exception that, per the UW System Board of Regents Resolution 9279 (adopted 12/06) student organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g. religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization's goals and agree with its beliefs. It is acknowledged that the UW System Policy does not align with Federal Law (Christian Legal Society v



Mmiinez- 08-1371).

5. Recognized student organizations are expected to exercise reasonable precaution to ensure that their events, services, and programs are safe to all participants and do not cause damage to property or persons. It is the role of Career & Leadership Development and the Office for Risk management & Safety to provide guidance to student leaders and advisors on these matters.
6. Recognized student organizations are expected to follow University policy, guidelines and procedures pertaining to the use of facilities and services provided both on and off campus.
7. Recognized student organizations are solely responsible for any contract they enter into with third party vendors. The University will not be held liable for these contracts.
8. Recognized student organizations are expected to conduct their activities in a manner that represents themselves and the University appropriately. While this is a subjective expectation, Career & Leadership Development staff should be consulted if any activity is in question.
9. Recognized student organizations and individual members are not exempt from federal, state, or local laws, and are not exempt from University policy. As a result of the action of members who appear to act on behalf of the recognized student organization, student organizations and individual members may be subject to disciplinary action through the UW-W Student Organization Conduct Policy, or the University of Wisconsin System Administrative Code Chapters 17 and 18.
10. Members of an organization that is being investigated and adjudicated for alleged violation of University policy are expected to fully cooperate with University officials. Failure to cooperate may result in revocation of University Recognition.
11. Student organizations may extend membership to individuals not enrolled at UW- Whitewater provided the majority of the organization's membership is comprised of currently enrolled students.
12. Student organization leadership roles must be held by students currently enrolled at UW- Whitewater.
13. All Student organization leaders are considered aware and informed of the inherent risk and liability to which they expose themselves, their organization and the University. All reasonable steps to reduce risk and limit liability should be taken.
14. UW-Whitewater may establish additional requirements for recognition consistent with this policy.

## **UW-WHITewater NON-DISCRIMINATION POLICY FOR RECOGNIZED STUDENT ORGANIZATIONS**

The University of Wisconsin-Whitewater is committed to the concepts of equal opportunity, non-discrimination and diversity, and recognizes a special obligation to prepare people of all cultures, orientations and abilities to accept the responsibilities as leaders of tomorrow.

Consistent with this, all recognized student organizations must comply with the concepts of nondiscrimination and equal opportunity when recruiting and selecting members. In

addition, the University recognizes the important role that student organizations play in this educational process; and is committed to non-discrimination in the recruitment and selection procedures of University faculty and staff members who will, ultimately, serve as advisors of recognized student organizations.

As part of the criteria for University Recognition, all student organizations must adhere to the concepts of non-discrimination and equal opportunity as they relate to race, color, gender, creed, religion, age, ancestry, national origin, disability, sexual orientation, pregnancy, political affiliation, marital or parental status, veteran status, or arrest and conviction record, in their educational programs and activities. In holding with the tenets of non-discrimination, the University stresses the importance of eliminating discriminatory and/or culturally insensitive language, behavior and content from University sponsored activities and urges all recognized student organizations to cooperate in this effort.

With very narrow exceptions, student organizations may not discriminate in their selection of officers or members.

## **UW-WHITewater ANTI-HAZING POLICY**

Students, student organizations, athletic teams and other student groups of the University of Wisconsin-Whitewater community are strictly prohibited from engaging in any type of hazing activity. Hazing is defined as "any action taken or situation created, intentionally, whether on or off campus, that produces mental or physical discomfort, embarrassment, harassment, or ridicule." This includes any action that endangers the health or well-being of an individual, is personally degrading, has an adverse effect on the academic performance of the student, or which violates any federal, state or local statute or University policy. Individual or group consent to a hazing activity in no way validates the activity or excludes those perpetuating it from being charged with a crime.

Individual members, organizations and groups who violate this policy are subject to University disciplinary action, as set forth in the University of Wisconsin-Whitewater Student Non-Academic Disciplinary Procedures under UW System Administrative Code, Chapter 17. This document is available for review at the Office of Student Affairs, the Whitewater Student Government Office, or at the Library Reserve Desk.

Additionally, any University student organization, group or individual student violating this policy or the Wisconsin Statute on Hazing, is subject to sanctions that may be imposed by the judicial or coordinating body of which the organization is a constituent member and/or a court of law. The Wisconsin Statute on Hazing, 948.51, is available for review at Career & Leadership Development, the Library Reference Desk, or from your state representative. Examples of activities or situations that could meet the definition of hazing include, but are not limited to, the following:

- Keeping the date of initiation/induction a secret; requiring signatures for initiation.
- "Kidnapping" of any member, leaving members stranded in a remote location to find their way home, or scavenger/treasure hunts.
- Any form of forced physical activity and/or exercise, whether extreme or not (i.e. push-ups, sit-ups or other calisthenics, runs, walks, etc.).
- Physical harassment such as paddling, hitting, beating, slapping, pushing or striking.

- Marking or branding.
- Personal servitude of any kind (i.e. phone duty, cleaning, yard work, doing errands, etc.).
- Forcing or encouraging ingesting of any type of liquid or solid matter, edible or non- edible (i.e. alcohol, chewing tobacco, goldfish, raw onions, spoiled food, dirt, etc.).
- Requiring the carrying of any item around campus, such as paddles, rocks, books, shields, etc.
- Requiring the wearing of unusual, embarrassing or uncomfortable clothing.
- Sleep deprivation or requiring/encouraging anyone to sleep anywhere other than their own residence or bed.
- Preventing personal hygiene, communication with certain groups, and/or restricting places that new members can go on campus or in the community.
- Verbal abuse such as yelling or screaming or labeling with silly or embarrassing nicknames.
- Any activity that interferes with a student's academic pursuits (class attendance, studying, etc.).
- Requiring or suggesting that members vandalize, destroy or steal property or commit crimes.
- Requiring anything of one group of members that is not required of another.

Evaluation of what specific conduct may constitute hazing shall be made with reference to what a reasonable person might consider hazing under those particular circumstances.

Enforcement of the UW-Whitewater Anti-Hazing Policy shall be the administrative responsibility of the Dean of Students Office, Hyer Room 200, and Career & Leadership Development, University Center Room 146. Individuals or groups seeking additional information about this policy or reporting possible violations should contact staff in Career & Leadership Development at 262-472-1471.

# Appendix I

## Special Events Policy

### University of Wisconsin-Whitewater Special Event Policy

March 2015

#### **DEFINITION & OVERVIEW**

**A special event is an event that is sponsored by a Student Organization or Department that expects more than 70 attendees, and that is entertainment oriented/focused (dance, party, talent show, etc.) anywhere on the UW-Whitewater campus, and/or when alcohol is served.** This policy applies to events that are held in any UW-Whitewater indoor or outdoor facility or space. There are specific additional requirements of events that are dance/party in nature. Outside organizations paying fees to use UW-W facilities are considered to be sponsored by the organization or department receiving these fees.

For events anticipating more than 450 attendees, direct contact to University Police is required no less than 45 days prior to the event. If there will be alcohol served at the event, see the campus Alcohol Policy. This can be viewed on the campus website (<http://www.uww.edu/policies/alcohol-beverage-policy>).

All sponsoring departments or organizations agree to abide by all University policies and procedures that govern the use of University facilities and policies outlined in the Student Handbook and other University policies. The right to sponsor a special event is a privilege; all policies and procedures will be enforced. Any violations of this policy by student organizations will result in the incident being referred for action through the Student Organization Conduct process. As result, a possible conduct outcome could be suspension of the sponsoring group's event privileges. Any violations of this policy by campus departments will result in the incident being referred for action to the appropriate Dean for departments, or a lead administrator.

UW-W students, faculty and staff will be held fully responsible for the actions of their guests. The University reserves the right to: a) refuse admission or eject from the event anyone who is disruptive, intoxicated, disorderly, or jeopardizes public safety; b) terminate the event, c) forward information regarding the organization and incident to the administrator of the Student Organization Conduct policy d) and/or restrict the future use of University facilities by the department.

There will not be changes implemented in this policy without discussion and endorsement by the Special Event Review Committee. The current approved version of the policy will always be available at the following web address: <http://uc.uww.edu/services/reservations/policies.html>

#### **EXCEPTIONS TO POLICY**

Sponsors who believe their event is not included in the scope of this policy must email [po/ice@uww.edu](mailto:po/ice@uww.edu) to request an event level reduction or policy waiver. Complete exemptions will rarely be given but reductions changing events to level 2 will be considered. Waivers are granted by the Chief of University Police or his/her designee. An event reduction form to clarify event details should be completed by sponsors and forwarded to the University Police. General criteria that will be taken into consideration include but are not limited to:

- I. Event or activity type, i.e. dance, speaker, formal or concert
2. Time of day the event will occur
3. Day of the week the event will occur
4. Professional Staff Available, such as advisors, faculty or other professional supervision
5. Event/Group history
6. Size of group expected to attend

**Requests must be received 25 days in advance of the event in order to be considered.** If a group requests a short notice waiver (i.e. two weeks or less before the event date), Police Services and the Facilities Coordinator will discuss the event details to see if it can occur. If both Police Services and the Facilities Coordinator agree the event can continue the group will be expected to follow a shortened timetable that is agreed upon by Police Services and the Facilities Coordinator. Determination whether events fall under this policy is the responsibility of the

Page 1 of 7

G:\My Documents\Special Event Policy\2015 Review\Special Event Policy 3.17.15.docx

University Police, along with the sponsoring department. An automatic waiver is given to events that are by formal invitation only with a full meal being provided in the same room.

Events sponsored by the Office of the Chancellor are exempt. Events sponsored and staffed by the Department of University Housing, held only for specific residents and held within University Housing buildings or grounds are exempt from the policy. Due to their programmatic mission and professional staff supervision, all Career & Leadership Development, University Center and Young Auditorium sponsored events as well as university sponsored Intercollegiate Athletic contests are exempt from this policy. Any entertainment events or events with alcohol sponsored by those departments will be automatically set as Level 2 events. Entertainment event staffing will be determined by Chief of Police and Associate Director of Career & Leadership Development. No contracts will need to be completed, nor meetings with the Building Supervisor for events in the University Center.

Summer camp and conference event planners should submit waivers for reductions/exemptions to this policy to University Police 25 days prior to camps or conferences arriving on campus.

## **EVENT LOGISTICS**

Event management requirements are based upon the number and type of attendees and the location and nature of the activity. Depending on the event, University staffing may be required. In order to simplify and standardize the requirements, 8 levels have been established. UWW Police Services (UWWPS) has been charged with implementing a student event management crew (Campus Service Officers - CSO's). These students will be trained, paid and supervised by UWWPS to provide event management and support for all special events. The training agenda for Campus Service Officers will be coordinated with Career and Leadership Development. A flat fee for 4-hour events, or events with alcohol being served, must be prepaid 14 days prior to the event. Please review *Addendum A*. Capacity number for each event will be established and confirmed on the Event Contract (*Addendum B*). For events above level 3, once an attendee leaves the event area they will not be re-admitted to the event.

All attendees with the exception of minors accompanied by a parent/guardian must produce the required photo ID. For enrollment verification, UW-W ID cards will be visually checked at all events. For anyone to be served alcohol they must present a state issued photo identification card. UW-W faculty and staff must present UW-W ID cards in order to be admitted to all level events. Upon entrance, all attendees will be either wrist banded or hand stamped.

Once the event attendance reaches the maximum number allowable, no other individuals will be allowed admittance into the event.

No backpacks/large bags, or open beverage containers will be allowed into events and all bags may be subject to inspection. If masks and costumes are to be part of an event, limitations do exist and need to be discussed at the meeting when the Activity Registration Form is completed. For events sponsored by a campus department, alcohol service must be approved by the applicable Dean or designee. These groups will be required to follow the campus alcohol policy.

UW-W students, faculty and staff will be held fully responsible for the actions of their guests. The University reserves the right to: a) refuse admission or eject from the event anyone who is disruptive, intoxicated, disorderly, or jeopardizes public safety; b) terminate the event, c) forward information regarding the organization and incident to the administrator of the Student Organization Conduct policy d) and/or restrict the future use of University facilities by the department.

**EVENT SPONSOR RESPONSIBILITIES - Failure to complete any of the requirements may be grounds to cancel the event.**

I. Review the Special Events Policy.

2. More than four weeks in advance of the event, reserve space through appropriate University Reservation processes and complete any facility request/reservation or Activity Request forms.
3. As soon as facility reservations are made and a minimum of four weeks prior to event (sooner is safer), meet with UWW Police Services Event Coordinator or their designee to complete a Special Events Contract.

Page 2 of 7

G:\My Documents\Special Event Policy\2015 Review\Special Event Policy 3.17.15.docx

4. Meet with their UW-Whitewater Organization Advisor and have them sign the contract.
5. Fourteen (14) days prior to event, return completed Event Contract and pay 100 % of the event fee in cash or cashier check at University Police Services. The remaining balance if there is one, will be due 14 day post event. If an organization has a check returned for insufficient funds, all payments for future events must be made in cash for the following 2 years as well as applicable fees and event fee. University sanctions may be placed on groups not fulfilling financial responsibilities associated with events.
6. Sponsoring group must have the appropriate number of members complete on-line special event training seven (7) days prior to the event. Upon completion of the on-line training, individuals will receive a training code number that will provide proof of training and will be valid for the academic year.
7. Supply the minimum number of sponsors at event as required on the Event Contract. Provide names and training ID numbers. For levels 1-8, sponsors must have completed Event Management Training.
8. All required Sponsors must attend the event Pre-Event meeting that will occur 30 minutes prior to the event being open to attendees.
9. Sponsors are responsible for any cash handling or ticketing, as well as merchandising at the event.
10. It is the responsibility of the event sponsor to communicate event admittance requirements to attendees both prior to and the night of the event.
11. Individual members who violate the rules may be automatically removed from the event and may be subject to arrest as well as disciplinary action under the Student Nonacademic Disciplinary Procedures, or subject to the judicial procedures of the campus at which the guest is a student.

12. During the event, all members of the department or Student Organization identified to work the event must: Attend the event from start to finish.

- a) Participate in a pre-event room inspection with the Campus Service Officer.
- b) Be identified as sponsor members by wearing identification as determined by the Campus Service Officer..
- c) Ask University Police to remove individuals from the event who behave inappropriately.
- d) Make the announcement of the event ending and encourage participants to disperse.
- e) Provide a list of names and/or be willing to identify any individuals to be excluded from the event because of safety concerns.
- f) Not put them self in jeopardy when an emergency situation presents itself.
- g) Not interfere with University Police in the arrest or ejection of any individual or be subject to ejection from the event as well as university disciplinary action.
- h) Assist University Dining Staff with monitoring alcohol consumption and participant behavior.

### **SPONSOR ADVISOR OR DEPARTMENTAL REPRESENTATIVE RESPONSIBILITIES**

**Definition: A Student Organization Advisor is a university employee (faculty or staff person) that is recognized as the official Advisor to a Student Organization. A graduate assistant may serve in this capacity only if it is part of his/her job responsibility.** A Department representative is a faculty or staff member from the department that is sponsoring the event. Other members of the University faculty, staff or administration who have completed event management training may assist with department or Student Organization event supervision as deemed appropriate by the UWWPS personnel. Advisors will:

1. If the advisor or departmental representative will be required to attend the event and assist with supervising the event, the advisor or departmental representative will be required to complete the special event policy training.
2. Sign off each Event Contract. (*Addendum B*).
3. If required by level of event, attend event. If the advisor is unable to attend the event for any reason, it is the advisor's responsibility to find a university unclassified or classified employee to represent him/her at the event. This university employee must have completed event management training and be knowledgeable of his/her role and this policy.
4. During the event, departmental representative or sponsors must:
  - a) Take an active role in the presentation of an orderly program.
  - b) Be knowledgeable of relevant UW-W policies and procedures, including the Alcohol Service Policy, University facilities policies, cash handling procedures, emergency procedures, and the building hours.
  - c) Be visible and available to students, the Campus Service Officers and University Police throughout the entire event.
  - d) Ask University Police to remove individuals from the event who behave inappropriately.
  - e) Report any facility, equipment or procedural problems to the CSO member in charge.
  - f) Report any situation that endangers those attending the event or that threatens the security of the building to University Police.
  - g) Assist student organization members in announcing the end of the event.
  - h) Not put self in jeopardy when an emergency situation presents itself.
  - i) Not interfere with University Police in the arrest or ejection of any individual or be subject to ejection from the event and disciplinary action.

## **UNIVERSITY POLICE RESPONSIBILITY**

The primary responsibility of University Police at a special event is to address the safety and security of the patrons in attendance. The University Police, in consultation with the building supervisor, will determine if police presence is necessary. Determination of the number of officers to be present is established for dances/pa1ties on *Addendum*

A. Event organizers may appeal University Police presence determinations to the Chief of University Police.

The university-supported Special Events Account will be used when University Police are required to provide service at events. The Student Organization is eligible for up to a \$300 subsidy for level 4,5 and 7 events and up to

\$400 for level 6 events to defray the security costs. This fund is not available for departmental sponsored events.

- I. University Police will be an active participant in the event training held for the student organization, student organization advisors, Campus Service Officers and facility staff. This training agenda will be approved by University Police.
2. University Police will attend a pre-event meeting held at least 30 minutes prior to the event to meet the department or Student Organization members, the Student Organization Advisor or departmental representative, and facilities staff that will be working the event.
3. During the events in levels 4 and above, University Police must:
  - a. Attend the event from beginning to end.
  - b. Maintain a highly visible presence throughout the entire event, particularly at the entrance of the facility.
  - c. Conduct a walk-through of the event at agreed upon intervals.
  - d. Discourage loitering outside the event during and after the event.
  - e. Remove individuals that behave inappropriately from the event.
  - f. Be in continuous communication with the Student Organization representatives, Student Organization Advisor and Campus Service Officers throughout the event.
  - g. Assist the Student Organization members and advisor in dispersing the crowd after the event.
  - h. Complete a post-event evaluation.
4. [fa violation of the policy or a security concern warrants such action, terminate the event. Consultation with the Student Organization Advisor, Campus Service Officers and Building Supervisor should occur if at all possible.
5. University Police Services will be responsible for receiving, itemized billing and depositing Sponsor payments of cash or check for 25% of the totaled estimated charges communicated by UWWPS Event Coordinator. The remaining balance if there is one will be due 14-day post event. If an organization has a check returned for insufficient funds, all payments for future events must be made in cash for the following 2 years as well as applicable fees and event fee. University sanctions may be placed on groups not fulfilling financial responsibilities associated with events.
6. Billing disputes will be resolved by the Chief of campus police or designee. In the event that agreement cannot be reached, University Administration will be called upon to fulfill their responsibilities outlined in the "University Administration Responsibilities" section of this document.



## **CAMPUS SERVICE OFFICERS RESPONSIBILITIES**

Along with University Police, the Campus Service Officers will conduct event training workshops on a regular basis for Student Organization and departmental staff members, Student Organization Advisors, departmental representatives and facility staff.

The Campus Service Officers will conduct a pre-event meeting held at least 30 minutes prior to the event to introduce all Student Organization or department members, Student Organization Advisors or departmental representatives, University Police and facility staff to each other. The Campus Service Officers will also provide a form of identification that is to be worn by Event Sponsors during the event.

During the event, the Campus Service Officers will:

### **I. Staff the event from beginning to end.**

2. Have a designated lead CSO for the Event
3. Participate in the Pre-Event room inspection and submit the report to Supervisor.
4. Complete all equipment set up and provide all the necessary signage pertinent to the event.
5. Provide wristbands or other means to identify approved participants.
6. Determine and set, in consultation with University Police, the appropriate level of lighting and volume.
7. Provide the number of event management crew required by Addendum A.
8. Resolve any problems reported by Event Sponsors in consultation with University Police.
9. Ask University Police to remove individuals from the event who behave inappropriately.
10. Check guest IDs, run metal detector (if required), and ensure all attendees are 18 years of age or older unless accompanied by parent or guardian or an enrolled college student.
11. Ensure that attendance does not exceed the established capacity.
12. Enforce the University policies and procedures at the event.
13. Provide all the necessary signage and equipment for the event.
14. If violations of the policy occur or security concerns warrant such action, consult with University Police to terminate event.
15. Complete all equipment pack up and signage removal.
16. Assist University Dining Staff with monitoring alcohol consumption and participant behavior.

## **BUILDING/AREA SUPERVISOR RESPONSIBILITIES**

The building/area supervisor shall:

- I. Consult with University Police to determine if police presence is necessary at the event.
2. Contact UWWPS Event Coordinator or designee to inform them of the approved facility reservation and possible event.
3. Inform the Event Sponsor to contact the UWWPS Coordinator to discuss event staffing and anticipated level classification.
4. Building Manager attends the pre-event meeting held at least 30 minutes prior to the event.

### **UWWPS EVENT COORDINATOR RESPONSIBILITIES**

- I. Meet with the department or Student Organization and the Advisor of the Student Organization or departmental representative at least 4 weeks prior to the event. The purpose of the meeting is to review the logistical needs of the event and review the Special Event policy and its implementation.
2. Complete the Special Events Contract (*Addendum B*) that details the specific expectations of the department or Student Organization; and the Student Organization Advisor or departmental representative for each event within the guidelines of this policy.

### **UNIVERSITY ADMINISTRATION RESPONSIBILITIES**

University administration will provide financial support for special events in the following ways:

Page 5 of 7

G:\My Documents\Special Event Policy\2015 Review\Special Event Policy 3.17.15.docx

- I. Special Event Fund - The special event fund will be funded each year to the level of \$2,500. The following contributions will be transferred to the special event fund between July 1 and July 30 each year:
 

a. University Center	\$500
b. Career and Leadership Development	\$500
c. Student Affairs office	\$500
d. Administrative Affairs office	\$1,000
2. Unplanned/extraordinary special event fund shortages - The above contributing area representatives will be called together to discuss additional contributions.
3. Departmental unplanned losses or expenses due to special events - while sponsoring organizations are to be held liable for their share of expenses for special events, in the event that a campus department or unit is not reimbursed for expense, the areas listed above will be called together to agree upon the appropriate level of reimbursement to the department.
4. Other changes that affect costs for special events - in the event that changes occur during an academic year that may have financial ramifications on special event stakeholders, the above groups of contributors to the special event fund will be called together to agree upon the appropriate measures to be taken to adjust fund levels.
5. Billing disputes - in the event that billing disputes cannot be resolved by the campus police to the satisfaction of a stakeholder, the above groups of contributors to the special event fund will be called together to agree upon the appropriate measures to be taken.

### **SPONSOR COSTS AND SPECIAL EVENT FUND:**

UWW Police Services will not charge event sponsors for the cost of Campus Service Officers Staffing Level I, 2 and 3 events. Event sponsors are expected to pay for the Campus Service Officers and University Police Officers assigned to staff Level 4 through Level 8 events. In addition, recognized Student Organizations are eligible to receive up to \$300 per level 4, 5, and 7 events and up to \$400 for a level 6 event from the Special Event Fund to offset the cost of staffing. In all cases, additional charges may be incurred (additional security, equipment, etc.) when alcohol is served at an event. The Special Event Fund exists in order to reduce the costs for recognized student

organizations to sponsor events on campus. The Special Event Fund is established with funding annually provided by the following offices: Chancellor's Office, Office of the Vice Chancellor for Administrative Affairs, Office of the Vice Chancellor for Student Affairs, University Center, and Career & Leadership Development.

#### Event Prepayment:

25% of event payment must be made Fourteen (14) days prior to event, (see addendum A) in cash or cashier's check at University Police Services. Post event an itemized bill will be provided to the Sponsor and the remaining balance, if there is one, will be due 14-day post event. If an organization has a check returned for insufficient funds, all payments for future events must be made in cash for the following 2 years as well as applicable fees and event fee. University sanctions may be placed on groups not fulfilling financial responsibilities associated with events.

#### Event Cancellation - Severe or Hazardous Weather:

When weather conditions make it dangerous for guests or event workers to travel to and from the event a sponsor may decide to cancel an event. Cancellations must be made in consultation with the Chief of the University Police Services and the Building Supervisor, or their designees. In these cases, if a recognized student organization is sponsoring the event in question, they will not be charged for the cost of the Campus Service Officers or University Police Services (monies in the Special Event Fund will be used to pay for staffing costs by University Police Services). If a University Department is sponsoring the event in question, the department will be charged for the staffing costs incurred by the University Police Services.

Page 6 of7

G:\My Documents\Special Event Policy\2015 Review\Special! Event Policy 3.17.15.docx

#### Event Cancellation - Other Reasons:

If a sponsor cancels a Level 4 through Level 8 event within 14 days prior the event, there may be a charge from University Police Services. The sponsor should consult with the Chief of the University Police Services or his/her designee.

### **POLICY REVIEW /REVISION**

A Special Advisory Committee, chaired by the University Center Executive Director, will meet each November, or more often if necessary, to review the Special Events Policy. Changes to the process or policy cannot be made without both Committee and Administrative approvals. If changes are needed the Special Advisory Committee the chair will call a meeting to discuss the proposed changes and ramifications on stakeholders. The Committee will consist of:

- I. Staff Representatives: University Center Executive Director, Williams Center building supervisor, University Police, Career & Leadership Development, Dean of Students, University Housing and the Warhawk Connection Center.
2. Student Representatives: Whitewater Student Government (2), Residence Hall Association, Greek community, UC Building Manager, Campus Service Officer and Warhawk Connection Center representative.

Page 7 of7

G:\My Documents\Special! Event Policy\2015 Review\Special Event Policy 3.17.15.docx

### **UW-WHITEWATER**

### **SPECIAL EVENT PROCESS TIMELINE**

The full Special Event Policy can be accessed at the following address.

<http://www.uww.edu/involve/policy/index.php>

- 1<sup>st</sup> Step**            Call and Check if the space you need is available
- 2<sup>nd</sup> Step**            Reserve Campus Space ( Reservations, Rec Sports for Williams Center)
- 3<sup>rd</sup> Step**            Review Policy and Create Your Timeline

**Your Event Date** \_\_\_\_\_

Questions regarding the policy or your event? Contact UC Interim Executive Director at 472-6223 or [meldonia@uww.edu](mailto:meldonia@uww.edu)

### Your Dates

<b>HERE</b>	<b>Policy Date</b>	<b>Day of Event</b>
_____	45 Days Prior	_____ 14 Days Post
_____	28 Days Prior	
_____	25 Days Prior	
_____	21 Days Prior	
_____	15 Days Prior	
_____	14 Days Prior	
_____	14 Days Prior	
_____	7 Days Prior	
_____	1 Day Prior	

**Description**

Contract Fee/Deposit paid to UW-W Police Services.  
Additional Web Access given to Sponsors to complete  
Online Event Training by Staff

Approval by University  
Police of any event that  
anticipates 450 attendees  
or more

All Sponsors Online Training Completed

Secure Sponsor Related Materials (cash bag, cash, etc.);

Meet with Building Supervisor  
of reserved facility

Attend Pre-event Meeting;

Staff assigned locations/ duties at event

(UC is Jay Craggs, William  
Center is Gary Harms) for  
events anticipating more than 70  
attendees.

Billing completed and sent to sponsor

Page 1 of 2

G:\My Documents\Special Event Policy\2015 Review\SPECIAL EVENT  
Summary 3.17.15.docx

Deadline to request  
**Reduction of Level** to  
police@uww.edu There  
is a form available  
online at

<http://www.uww.edu/involvement/forms>

Event  
Sponsor  
requests  
Police  
Services and  
Campus  
Safety  
Officers  
services

Meet with  
Sponsor  
Advisor or  
Department  
Chair for  
Contract  
signature

Cancellation deadline w/ o  
charge

## Special Event Policy Summary (for complete policy go to <http://www.uww.edu/involvelpolicyindex.php>)

### DEFINITION & OVERVIEW

A special event is an event that is sponsored by a Student Organization or Department that expects more than 70 attendees, and that is entertainment oriented/focused (dance, party, talent show, etc.) and/or where alcohol is served. This policy applies to events that are held in any UW-Whitewater indoor or outdoor facility or space.

All sponsoring departments or organizations agree to abide by all University policies and procedures that govern the use of University facilities and policies outlined in the *Student Handbook* and other University policies.

UW-W students, faculty and staff will be held fully responsible for the actions of their guests. The University reserves the right to: a) refuse admission or eject from the event anyone who is disruptive, intoxicated, disorderly,

or jeopardizes public safety; b) terminate the event, c) forward information regarding the organization and incident to the administrator of the Student Organization Conduct policy d) and restrict the future use of University facilities by the department.

### EXCEPTIONS TO POLICY

Sponsors who believe their event is not included in the scope of this policy must email [police@uww.edu](mailto:police@uww.edu) to request an event level reduction or policy waiver. A complete waiver of the policy will be done in consultation with staff who initially advised the student organization or department. Reductions and Waivers are granted by the Chief of University Police or his/her designee.

### EVENT LOGISTICS

#### ATTENDEES/GUESTS

All attendees with the exception of minors accompanied by a parent/guardian, must produce the required photo ID. Sponsors are responsible of notifying attendees prior to event of this requirement.

#### CAPACITY

Once the event attendance reaches the maximum number allowable, no other individuals will be allowed admittance into the event.

#### RE-ENTRY

At events that are Level 3 or higher, once an attendee leaves the event area they will not be re-admitted to the event unless the event is sponsored by C & LD or other exempt groups.

CARRY INS"" No backpacks/large bags, or open beverage containers will be allowed into events.

### SPONSORS RESPONSIBILITIES- Failure to comply may be grounds to cancel the event.

1. Review the Special Events Policy.
2. More than four weeks in advance of the event, reserve space through appropriate University Reservation processes and complete any facility request/reservation or Activity Request forms.
3. As soon as facility reservations are made and a minimum of 21 days prior to event (sooner is safer), meet with UWW Police Services Event Coordinator or their designee to complete a Special Events Contract.
4. Meet with their UW-Whitewater Organization Advisor and have them sign the contract.
5. 14 days prior to event return completed Event Contract and pay event fee deposit.
6. Sponsoring group must have the appropriate number of members complete on-line special event training seven (7) days prior to the event. Upon completion of the on-line training, individuals will receive a training code number that will provide proof of training and will be valid for the academic year.
7. Supply the minimum number of sponsors at event as required on the Event Contract. Provide names and training ID numbers. For levels 1-8, sponsors must have completed Event Management Training.
8. All required Sponsors must attend the event Pre-Event meeting that will usually occur 30 minutes prior to the event being open to attendees.
9. Sponsors are responsible for any cash handling or ticketing, as well as merchandising at the event.
10. It is the responsibility of the event sponsor to communicate event admittance requirements to attendees both prior to and the night of the event.
11. Individual members who violate the rules may be automatically removed from the event and may be subject to arrest as well as

disciplinary action under the Student Nonacademic Disciplinary Procedures, or subject to the judicial procedures of the campus at which the guest is a student.

12. During the event, all members of the department or Student Organization identified to work the event must:

Attend the event from start to finish.

- Participate in a pre-event room inspection with the Campus Service Officer.
- Be identified as sponsor members by wearing identification as determined by the Campus Service Officer.
- Ask University Police to remove individuals from the event who behave inappropriately.
- Make the announcement of the event ending and encourage participants to disperse.
- Provide a list of names and/or be willing to identify any individuals to be excluded from the event because of safety concerns.
- Not put them self in jeopardy when an emergency situation presents itself,
- Not interfere with University Police in the arrest or ejection of any individual or be subject to ejection from the event as well as university disciplinary action.

Page 2 of 2

G:\My Documents\Special Event Policy\2015 Review\SPECIAL EVENT Summary 3.17.15.docx

## UNIVERSITY SPECIAL EVENTS CONTRACT

Today's Date:

Sponsor \_\_\_\_\_

Contract due UC Reservations \_\_\_ Max Capacity# \_\_\_\_\_

Event Date \_\_\_\_\_ Venue \_\_\_\_\_

Pre-Event Time \_\_\_\_\_ Event Start \_\_\_

Event End \_\_\_\_\_

Org. Contact(Printed) \_\_\_\_\_

Facility Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_

Phone: \_\_\_\_\_

*By entering names onto this contract, persons have acknowledged they have read and agreed to abide to the terms of the special events policy.*

**Level 1 (\$0)** - Organization/Department Members only,

UWW Photo ID Required 70-100 Attendees

(Print) Sponsor Volunteer Names

**Training Number**

\_\_\_\_\_ **Level 2 (\$0)** - UW-W Students only

UWW Photo ID Required 70-200 Attendees

\_\_\_\_\_ **Level 3 (\$0)** - UW W Students up to 1 guest

UW System College Photo ID Required, or Alumni List. 70 - 200 attendees

\_\_\_\_\_ Alumni List will be provided

\_\_\_\_\_ **Level 4 (\$455)** - UW-W Students up to 1 guest,

UW System College Photo ID Required, or Alumni List 200-350 attendees

\_\_\_\_\_ Alumni List will be provided

\_\_\_\_\_ **Level 5 (\$335)** - Any College Photo ID, 70 - 200 attendees

\_\_\_\_\_ **Level 6 (\$630)** - Any College Photo ID, 200 - 400 attendees

\_\_\_\_\_ **Level 7 (\$730)** - Photo ID Required, 70 - 400 attendees

\_\_\_\_\_ **Level 8 (\$TBD)** -Photo ID Required, 400+, Facility TBD

\_\_\_\_\_ The sponsoring organization must have  
\_\_\_\_\_ individuals



1.

2.

3.

4.

5.

6.

ADVISOR NOTIFICATION	
Name_____	Phone_____
Email _____	
Advisor Signature:_____	Date: ____ _

**Estimated Event Costs:** Pre-pay 25% at UW-W Police front desk by \_\_\_\_ (date) in the amount of \$ \_\_\_\_\_

**O** Code: \_\_\_\_\_

committed to serving as Sponsor for this event and all must be present **at** \_\_\_\_ which is 30 / 60 minutes prior to the start of the event for training or the event may be cancelled.

\_\_\_\_\_  
 Alcohol \_\_\_\_\_ **WILL \_WILL NOT** be allowed at this event.  
 Receipt \_\_\_\_\_ Date \_ \_ \_ \_ \_

\_\_\_\_\_ Event Waiver Granted Date: \_\_\_\_\_ -, --\_

(**Attach Email**)

\_\_\_\_\_ Neither Campus Serv. Officers or University Police Required

White-Resins/Building Supervisor Canary-Sponsor Pink-Police Services Gold-CSO's Re-

I 2/22/14

UV'

•Whitewater Special

**Events Policy -Addendum A** Any exception use of these levels must be submitted to University Police

(police@uww.edu);, "Request for reduction.

• Has

Event Level	Attendees	Entry Limitations	Attendees	Locations	ing Minimums <b>Without</b> Alcohol	<b>COSTS</b> CSO's	Cost University Police	<b>COST Est Student Org</b>	Extra staffing <u>With</u> Alcohol	COSTS Est Events <u>with Alcohol</u> in addition to staffing minimum
Level 1	Department or Student Org Members Only	Photo ID	70 to 100 people	UC Ballroom UC 259 Prairie St.	*1 cso *1 Sponsor Member	No Charge	N/A	\$0	1 cso	1 crew x 4hrs @ •15'hr s6o
Level 2	uw-w Students only	Photo ID	70 to 200 people	UC Ballroom UC THR 259	*2 CSO's *3 Sponsor Members	No Charge	N/A	\$0	2 CSO's	2 crew x 4hrs @ <15fhr •120
Level 3	uw-w Student w/1 guest	UW System College Photo ID or Alumni/Fam List	70 to 200 people	UC Ballroom UC THR 259	*4 CSO's *3 Sponsor Members	No Charge	N/A	\$0	2 CSO's	2 crew x 4hrs @ \$15/hr=\$120
Level 4	uw-w Student w/1 guest	UW System College Photo ID/Alum/Fam List	200 to 350 people	UCTHR	*8 CSO's *1 Police Officer *4 Sponsor Members	8 crew x 4hrs @ \$15/hr=\$480	1 Officer x5.5 hrs @ \$50/hr=\$275	\$455•	4 CSO's 1 Officer	4 crew x 4hrs @ \$15/hr=\$240 1 Officer x5.5 hrs @ <50fhr <275
Level 5	uw-w Student w/2 guests	College Photo ID (non-system)	70 to 200 people	UC THR Outside	*6 CSO's *1 Police Officers *4 Sponsor Members	6 crew x 4hrs @ \$15/hr=\$360	1 Officer x5.5 hrs @ \$50/hr=\$275	\$335•	3 CSO's 1 Officer	3 crew x 4hrs @ \$15/hr=\$180 1 Officer x 5.5 hrs @ <50ihr=<275
Level 6	Choose either uw-w Student w/2 guests OR College Photo ID	College Photo ID (non-system)	200 to 400 people dependent on facility	UCTHR Outside	*8 CSO's *2 Police Officers *1 UW-W Org. Advisor or Department Chair *4 Sponsor Members *Metal Detector (optional)	8crew x4hrs @ \$15/hrs = \$480	2Officers x5.5hrs @ \$50/hr= \$550	\$630•	4 CSO's 2 Officers	4 crew x 4hrs @ 15/hr=\$240 2 Officer x5.5 hrs @ \$50/hr=\$550
Level 7	Open to everyone	Photo ID Required	70 to 400 people dependent on facility	UCTHR Outside	*8 CSO's *2 Police Officers *1 UW-W Org Adv/Chair *4 Sponsor Members *Metal Detector (required)	8 crew x 4hrs @ \$15/hrs= \$480	2 Officers x 5.5 hrs @ \$50/hr= \$550	\$730•	4 CSO's 2 Officers	4 crew x 4hrs @ 15/hr=\$240 2 Officer x5.5 hrs @ <50/hr <550
Level 8	TBD	Photo ID Required	400 or more people dependent on facility	WC Gym 1/4, ILY Any Campus Area Outside	TBD by Police (dependent on size of crowd, venue and event type)	TBD	TBD	TBD	TBD	TBD

already subtracted Student Org Security Subsidy of for event; \$300 for level 4, 5, 7 and \$400 for level 6.

• Department Sponsors are responsible for all the staffing costs and are not eligible for any subsidy.

# Appendix J

## Alcohol Beverage Policy

### *ALCOHOL BEVERAGE POLICY*

**Source:** Office of the Chancellor

#### 1.0 BACKGROUND

The following policy has been established to ensure that the service of alcoholic beverages at the university follows all state and federal laws. The policy also reflects the university's philosophy that the service of alcoholic beverages must promote and encourage the responsible use of alcohol.

#### 2.0 POLICY

2.1 The use or possession of alcoholic beverages is prohibited on university premises, except as expressly permitted by the Chancellor (or designate) as defined in this policy, in accordance with s. UWS 18.09, Wis. Adm. Code. Without exception, alcohol consumption is governed by Wisconsin Statute Chapter 125.

2.2 The University Food Service Contractor shall act as the authorized agent for the University and provide all alcoholic beverage sales and services for the campus. The only exception is the Director of the Young Auditorium is authorized to select a licensed provider of their choice for alcoholic beverage sales and services for events in the Young Auditorium.

2.3 The Chancellor has established the following designees to administer and interpret the Alcohol Beverage Service Policy; the Executive Director of the James R. Connor University Center for the James R. Connor University Center, academic buildings and university grounds and the Director of the Young Auditorium for the Young Auditorium. The Chief of Police is the designee assigned to determine appropriate methods to be used for monitoring the distribution and consumption of alcohol at various events as referred to in section 2.9.

2.4 Alcoholic beverages will be served only at such times and conditions consistent with local, state, and federal regulations governing such service.

2.5 Non-alcoholic beverages and food, including non-salted items, which have been provided within the parameters of the University Dining Contract, must be available where alcoholic beverages are served. It is the responsibility of the sponsor, under the guidance of the authorized university designee (as defined in 2.3) to ensure that when alcohol is being served, food will be made available to the attendees. The appropriate amounts of food and beverage are to be available for the anticipated attendance.

2.6 All alcoholic beverages must be consumed within the designated area in which they are sold, catered, or served.

2.7 The "carry in" or "carry out" of any type of alcoholic beverages to or from activities or programs is prohibited. The sponsoring department or authorizing university administrative designee (see 2.3) may further restrict "carry in" or "carry out" of all beverages.

2.8 Sponsors of functions that permit attendance of underage individuals, under the guidance of the authorized university designee (see 2.3), must make adequate provisions to monitor the consumption of alcoholic beverages.

2.9 Events where alcoholic beverages will be served must allow for monitoring of distribution of alcohol. Sponsors are responsible for coordinating this with campus police and for any costs needed to monitor the distribution of alcoholic beverages during events. Appropriate methods for monitoring the distribution of alcoholic beverages will be determined by the Chief of University Police.

2.10 The co-sponsorship of programs by an alcoholic beverage vendor must follow the campus Corporate Sponsorship Policy. The promotion of alcoholic beverages through reduced cost is prohibited on campus. Any promotional signage must emphasize the event and the sponsorship must be secondary.

2.11 State and federal laws prohibit the resale of alcoholic beverages for profit except by the licensee and tax stamp holder.

2.12 Alcoholic beverages will be served or sold only by a certified bartender on a by the drink basis (16 oz. maximum) except that wines by the bottle or carafe and alcoholic punches may be furnished at appropriate functions. Exceptions to this policy may be approved by the appropriate university designee (see 2.3).

2.13 The practice of tailgating, which may include the responsible consumption of alcoholic beverages by individuals of legal drinking status, is allowed in university-designated areas in conjunction with organized Intercollegiate Athletic events.

2.14 During University related events, where alcohol is provided, each University employee who consumes alcohol must consider themselves "off the clock" (not working) and not return to work while under the influence of alcohol. Employees attending and performing official university roles should not consume alcohol.

### 3.0 ADMINISTRATION

3.1 As part of the campus reservation process, an individual must be designated as the sponsor for the event. If alcohol is to be served, this sponsor will be required to sign a copy of this alcohol policy, indicating an understanding and acceptance of the stated university alcoholic beverage policy. The sponsor is responsible for obtaining the signature of the university police chief or designee and then showing this signed copy of the policy to University Dining prior to deciding for the disbursement of alcohol.

3.2 It is the responsibility of the licensed alcohol provider and their employees to make proper identification of persons eligible to purchase or consume alcoholic beverages. The type of identification required will be an official state photo I.D., valid passport, or a driver's license with picture.

3.3 Bartenders employed to serve/sell alcoholic beverages will be at least the minimum age required by state statute and possess a bartender's certification. A licensed bartender needs to attend all events in which alcohol is served.

#### 4.0 SPONSOR RESPONSIBILITIES

4.1 Individuals or groups that sponsor functions in university facilities must be provided the alcoholic beverage policy and guidelines. Sponsors must accept responsibility for monitoring behavior and adhering to the university alcoholic beverage policy. The sponsors must accept financial responsibility for any theft, damage or vandalism associated with the sponsored event.

4.2 Sponsors are expected to maintain responsible standards concerning the use of alcoholic beverages at the event. Any use leading to offensive behavior or disorderly conduct may result in the immediate dismissal of service to the individual(s) involved and/or to the sponsoring group. Further disciplinary action may be taken if necessary (via UWS Chapter 17 or criminal action). In addition, future events may be modified and/or facility use privileges may be suspended for a period of time. Any repeated violation will be cause for facility use denials as well as recommended sanctions.

4.3 Sponsors are responsible to ensure that advertisement of events where alcohol will be served shall follow current university posting policies.

4.4 Sponsors are responsible to ensure that events where alcohol will be served shall follow current university special event policy.

As amended August 2013

# Appendix K

Alcohol Related Policy Violation Sanctioning Guide

**Statement of Understanding**  
***RE: Alcohol and/or Drug Policy***

	<b>Recommended Sanction</b>
First*	Alcohol Response-Ability web-based course. The student will be charged \$35.00 for the course. Residence Hall Probation for one year Parental Notification Signed statement of understanding of conduct policy and consequences of future violations
Second*	Assignment to CHOICES program, the student will be charged \$100.00 for this program. Extended Residence Hall Probation Residence hall relocation and/or ban likely (Depending on where the violations took place) Parental Notification Signed statement of understanding of conduct policy and consequences of future violations
Third*	Referral to the Student Assistance Program in the University Health and Counseling Center for an AODA (alcohol and other drug abuse) Assessment Residence hall contract cancellation and/or ban likely (Depending on where the violations took place) Extended Residence Hall Probation if student is not cancelled, University Probation if student is cancelled. 8 to 10-page paper on responsibility, life choices, possibility of suspension from the University for a period of one semester to two years Parental Notification Signed statement of understanding of conduct policy and consequences of future violations
Fourth*	I. Suspension from the University for a period of one semester to two years

This chart outlines general guidelines for typical violations, however any single violation may result in more serious sanctions depending on the severity of that specific incident. Additionally, a minor violation may result in less severe sanctions than the general guidelines.

Alcohol policy violations committed by students under the age of 21 will also result in notification of the student's parent(s) or legal guardian(s).

Notification will occur in

- writing, unless the situation warrants a different method.



Disciplinary probation means that a student may remain enrolled at the university as long as the student complies with specified standards of conduct and completes all assigned disciplinary sanctions.

***I have reviewed the above information and understand the possible consequences of any future violations of policy. Further, I understand that it is my responsibility to clarify any questions I may have regarding policies and sanctions.***

---

Student Signature

---

Date

# Appendix L

Annual Notification Email & Announcement

announcements.uww.edu » (<http://announcements.uww.edu>)  
ANNUAL SECURITY AND FIRE SAFETY REPORT

<https://announcements.uww.edu/Details/12872>

## Annual Security and Fire Safety Report

UW-Whitewater's annual security and fire safety report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by UW-Whitewater; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters, as well as fire safety policies and statistics for campus residence halls.

You can view the report at:

<http://www.uww.edu/asfr>

If you would like a paper copy of the report please contact the UW-Whitewater Police at 262-472-4660.

Contact Department Date Posted

UW-W News (<mailto:news@uww.edu>) MARKETING & MEDIA RELATIONS 9/29/2018

Main Page (/)

Annual Security and Fire Safety Report - Announcements I University ...

announcements.uww.edu » (<http://announcements.uww.edu>)

ANNUAL SECURITY AND FIRE SAFETY REPORT

<https://announcements.uww.edu/Details/13283>

## Annual Security and Fire Safety Report

UW-Whitewater's annual security and fire safety report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by UW-Whitewater; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention,

the reporting of crimes, sexual assault, and other matters, as well as fire safety policies and statistics for campus residence halls.

You can view the report at: <http://police.uww.edu>

If you would like a paper copy of the report please contact the UW-Whitewater Police at 262-472-4660.

Contact Department Date Posted

UW-W News (<mailto:news@uww.edu>) University Marketing and Communications 9/29/2019

[Main Page \(/\)](#)

# Appendix M

## Drug-Free Work place Employee Notification Letter

[announcements.uww.edu](http://announcements.uww.edu) » (<http://announcements.uww.edu>)

<https://announcements.uww.edu/Details/1225> I  
DRUG-FREE WORKPLACE POLICY

Drug-Free Workplace Policy

Please see the following UW-Whitewater Drug-Free Workplace information:

UW-Whitewater Drug-Free Workplace  
(<http://www.uww.edu/documents/uwcs/eapletter201S.pdf>)

Contact Department Date Posted

Brueggeman, Karen L (<mailto:bruegge@uww.edu>) Health & Counseling Services  
3/9/2015

[Main Page \(/\)](#)

Dear Employee:

Please take some time to read this letter so that you are fully aware of drug and alcohol policies at the workplace.

Congress enacted the Drug-Free Workplace Act of 1988 which places certain responsibilities on the University of Wisconsin-Whitewater as the recipient of federal grants and contracts. Pursuant to the federal requirements, and in keeping with current university policy, all UW-Whitewater employees are reminded that UW-Whitewater rules, policies and practices prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances on all university property and work sites. Any employee who engages in any of these actions on university property or the work site or during work time may be referred to counseling or treatment, and may be subject to disciplinary action up to, and including, discharge.

Under the requirements of the federal law, employees who are convicted of any criminal drug statute violation occurring in the workplace must notify their dean, director or department chair within five days of the conviction if the employees are employed by the university at the time of the conviction. In addition, under the requirements of the Drug-Free Schools and Communities Act, institutions of higher education must provide employees with notice of the applicable state and federal sanctions for unlawful possession or distribution of illicit drugs and alcohol.

You can access these regulations by going to either of the following websites:

1. The EAP website: [http://www.uww.edu/uwcs/counseling-services/employee.a §instance-program](http://www.uww.edu/uwcs/counseling-services/employee.a%20instance-program)
2. The Annual Fire and Safety Issues website: <http://www.uww.edu/annual-safety-report/drugs/standards>
3. Police Services website: [http://www.uww.edu/adminaffairs/police/building-supervisor, manual/drugs and-alcohol](http://www.uww.edu/adminaffairs/police/building-supervisor,manual/drugs-and-alcohol)

If you do not have access to a computer with internet, you may request a copy of the regulations by calling the Employee Assistance Program at (262) 472-1305.

Employees who have problems with alcohol or controlled substances should be encouraged to voluntarily seek counseling or treatment. Early diagnosis and treatment of alcohol or drug problems is in the best interest of both the university and its employees. UW-Whitewater has an established Employee Assistance Program that provides free and confidential services to address your concerns. For an appointment, call (262) 472-1305.

Sincerely,

Matthew Mallin, MSSA, LCSW

Asst. Director of Counseling Services, Coordinator Employee Assistance Program University  
Health and Counseling Services  
University of Wisconsin - Whitewater

# Appendix N

Police Arrests or Referrals for University Disciplinary Action

UW-Whitewater Main Campus  
**2018**

<b>Arrests/Referrals</b>	<b>Total</b>	<b>OC</b>	<b>RH</b>	<b>PP</b>	<b>Non</b>
Drug Law Arrest	42	24	14	4	0
Weapons Arrest	0	0	0	0	0
Liquor Arrest	0	0	0	0	0
Drug Law Referral	58	32	25	1	0
Weapons Referral	0	0	0	0	0
Liquor Referral	1,217	312	290	13	0

OC = On Campus  
RH= Res Hall

PP= Public Property  
Non= Non/Off campus

**2019**

<b>Arrests/Referrals</b>	<b>Total</b>	<b>OC</b>	<b>RH</b>	<b>PP</b>	<b>Non</b>
Drug Law Arrest	200	111	42	35	12
Weapons Arrest	0	0	0	0	0
Liquor Arrest	0	0	0	0	0
Drug Law Referral	83	59	23	0	1
Weapons Referral	0	0	0	0	0
Liquor Referral	784	442	327	15	0

OC = On Campus  
RH= Res Hall

PP= Public Property  
Non= Non/Off campus

**2020**

<b>Arrests/Referrals</b>	<b>Total</b>	<b>OC</b>	<b>RH</b>	<b>PP</b>	<b>Non</b>
Drug Law Arrest	105	62	23	19	1
Weapons Arrest	2	1	0	0	1
Liquor Arrest	0	0	0	0	0
Drug Law Referral	98	66	29	3	0
Weapons Referral	0	0	0	0	0
Liquor Referral	607	431	171	5	0

OC = On Campus  
RH= Res Hall

PP= Public Property  
Non= Non/Off campus

UW-Whitewater at Rock County

**2018**

<b>Arrests/Referrals</b>	<b>Total</b>	<b>OC</b>	<b>RH</b>	<b>PP</b>	<b>Non</b>
Drug Law Arrest	0	0	0	0	0
Weapons Arrest	0	0	0	0	0
Liquor Arrest	0	0	0	0	0
Drug Law Referral	0	0	0	0	0
Weapons Referral	0	0	0	0	0
Liquor Referral	0	0	0	0	0

OC = On Campus

RH= Res Hall

PP= Public Property

Non= Non/Off campus

**2019**

<b>Arrests/Referrals</b>	<b>Total</b>	<b>OC</b>	<b>RH</b>	<b>PP</b>	<b>Non</b>
Drug Law Arrest	0	0	0	0	0
Weapons Arrest	0	0	0	0	0
Liquor Arrest	0	0	0	0	0
Drug Law Referral	0	0	0	0	0
Weapons Referral	0	0	0	0	0
Liquor Referral	0	0	0	0	0

OC = On Campus

RH= Res Hall

PP= Public Property

Non= Non/Off campus

**2020**

<b>Arrests/Referrals</b>	<b>Total</b>	<b>OC</b>	<b>RH</b>	<b>PP</b>	<b>Non</b>
Drug Law Arrest	0	0	0	0	0
Weapons Arrest	0	0	0	0	0
Liquor Arrest	0	0	0	0	0
Drug Law Referral	0	0	0	0	0
Weapons Referral	0	0	0	0	0
Liquor Referral	0	0	0	0	0

OC = On Campus

RH= Res Hall

PP= Public Property

Non= Non/Off campus

\*Note on Statistics as of 2014: UW-Whitewater was informed underage drinking and possession is a civil offense in the State of Wisconsin, and should not be reported as an arrest per Clery Act regulations. In the spirit of transparency, UWSPD issued 46 civil underage alcohol tickets in 2016, 80 in 2015 and 77 in 2014 for violations that occurred within Clery-reportable geography.

**2022**

<b>Arrests/Referrals</b>	<b>Total</b>	<b>OC</b>	<b>RH</b>	<b>PP</b>	<b>Non</b>
Drug Law Arrest	57	25	14	0	18
Weapons Arrest	2	1	1	0	0
Liquor Arrest	44	22	14	0	8
Drug Law Referral	42	23	13	0	6
Weapons Referral	0	0	0	0	0
Liquor Referral	94	52	37	0	5

OC = On Campus  
RH= Res Hall

PP= Public Property  
Non= Non/Off campus

\*These are preliminary numbers as there will be changes in our Clery report due to diversion program failures that result in arrests or citations.

\*\*Clery numbers get kind of skewed because if an arrest or referral occurs in a residence hall, we have to count it as a res hall AND an on campus. This chart does not include any referrals from housing or DOS, as the Clery report will also show.



# Appendix O

American College Health Association – Health Assessment 2018

This assessment is performed every three years.