



2026 Annual Security Report

[For incidents occurring between January 1, 2025 – December 31, 2025]

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2026 Annual Security Report

Introduction

The Annual Security Report ("Report") is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended. It provides students and employees of Saybrook University ("University") with information on: the University's security arrangements, policies, and procedures; the University's programming to provide education on as drug and alcohol abuse, awareness of certain kinds of sex offenses, and the prevention of crime; and procedures to notify the campus community in the event of an emergency. The purpose of the Report is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

Policy for Preparing the Annual Report

The University is committed to taking all actions necessary to provide a safe and secure working and learning environment for students and staff. The Report was prepared by the Vice Provost of Student Life and Dean of Students in cooperation with local law enforcement authorities and includes information provided by them as well as by the University's Campus Security Authorities ("CSA") and other elements of the University. Each year an e-mail notification is made to all enrolled students and employees that provides the website link to access this Report. Prospective students and employees are also notified of the Report's availability. Hard copies of the Report may also be obtained at no cost by contacting:

Shaniece McGill, Vice Provost of Student Life and Dean of Students
Saybrook University
55 W. Eureka Street
Pasadena, CA 91101

General Safety and Security Policies

Campus Security Personnel & Relationship with Local Law Enforcement

The University does not have a campus security or police department.

The University works with an external vendor, Allied Universal, for parking lot security, and the local police on crime prevention and security. Allied Universal patrols the parking lot Monday through Thursday, 2:30pm-10:30pm PT, and Saturday through Sunday, 8:00am-5:00pm PT. Allied Universal security personnel do not have the authority to arrest individuals; they may only observe and call 911 for emergencies.

Saybrook works with the Pasadena Police Department as local law enforcement and does not currently have any agreements with them for the investigation of alleged criminal offenses.

Campus Security Authorities

The University has designated certain officials to serve as CSAs. Reports of criminal activity can be made to these officials or to local law enforcement. CSAs ensure that the crimes are reported for collection and inclusion in the University's Annual Security Report of crime statistics. The University has designated the following individuals as CSAs.

- Shaniece McGill, Vice Provost of Student Life and Dean of Students
 - Email: smcgill2@saybrook.edu
 - Phone: 626.316.5342
- Joletta Sells, Human Resources Manager at
 - Email: jsells@saybrook.edu
 - Phone: 626.316.5381

Reporting a Crime or Emergency

The University encourages accurate and prompt reporting of all criminal activity, emergencies, or other incidents occurring on campus, on other property owned by the University, and on public property, as defined below. Such reporting is encouraged when the victim of a crime elects to or is unable to make such a report.

- All crimes or crimes in progress should be reported immediately to the local authorities by calling 911 or 626.744.4501. A dispatcher is available 24/7.
- All criminal activity and emergencies that have occurred on its campus should be reported to the local authorities as well as to the Vice Provost of Student Life and Dean of Students, Shaniece McGill (Phone: 626.316.5342; Email Address: StudentAffairs@Saybrook.edu) or another of the campus security authorities listed above.
- Confidential incident reports can also be made by contacting the Vice Provost of Student Life and Dean of Students, Shaniece McGill (Phone: 626.316.5342; Email: StudentAffairs@Saybrook.edu) or another of the campus security authorities listed above.
- Saybrook community members are strongly encouraged to immediately report crimes in progress, fires, medical emergencies, other emergencies, and any suspicious activities to the local police department.

Confidential Reporting

The University protects the confidentiality of victims. The identity of the victim will only be provided for the purpose of investigating the crime, assisting the victim, or disciplining the perpetrator.

Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the institutional system or the criminal justice system, you may still want to consider making a confidential report to the University. With your permission, a designee of Saybrook University can file a report on the details of the incident without revealing your identity. In such circumstances, crime victims are encouraged to consider making a confidential report to one of the designated campus security authorities. At a minimum, crime victims will have the option to receive valuable counseling and referral information.

Confidential reports are important because they provide valuable information that may enhance the safety of the community-at-large and they will, at least, provide a more accurate portrait of actual campus crime. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number

of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the Saybrook community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the University. In certain situations, individuals may not be able to maintain confidentiality because some University employees are required to share the information under the Title IX Policy.

The University does not employ any pastoral or professional counselors and thus does not have procedures for these positions to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Security of and Access to Campus Facilities

Access to Campus Facilities

Saybrook University is a non-profit university, and its campus is private property. The University has one campus and offers most of its classes online. No classes are held at our Pasadena campus. The building is locked, and faculty and staff may gain access using their Saybrook ID badge between 8:00am and 5:00pm Monday through Thursday. Access to Saybrook's Pasadena campus and facilities during normal business hours is permitted only with Saybrook's consent, which may be withdrawn at any time for any reason. Saybrook gives implied permission to people with genuine and legitimate purposes to enter and remain on its premises during normal business hours. That permission is, however, conditional upon the person behaving in a manner consistent with any policies or procedures the University may have in place. Where those policies or procedures are not observed, Saybrook is within its rights to withdraw permission and request the person to leave its premises.

Clery Geography

The University's required crime statistics reporting areas are defined as the following:

- On Campus Property includes violations of law that occurred on campus property.
- Public Property includes violations of law that occurred on public property that is within the campus, or immediately adjacent to and accessible from University property (i.e., sidewalks and streets).
- Non-Campus Property includes violations of law that occurred at University owned, leased, or controlled locations that are not within the same reasonably contiguous geographic area of main campus.

Please note that statistics for otherwise reportable crimes that do not occur within the Clery Act-specified geography are not included in these statistics even if University students or employees are involved.

Non-Campus Building or Property

In this report, crime statistics for non-campus locations refer to the Courtyard by Marriott in Bellevue, WA, the Hilton Universal in Universal City, CA, and the Sheraton Universal in Universal City, CA properties, which were part of Saybrook's geography as recognized by the Clery Act for the 2026 Annual Security Report.

In January 2025, the University used the Hilton Universal Hotel, located at 555 Universal Hollywood Drive, Universal City, CA 91608 for its Spring Residential Learning Experience for students in the Clinical Psychology and Counseling programs. Students, faculty, and staff were in attendance for a four to five-day stay. Access to the hotels is public, and the hotel in-house handles security. Several Saybrook staff members were always present and available to assist students and employees in an emergency.

In August 2025, the University used Hilton Universal Hotel, located at 555 Universal Hollywood Drive, Universal City, CA 91608, and the Sheraton Universal Hotel, located at 333 Universal Hollywood Drive, Universal City, CA 91608, for its Fall Community Learning Experience for students. Students, faculty, and staff were in attendance for a four to five-day stay. Access to the hotels is public, and the hotel in-house handles security. Several Saybrook staff members were always present and available to assist students and employees in an emergency.

In February and October of 2025, the University used the Courtyard by Marriott Hotel, located at 11010 Northeast 8th Street, Bellevue, WA, 98004, for its mid-term Residential Learning Experience for students in the Clinical Psychology program residing in Washington. Students, faculty, and staff were in attendance for a three-day stay. Access to the hotels is public, and the hotel's in-house security handles security. One Saybrook staff member was always present and available to assist students and employees in an emergency.

Between June 28, 2025, and July 10, 2025, Saybrook students participated in a study abroad trip to Ireland. During the trip attendees participated in the Possibility Studies International Conference and engaged in culturally immersive experiences in Kildare and Dublin, Ireland.

Security Considerations in the Maintenance of Facilities

Campus Facilities and Security

The campus administration is dedicated to promoting campus safety, and crime prevention is a high priority. Maintenance, Building Security, and Saybrook personnel regularly inspect campus facilities for potential safety and security hazards. Prompt response is made to repair identified hazards to further assist in providing a safe environment.

The University administrative office at the Pasadena campus is well-lit and monitored by building facilities, security, and maintenance staff.

Educational Programs Related to Security Awareness and Prevention of Criminal Activity

The University seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others, and to inform them about the prevention of crimes. These programs are discussed below.

The University provides information on its security procedures and practices to students and employees at the beginning of each academic year. This information is in the form of email blasts. The Vice Provost of Student Life and Dean of Students sends an annual Title IX Coordinator welcome and introduction to create awareness of the policy and reporting

procedures. Additionally, the Vice Provost sends the annual campus notification for the Annual Security Report. Among other things, it advises students and employees on the importance of reporting criminal activity, to whom crimes should be reported, being responsible for their own safety and the safety of others, and practices regarding timely warnings and emergency notifications.

Crime prevention programs are also presented each semester by Student Life. In addition, email blasts are periodically sent out to students and employees with crime prevention and other safety tips.

Monitoring Off-Campus Locations of Recognized Student Organizations

The University does not have any off-campus locations of student organizations officially recognized by the University and thus the University does not monitor and record, through local police agencies, any criminal activity at such locations.

Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense

Upon written request, the University will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the paragraph.

The disclosure does not apply to victims of dating violence, domestic violence, sexual assault, or stalking.

Drug and Alcohol Policy

In compliance with the Drug Free Schools and Communities Act of 1986, as amended in 1989, Saybrook University has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its students and employees on Saybrook premises or as part of any of its activities. Saybrook University promotes a safe, healthy, and productive educational and work environment for all individuals in our community. We comply with federal, state, and local laws governing the possession, use and distribution of unlawful drugs at the workplace. Saybrook prohibits the sale, possession, distribution, or use of illicit drugs on Saybrook premises or at its functions. In addition to compliance requirements of the Drug-Free Schools and Committees Act (as amended in 1989), Saybrook subscribes to a long and distinguished tradition of humanistic values.

Saybrook seeks to develop the ability of our students to apply to their own personal and social lives the principles and values contained in Saybrook's mission statement. Individuals younger than 21 years old may not purchase, accept as a gift, or possess alcoholic beverages on any street or highway or other public place. Consumption by minors is expressly prohibited. Licensees to sell alcoholic beverages are prohibited from selling, giving, or delivering alcoholic beverages to anyone under 21 years of age. It is unlawful for anyone of legal age to purchase or obtain alcoholic beverages and then sell, give, or deliver them to a minor. Students determined to have illegal possession of a controlled substance are subject to institutional disciplinary action, in addition to legal sanctions under federal and state law. The University enforces California's underage drinking laws and federal and state drug laws.

Federal Drug Laws (Updated August 3, 2026)

Denial of Federal Benefits (21 U.S.C. § 862) A federal drug conviction may result in the loss of federal benefits, including loans, grants, scholarships, contracts, and licenses, although the Department of Education has said it will no longer disqualify students from Title IV aid for a federal or state conviction for possession or sale of a controlled substance.

Forfeiture of Personal Property and Real Estate (21 U.S.C. § 853) Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation. A warrant of seizure may be issued and property seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 U.S.C. § 841) Penalties for federal drug trafficking convictions vary according to the type and quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are more severe. Federally-defined schedules of controlled substances are published at 21 U.S.C. § 812.

In the case of a controlled substance in schedule I or schedule II, GHB (or, “liquid ecstasy”), or flunitrazepam (or, “rohypnol”), a person shall be sentenced to a term of imprisonment of not more than 20 years. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to \$10 million.

In the case of a controlled substance in schedule III, a person shall be sentenced to a term of imprisonment of not more than 10 years, and if death or serious bodily injury results, shall be sentenced to a term of imprisonment of not more than 15 years or a fine not to exceed \$500,000, or both, for a first offense.

For less than 50 kilograms of marijuana, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

In the case of a schedule IV substance, the term of imprisonment shall not be more than five years, and the fine shall not be more than \$250,000, or both, for a first offense.

Persons convicted on federal charges of drug trafficking within 1,000 feet of an elementary school, secondary school, college, or university **(21 U.S.C. § 860)** face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year, unless the offense involves five grams or less of marijuana.

Federal Drug Possession Penalties (21 U.S.C. § 844) Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison, a mandatory fine of no less than \$1,000, or both. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at <https://www.campusdrugprevention.gov/content/drug-scheduling-and-penalties>.

Drug and Alcohol State Laws

Category	Summary (California Code)
Possession of Marijuana	It is legal for persons 21 years of age or older to smoke or ingest cannabis or cannabis products. Cal. Health & Safety Code § 11362.1. It is legal for persons 21 years of age or older to possess, process, transport, purchase, obtain, or give away to persons 21 years of age or older without any compensation whatsoever, not more than 28.5 grams of cannabis not in the form of concentrated cannabis or not more than eight grams of cannabis in the form of concentrated cannabis, including as contained in cannabis products. <i>Id.</i> Persons under 18 years of age who are found guilty of a first offense of possession of not more than 28.5 grams of cannabis, or not more than eight grams of concentrated cannabis, or both, will be required to complete four hours of drug education or counseling and up to 10 hours of community service over a period not to exceed 60 days. Cal. Health & Safety Code § 11357. For a second offense or subsequent offense, persons under 18 years of age will be required to complete six hours of drug education or counseling and up to 20 hours of community service over a period not to exceed 90 days. <i>Id.</i> If the offender is at least 18 years of age but less than 21, a fine of not more than \$100 will be imposed. <i>Id.</i> If the offender is over 18 years of age and possesses more than 28.5 grams of cannabis, or more than eight grams of concentrated cannabis, or both, a term of imprisonment for a period of not more than six months and/or a fine of not more than \$500 will be imposed. <i>Id.</i> As the quantity of cannabis increases, the crime classification becomes more severe and related penalties increase. <i>Id.</i> Except as otherwise authorized by law, a person aged 18 or older who transports, imports, sells, furnishes, administers, or gives away, or offers to transport, import, sell, furnish, administer, or give away, or attempts to import or transport any cannabis will generally be punished by imprisonment for six months, a fine of not more than \$500, or both. Cal. Health & Safety Code § 11360. However, for a person who transports, offers to transport, or attempts to transport not more than 28.5 grams of cannabis, other than concentrated cannabis, that person will instead be guilty of an infraction and shall be punished by a fine of not more than one hundred dollars (\$100). <i>Id.</i>
Controlled Substances	California statutes cover a wide range of offenses related to delivering, selling, furnishing, transferring, possessing, or manufacturing controlled substances formerly classified as “narcotics” and “restricted dangerous drugs.” See Cal. Health & Safety Code §§ 11350 – 11392. Penalties include prison sentences and monetary fines. See Cal. Health & Safety Code §§ 11350, 11377. These penalties can vary widely based on the type of controlled substance involved, the number and type of prior convictions, and the intent of the individual to manufacture, sell, or use the drug. The possession of many drugs, absent other actions, prior convictions, or additional illicit intent, will lead to a penalty of imprisonment of up to one year. Cal. Health & Safety Code §§ 11350, 11377. Possession of controlled substances with intent to sell leads to longer penalties. Cal. Health & Safety Code §§ 11351, 11378. Even more serious punishment can result from transporting, importing into the state,

Category	Summary (California Code)
	selling, furnishing, administering, or giving away controlled substances. Cal. Health & Safety Code §§ 11352, 11379. Involving a minor in any capacity—such as using or employing a minor, inducing a minor to violate provisions, selling or furnishing to a minor, or acting in locations where minors are present—can also result in lengthy penalties. Cal. Health & Safety Code §§ 11353 – 11354, 11380.
Alcohol and Minors	Any person under 21 years of age who purchases any alcoholic beverage or consumes any alcoholic beverage in any on-sale premises is guilty of a misdemeanor punishable by a fine of \$250 and/or between 24 and 32 hours of community service. Cal. Bus. & Prof. Code § 25658. Second or subsequent offenses are punishable by a fine of up to \$500 and/or between 36 and 48 hours of community service. <i>Id.</i> Additionally, any person under 21 years of age who possesses any alcoholic beverage on any street or highway or in any public place or in any place open to the public is guilty of a misdemeanor and shall be punished by a fine of \$250 or 24 hours to 32 hours of community service. Cal. Bus. & Prof. Code § 25662. Any person who uses false evidence of age or identity for the purpose of ordering, purchasing, attempting to purchase or otherwise procuring or attempting to procure, the serving of any alcoholic beverage, or who possesses any false evidence of age and identity, is guilty of a misdemeanor and will be punished by a fine of at least \$250, 24 to 32 hours of community service, or both. Cal. Bus. & Prof. Code § 25661. It is also a misdemeanor for a person to be intoxicated or under the influence of a controlled substance in public to the extent that the person is unable to exercise care for their own safety or the safety of others or to the extent that they interfere with or obstruct any street, sidewalk, or other public way. Cal. Penal Code § 647(f). This is punishable by a fine of \$1,000, imprisonment for six months or less, or both, although there are circumstances where a person will not be criminally charged. Cal. Penal Code §§ 647(f)-(g), 19. A person who sells, furnishes, gives, or causes to be sold, furnished, or given away any alcoholic beverage to any person under 21 years of age is guilty of a misdemeanor. Cal. Bus. & Prof. Code § 25658. Furnishing an alcoholic beverage to any person under 21 years of age is punishable by a fine of \$1,000 and at least 24 hours of community service. <i>Id.</i> If the person under 21 years of age subsequently consumes the alcohol and causes great bodily injury or death to themselves or any other person, the person who furnished the alcohol will be imprisoned for a term between 6 months and 1 year and/or fined \$3,000. <i>Id.</i>
Driving Under the Influence (DUI)	It is illegal to operate a vehicle while under the influence of alcohol or any drug, or to operate a vehicle or with a blood alcohol content of 0.08 percent or more. Cal. Veh. Code § 23152. It is also illegal to operate a vehicle when addicted to the use of any drug unless the person is participating in an approved narcotic treatment program. See Violation of these provisions is a misdemeanor. Cal. Veh. Code § 40000.15. Punishment for a first offense is between 96 hours to 6 months imprisonment, with at least 48 hours of imprisonment being continuous, as well as a fine of \$390 to \$1,000. Cal. Veh. Code § 23536.

Category	Summary (California Code)
	It is an infraction punishable by a fine of up to \$250 to drink any alcoholic beverage or smoke or ingest marijuana or any marijuana product while driving or riding as a passenger in a motor vehicle on the highway or on many lands open and accessible to the public. Cal. Veh. Code §§ 23220 – 23221; Cal. Penal Code § 19.8. It is also an infraction punishable by a fine of up to \$250 for a driver or passenger of a motor vehicle on a highway or on many lands open and accessible to the public to possess an opened container of alcohol. Cal. Veh. Code § 23223. With exceptions, it is illegal for a person under 21 to drive a motor vehicle carrying an alcoholic beverage or for a passenger in a motor vehicle under 21 to possess or have under their control an alcoholic beverage. Cal. Veh. Code § 23224(d). This may result in the vehicle being impounded for up to 30 days, as well as a fine of up to \$1,000, imprisonment for up to six months, or both. Cal. Veh. Code § 23224(c)-(d).

Drug and Alcohol Abuse Prevention Program

During this reporting period, Student Affairs offered online and in-person programming consistent with federal regulations. The Vice Provost of Student Life, Dean of Students, and Assistant Dean of Students intend to conduct a biennial review of these programs to evaluate their effectiveness. An annual email notification to students and employees regarding certain drug/alcohol-related information (such as general state laws of alcohol possession and consumption, legal sanctions for violations of applicable laws, health risks, compliance, sanctions, counseling, treatment and rehabilitation programs, and substance abuse resources were sent on August 25, 2025. For more information, see below.

- Student alcohol/drug policy: The Vice Provost of Student Life and Dean of Students oversees student compliance with the [Tobacco, Drug, and Alcohol Regulations and Policies](#).
- Employee alcohol/drug policy: The Office of the President oversees employee compliance with the Drug-Free Policies and Procedures. For additional information, please consult the Office of the President at presidentsoffice@saybrook.edu.

University Programming

In 2025, Student Affairs celebrated Red Ribbon Week by highlighting it in the monthly newsletter and offering ways community members could acknowledge it. Additionally, Student Affairs led an awareness campaign on social media.

Counseling, Treatment, or Rehabilitation Programs

Any student who fails to abide by the terms of the [Tobacco, Drug, and Alcohol Regulations and Policies](#) may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by the federal, state, or local health, law enforcement, or other appropriate agency. Specific counseling or rehabilitation programs are available in the Pasadena area. The Vice Provost of Student Life and Dean of Students can provide a list of referral sources or other rehabilitation agencies such as: Narcotics Anonymous (<https://www.na.org/>); Alcoholics Anonymous (<https://www.aa.org/>); and the National Counsel on Alcoholism and Drug Dependence (<https://ncaddnational.org/>). Saybrook can also provide students with contact information for

TimelyCare to access free on-demand or scheduled counseling services at no cost.
The Vice Provost of Student Life and Dean of Students can be reached at 626.316.5342.

Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Consistent with applicable laws, the University prohibits dating violence, domestic violence, sexual assault, and stalking. The University's policy used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found at:

- Title IX Policy: Saybrook's full Title IX Policy is available here - <https://www.saybrook.edu/title-ix-policy-and-training-materials/>
- Ant-Discrimination, Anti-Harassment, and Prohibited Retaliation Policy: Saybrook's full Policy is available here - [Anti-Discrimination, Anti-Harassment and Prohibited Retaliation Policy](#).
- Academic Catalog and Student Handbook: The University strives to provide a safe environment for faculty, staff, and students. The Academic Catalog and Student Handbook provides a summary of the university's Title IX Policy and contact information for the Vice Provost of Student Life and Dean of Students/Title IX Coordinator. The Academic Catalog and Student Handbook are available on the [Saybrook website](#).
- Employee Handbook: The University strives to provide a safe environment for faculty, staff, and students. The Employee Handbook includes a summary of the university's Title IX Policy. The Employee Handbook is not public-facing, and information pertaining to this policy may be requested by contacting saybrookhumanresources@saybrook.edu.

The following sections of this report discuss the University's educational programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

Primary Prevention and Awareness Program:

The University conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the University prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

Crime Definitions

Crime Type (California Penal Code)	Definitions
Dating Violence	The institution has determined, based on good-faith research, that California law does not define the term dating violence. California law does define "dating relationship" as frequent, intimate associations

Crime Type (California Penal Code)	Definitions
	primarily characterized by the expectation of affection or sexual involvement independent of financial considerations. (Cal. Fam. Code § 6210).
Domestic Violence	“Domestic violence” is abuse perpetrated against any of the following persons: (a) A spouse or former spouse. (b) A cohabitant or former cohabitant, as defined in Section 6209. (c) A person with whom the respondent is having or has had a dating or engagement relationship. (d) A person with whom the respondent has had a child, where the presumption applies that the male parent is the father of the child of the female parent under the Uniform Parentage Act. (e) A child of a party or a child who is the subject of an action under the Uniform Parentage Act, where the presumption applies that the male parent is the father of the child to be protected. (f) Any other person related by consanguinity or affinity within the second degree. (Cal Fam. Code. § 6211). California law (Cal. Pen. Code § 243(e)(1)) provides penalties for battery (defined in Cal. Pen. Code § 242 as any willful and unlawful use of force or violence upon the person of another) when it is committed against a spouse, a person with whom the defendant is cohabiting, a person who is the parent of the defendant's child, former spouse, fiancé, or fiancée, or a person with whom the defendant currently has, or has previously had, a dating or engagement relationship. Also, Cal. Pen. Code § 273.5 provides penalties for willful infliction of corporal injury: a. A person who willfully inflicts corporal injury resulting in a traumatic condition upon a victim described in subdivision (b) is guilty of a felony, and upon conviction thereof shall be punished by imprisonment in the state prison for two, three, or four years, or in a county jail for not more than one year, or by a fine of up to six thousand dollars (\$6,000), or by both that fine and imprisonment. b. Subdivision (a) shall apply if the victim is or was one or more of the following: 1. The offender's spouse or former spouse. 2. The offender's cohabitant or former cohabitant. 3. The offender's fiancé, or someone with whom the offender has, or previously had, an engagement or dating relationship, as defined in paragraph (10) of subdivision (f) of Section 243. 4. The mother or father of the offender's child. c. Holding oneself out to be the spouse of the person with whom one is cohabiting is not necessary to constitute cohabitation as the term is used in this section. d. As used in this section, “traumatic condition” means a condition of the body, such as a wound, or external or internal injury, including, but not limited to, injury as a result of strangulation or suffocation, whether of a minor or serious nature, caused by a physical force. For purposes of this section, “strangulation” and “suffocation” include impeding the normal breathing or circulation of the blood of a person by applying pressure on the throat or neck.

Crime Type (California Penal Code)	Definitions
	e. For the purpose of this section, a person shall be considered the father or mother of another person's child if the alleged male parent is presumed the natural father under Sections 7611 and 7612 of the Family Code.
Stalking (Cal. Pen. Code § 646.9)	• Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for their safety, or the safety of their immediate family, is guilty of the crime of stalking. • The following definitions apply to the crime of stalking: ○ “harass” means engages in a knowing and willful course of conduct directed at a specific person that seriously alarms, annoys, torments, or terrorizes the person, and that serves no legitimate purpose. ○ “course of conduct” means two or more acts occurring over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of “course of conduct.” ○ “credible threat” means a verbal or written threat, including a threat performed through the use of an electronic communication device, or a threat implied by a pattern of conduct or a combination of verbal, written, or electronically communicated statements and conduct, including threats to a person's pet, service animal, emotional support animal, or horse, made with the intent to place the person that is the target of the threat in reasonable fear for their safety, or the safety of their family, and made with the apparent ability to carry out the threat so as to cause the person who is the target of the threat to reasonably fear for their safety or the safety of their family. It is not necessary to prove that the defendant had the intent to actually carry out the threat. The present incarceration of a person making the threat shall not be a bar to prosecution under this section. Constitutionally protected activity is not included within the meaning of “credible threat.” ○ the term “electronic communication device” includes, but is not limited to, telephones, cellular phones, computers, video recorders, fax machines, or pagers. “Electronic communication” has the same meaning as the term defined in Subsection 12 of Section 2510 of Title 18 of the United States Code.
Sexual Assault	The institution has determined, based on good-faith research, that California law does not define the term sexual assault. California prosecutes such crimes as “sexual battery” under Cal. Penal Code § 243.4, defined as: a. Any person who touches an intimate part of another person while that person is unlawfully restrained by the accused or an

Crime Type (California Penal Code)	Definitions
	accomplice, and if the touching is against the will of the person touched and is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery. b. Any person who touches an intimate part of another person who is institutionalized for medical treatment and who is seriously disabled or medically incapacitated, if the touching is against the will of the person touched, and if the touching is for the purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of sexual battery. c. Any person who touches an intimate part of another person for the purpose of sexual arousal, sexual gratification, or sexual abuse, and the victim is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose, is guilty of sexual battery. d. Any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person's will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery. e. (1) Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse, or any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person's will, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of misdemeanor sexual battery. (2) As used in this subdivision, "touches" means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim. f. As used in subdivisions (a), (b), (c), and (d), "touches" means physical contact with the skin of another person whether accomplished directly or through the clothing of the person committing the offense. g. As used in this section, the following terms have the following meanings: 1. "Intimate part" means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female. 2. "Sexual battery" does not include the crimes defined in Section 261 or 289. 3. "Seriously disabled" means a person with severe physical or sensory disabilities. 4. "Medically incapacitated" means a person who is incapacitated as a result of prescribed sedatives, anesthesia, or other medication. 5. "Institutionalized" means a person who is located voluntarily or involuntarily in a hospital, medical treatment facility, nursing home, acute care facility, or mental hospital.

Crime Type (California Penal Code)	Definitions
	6. "Minor" means a person under 18 years of age.
Rape, Fondling, Incest, Statutory Rape	For purposes of the Clery Act, the term "sexual assault" includes the offenses of rape, fondling, incest, and statutory rape. These definitions under California law are as follows: Rape (Cal. Pen. Code § 261): a. Rape is an act of sexual intercourse accomplished under any of the following circumstances: 1. (A) If a person is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known or reasonably should be known to the person committing the act. A person with a mental disorder or developmental or physical disability shall not be presumed to be unable to give legal consent to sexual intercourse due to that disability. This paragraph does not preclude the prosecution of the person committing the act under any paragraph of this subdivision or any other law. (B) In determining whether the person is at the time incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, both of the following shall be considered, as applicable: (i) Any mitigating measure in place, as defined in subdivision (n) of Section 11065 of Title 2 of the California Code of Regulations, as that regulation existed on January 1, 2025. (ii) Any voluntary supports in place, as described in Division 11.5 (commencing with Section 21000) of the Welfare and Institutions Code, except subdivisions (a) and (b) of Section 21000. 2. If it is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person or another. 3. If a person is prevented from resisting by an intoxicating or anesthetic substance, or a controlled substance, and this condition was known, or reasonably should have been known by the accused. 4. If a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in this paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets any one of the following conditions: (A) Was unconscious or asleep; (B) Was not aware, knowing, perceiving, or cognizant that the act occurred; (C) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact; (D) Was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraudulent representation that the sexual penetration served a professional purpose when it served no professional purpose.

Crime Type (California Penal Code)	Definitions
	5. If a person submits under the belief that the person committing the act is someone known to the victim other than the accused, and this belief is induced by artifice, pretense, or concealment practiced by the accused, with intent to induce the belief. 6. If the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat. As used in this paragraph, "threatening to retaliate" means a threat to kidnap or falsely imprison, or to inflict extreme pain, serious bodily injury, or death. 7. If the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official. As used in this paragraph, "public official" means a person employed by a governmental agency who has the authority, as part of that position, to incarcerate, arrest, or deport another. The perpetrator does not actually have to be a public official. b. For purposes of this section, the following definitions apply: (1) "Duress" means a direct or implied threat of force, violence, danger, or retribution sufficient to coerce a reasonable person of ordinary susceptibilities to perform an act which otherwise would not have been performed, or acquiesce in an act to which one otherwise would not have submitted. The total circumstances, including the age of the victim, and the victim's relationship to the defendant, are factors to consider in appraising the existence of duress. (2) "Incapable, because of a mental disorder or developmental or physical disability, of giving legal consent" means that a person is at the time of the intercourse either of the following: (A) Unable to understand the nature of the act or transaction involved due to a mental disorder or developmental or physical disability. (B) Unable to act freely and voluntarily due to a mental disorder or developmental or physical disability. (3) "Menace" means any threat, declaration, or act that shows an intention to inflict an injury upon another. Fondling: The institution has determined, based on good-faith research, that California law does not define the term fondling. California prosecutes such crimes as "sexual battery" under Cal. Penal Code § 243.4 (defined above). Incest (Cal. Pen. Code § 285): Persons being within the degrees of consanguinity within which marriages are declared by law to be incestuous and void, who intermarry with each other, or who being 14 years of age or older, commit fornication or adultery with each other, are punishable by imprisonment in the state prison.

Crime Type (California Penal Code)	Definitions
	Statutory Rape: The institution has determined, based on good-faith research, that California law does not define the term statutory rape. California prosecutes such crimes as "Unlawful sexual intercourse with person under 18" under Cal. Penal Code § 261.5 (defined below).
Other "sexual assault" crimes	Other crimes under California law that may be classified as a "sexual assault" include the following: • Unlawful sexual intercourse with person under 18 (Cal. Pen. Code § 261.5): a. Unlawful sexual intercourse is an act of sexual intercourse accomplished with a person who is not the spouse of the perpetrator, if the person is a minor. For the purposes of this section, a "minor" is a person under 18 years of age and an "adult" is a person who is 18 years of age or older. b. A person who engages in an act of unlawful sexual intercourse with a minor who is not more than three years older or three years younger than the perpetrator, is guilty of a misdemeanor. c. A person who engages in an act of unlawful sexual intercourse with a minor who is more than three years younger than the perpetrator is guilty of either a misdemeanor or felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170. d. A person 21 years of age or older who engages in an act of unlawful sexual intercourse with a minor who is under 16 years of age is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in a county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170 for two, three, or four years. • Unlawful sexual intercourse, sexual penetration, oral copulation or sodomy; consent procured by false or fraudulent representation with intent to create fear (Cal. Pen. Code § 266c): Every person who induces any other person to engage in sexual intercourse, sexual penetration, oral copulation, or sodomy when his or her consent is procured by false or fraudulent representation or pretense that is made with the intent to create fear, and which does induce fear, and that would cause a reasonable person in like circumstances to act contrary to the person's free will, and does cause the victim to so act, is punishable by imprisonment in a county jail for not more than one year or in the state prison for two, three, or four years. As used in this section, "fear" means the fear of physical injury or death to the person or to any relative of the person or member of the person's family. • Aggravated sexual assault of a child (Cal. Pen. Code § 269): Any person who commits any of the following acts [as defined by state law] upon a child who is under 14 years of age and seven or more years younger than the person is guilty of aggravated sexual assault of a child: (1) Rape; (2) Rape or sexual penetration, in concert; (3) Sodomy; (4) Oral copulation; (5) Sexual penetration.

Crime Type (California Penal Code)	Definitions
	• Sodomy (Cal. Pen. Code § 286): Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another person. Any sexual penetration, however slight, is sufficient to complete the crime of sodomy. • Oral copulation (Cal. Pen. Code § 287): Oral copulation is the act of copulating the mouth of one person with the sexual organ or anus of another person. • Forcible acts of sexual penetration (Cal. Pen. Code § 289): Any person who commits an act of sexual penetration when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person shall be punished by imprisonment in the state prison for three, six, or eight years. Any person who commits an act of sexual penetration upon a child who is under 14 years of age, when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 8, 10, or 12 years. Any person who commits an act of sexual penetration upon a minor who is 14 years of age or older, when the act is accomplished against the victim's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the victim or another person, shall be punished by imprisonment in the state prison for 6, 8, or 10 years.
Consent (as it relates to sexual activity)	• Cal. Pen. Code § 261.6: (a) In prosecutions under Section 261, 286, 287, or 289, or former Section 262 or 288a, in which consent is at issue, "consent" means positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. (b) A current or previous dating or marital relationship is not sufficient to constitute consent if consent is at issue in a prosecution under Section 261, 286, 287, 289, or former Section 262 or 288a. • Cal. Pen. Code § 261.7: In prosecutions under Section 261, 286, 287, or 289, or former Section 262 or 288a, in which consent is at issue, evidence that the victim suggested, requested, or otherwise communicated to the defendant that the defendant use a condom or other birth control device, without additional evidence of consent, is not sufficient to constitute consent.

University Definition of Consent

The University uses the following definition of consent in its sexual misconduct policy for the purpose of determining whether sexual violence (including sexual assault) has occurred:

Consent means affirmative, conscious, and voluntary agreement given by both parties to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity. Neither lack of protest or resistance nor silence means consent has been given. Affirmative consent must be ongoing throughout sexual activity, and consent can be revoked

at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never alone be assumed to be an indicator of consent.

It shall not be a valid excuse to alleged lack of affirmative consent that the Respondent believed that the Complainant consented to the sexual activity under either of the following circumstances:

(A) The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.

(B) The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the Complainant affirmatively consented.

It shall not be a valid excuse that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances:

(A) The Complainant was asleep or unconscious.

(B) The Complainant was incapacitated due to the influence of drugs, alcohol, or medication so that the Complainant could not understand the fact, nature, or extent of the sexual activity.

(C) The Complainant was unable to communicate due to a mental or physical condition.

Risk Reduction

Risk Reduction Tips

The following are some suggested strategies to help reduce one's risk of sexual assault or harassment:

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you and charged** and that you have cash money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.

8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are waking alone.
9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Know where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 9-1-1 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately** (local authorities can be reached by calling 9-1-1 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
 - a. **Remember that being in this situation is not your fault.** You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable, you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. If you and/or the other person have been drinking, you can say that you would rather **wait until you both have your full judgment** before doing anything you may regret later.

Bystander Intervention

How to be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are okay.
2. Confront people who seclude, hit on, or try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health counseling, or with legal assistance.

Other Information Covered by the PPAP

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

Ongoing Prevention and Awareness Campaign:

The University also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

PPAP and OPAC Programming Methods:

Prevention and Reduction of Sexual Misconduct

The University is committed to the prevention, reduction, and response to domestic violence, dating violence, sexual assault, and stalking as a core component of its campus safety procedures.

To support this commitment:

- **New Students:** Within their first two semesters, Student Affairs enrolls all new students in the *Sexual Violence Prevention for Graduate Students* online course, developed by Vector Solutions. Students have 90 days to complete the training. Additionally, new students receive information on the Title IX Policy during the new student orientation and Getting Started at Saybrook course.
- **New Employees:** Upon hiring, Human Resources enrolls new faculty and staff in the *Preventing Harassment & Discrimination: Clery Act and Title IX* online course. Completion is required within 30 days.
- **Responsible Employees:** Each fall semester, the Title IX Coordinator facilitates synchronous annual training for all responsible employees. Those unable to attend must view the recorded session and submit an attestation confirming completion.
- **All Employees:** Human Resources manages an online refresher training course for employees.

Additionally, at the start of each fall semester, the Title IX Coordinator sends a welcome message to the campus community, introducing themselves and providing a link to the University's Title IX Policy and related resources.

Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking:

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911 as soon as possible. Reports may be made **electronically** via the [Title IX Incident Report Form](#) or by email to the University's Title IX Coordinator at saybrooktitleix@saybrook.edu, 626.316.5342.

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this report).
2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
4. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

Preservation of Evidence & Forensic Examinations

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Don't bathe or wash or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at

- Pasadena: Huntington Hospital, 100 W. California Blvd., Pasadena, CA 91105, 626.397.5000
- Bellevue: Overlake Medical Center, 1035 116th Avenue NE Bellevue, WA 98004, 425.688.5000
- Burbank: Providence Saint Joseph Medical Center, 501 S. Buena Vista Street, Burbank, CA 91505, 818.843.5111

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

Security/Law Enforcement & How to Make a Police Report

- Pasadena Police Department: 207 Garfield Avenue Pasadena, CA 91101 For emergencies: 911 For non-emergencies: 626.744.4501
- Bellevue Police Department: 450 110th Avenue NE Bellevue, WA 98004 For emergencies: 911 For non-emergencies: 425.577.5656
- Los Angeles Police Department, North Hollywood Division: 11640 Burbank Blvd. North Hollywood, CA 91601 For emergencies: 911 For non-emergencies: 877.275.5273

To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

Information about Legal Protection Orders

Information on how to obtain a protective order (Emergency Protective Order, Gun Violence Emergency Protective Order, and protective orders issued in a criminal case) for the state of California is available on the California Courts Self-Help Guide available [here](#) and at the Alhambra Courthouse, 150 West Commonwealth, Alhambra, CA 91801. When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department.

The University will also enforce any temporary restraining order or other no-contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file with the institution and

can be enforced on campus, if necessary. Upon learning of any orders, the University will take all reasonable and legal action to implement the order.

The University does not issue legal orders of protection. However, as a matter of institutional policy, the University may impose a no-contact order between individuals in appropriate circumstances. The University may also issue a “no trespass warning” if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

Available Victim Services:

Victims will be provided with written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the University and in the surrounding community. Those services include:

Student University Resources

- Saybrook University students have FREE, 24/7 access to virtual care services with TimelyCare. As part of Saybrook University’s partnership with TimelyCare, students have access to services in TimelyCare, including **MedicalNow**, which provides on-demand support for common health issues, including colds, flu, and allergies, and **Scheduled Medical**, where students choose the day, time, and medical provider that best works for them. This resource is only accessible to Saybrook University students using their login credentials and via the app or website found here: <https://app.timelycare.com/auth/login>.
- Saybrook University students also have access to mental health services through TimelyCare for immediate and scheduled counseling. **TalkNow** offers 24/7, on-demand emotional support to talk about anything, including anxiety, relationships, depression, and school-related stressors. Scheduled Counseling allows students to choose the day, time, and mental health provider that best works for them. (12 visits per year). This resource is only accessible to Saybrook University students using their login credentials and via the app or website found here: <https://app.timelycare.com/auth/login>.
- Saybrook University students also have access to Student Solutions. Student Solutions is a free, confidential, around-the-clock counseling service available to all Saybrook students. Available resources include confidential counseling, substance abuse counseling, financial guidance, and legal support and resources. Students may contact Student Solutions by visiting the website, www.guidanceresources.com to create an account using the Web identifier: SAYBROOK.

Student Financial Aid – Sometimes, a victim of a crime may feel the need to take a leave of absence from school. If a student is considering a leave of absence based on the

circumstances of a complaint, he/she should understand there may be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and the Title IX Coordinator can assist in facilitating this conversation if desired. The Financial Aid Department may be reached at 888.253.5100 option #1 or by email at finaid@saybrook.edu. Information is also available on the website: <https://www.saybrook.edu/admissions/financing-your-future/federal-financial-aid/?s=financial+aid> *Employee University Resource*

- Compysch - Employee Assistance Program (EAP): Saybrook employees may receive counseling services through the EAP, which is available 24 hours per day, 7 days per week. 800.272.7255 www.guidanceresources.com Web identifier: COM589

State/Local Resources

Hospital Resources:

- Pasadena: Huntington Hospital, 100 W. California Blvd., Pasadena, CA 91105, 626.397.5000, <https://www.huntingtonhealth.org/>
- Bellevue: Overlake Medical Center, 1035 116th Avenue NE, Bellevue, WA 98004, 425.688.5000, <https://www.overlakehospital.org/>
- North Hollywood: Providence Saint Joseph Medical Center, 501 S. Buena Vista Street, Burbank, CA 91505, 818.843.5111, <https://www.providence.org/locations/socal/saint-joseph-medical-center>

Advocacy Resources:

- YWCA Greater Los Angeles: <https://www.ywcagla.org/>
- Sexual Violence Law Center: <https://svlawcenter.org/>

Legal Aid Resource:

- Los Angeles Legal Aid Foundation: <https://lafla.org/>

National Resources

- National Domestic Violence Hotline: 1-800-799-7233
- National Sexual Assault Hotline: 1-800-656-4673
- Rape, Abuse and Incest National Network (RAINN): <https://www.rainn.org/>
- US Dept. of Justice Office on Violence Against Women: <https://www.justice.gov/ovw>
- National Domestic Violence Hotline: <https://www.thehotline.org/>
- National Sexual Violence Resource Center: <http://www.nsvrc.org/>

- U.S. Citizenship and Immigration Services: <https://www.uscis.gov/>
- Immigration Advocates Network: <https://www.immigrationadvocates.org/>

Accommodations and Supportive Measures:

The University will provide written notification to victims about options for and available assistance in changing academic, living, transportation, and working situations or supportive measures. If victims request these accommodations or supportive measures and they are reasonably available, the University is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

During the resolution of a complaint, the Title IX Coordinator will determine whether to implement reasonable supportive measures designed to assist all parties (Complainants and Respondents) and community members in maintaining access to and participation in Saybrook's Education Program and Activities during the resolution of the complaint.

When determining the reasonableness of such a request, the University may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same class or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

Supportive measures may include:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program

Requests for accommodations or supportive measures should be made to the Title IX Coordinator at saybrooktitleix@saybrook.edu, and the Title IX Coordinator is responsible for deciding what, if any, accommodations or supportive measures will be implemented.

The University will maintain as confidential any accommodations or supportive measures provided to a victim to the extent that maintaining confidentiality would not impair the University's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the University in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim to provide an accommodation or protective order, the University will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared, and why.

Procedures for Disciplinary Action:

This section of the report describes the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding used to process allegations of dating violence, domestic violence, sexual assault, and stalking, including how to file a disciplinary complaint; and how the institution determines which type of proceeding to use based on the circumstances of allegations of dating violence, domestic violence, sexual assault, or stalking.

The complaint resolution procedures are invoked once a report is made to one of the following individual:

Shaniece McGill

Vice Provost of Student Life and Dean of Students/Title IX Coordinator

saybrooktitleix@saybrook.edu

626.316.5342

Reports may be made **electronically** via the [Title IX Incident Concern Form](#).

Title IX Investigation and Resolution Procedures

Following receipt of a report alleging a potential violation of this Policy, the Title IX Coordinator will contact the Complainant to schedule an initial intake and assessment meeting. During this meeting, the Coordinator will offer assistance and explain the Complainant's rights, available resources, and options under the Policy, including Saybrook University's response to reports and a preliminary victim interview. The Complainant will be provided access to the Policy and information about available support services such as counseling, health care, mental health resources, and victim advocacy. Upon request, additional information may be provided regarding legal assistance, visa and immigration support, student financial aid, and other available services.

The Coordinator will also explain the availability of Supportive Measures, which are accessible regardless of whether a formal complaint is filed or a resolution process is initiated. Options for resolutions, including informal resolution and the Title IX grievance process, will be discussed, along with instructions on how to initiate these processes. The Complainant will be informed of their right to notify law enforcement—or to decline to do so—and the importance of preserving evidence, especially in cases involving potential criminal misconduct. Assistance from local law enforcement in preserving evidence may also be offered.

In cases involving California Sexual Violence, the Coordinator will explain the role of victim advocates and inform all parties of their right to consult with an attorney, at their own expense, at any stage of the process. Attorneys may serve as support persons or advisors. The Complainant and Respondent will be advised of their right to an advisor of choice, including during the initial meeting, and will be encouraged to identify and locate any witnesses relevant to the case. Finally, the Coordinator will emphasize that retaliation for filing a complaint or participating in the process is strictly prohibited.

A student Respondent with allegations pending for a violation of the Title IX Policy may have a hold placed on their ability to graduate and/or to receive an official transcript or diploma. The hold will remain on account until the allegations have been resolved.

Discrimination or harassment that does not fall under Title IX will be addressed under the [Anti-Discrimination, Anti-Harassment and Prohibited Retaliation Policy](#).

Anti-Discrimination, Anti-Harassment, and Prohibited Retaliation Policy

A. General Introduction

The core purpose of the DHR Policy is to prohibit all forms of discrimination, harassment, and retaliation, to ensure compliance with federal and state civil rights laws and regulations, and to affirm Saybrook University's commitment to promoting the goals of fairness and equity in all aspects of its educational programs and activities. Saybrook prohibits discrimination and harassment against members of its community, including but not limited to its applicants, students, and employees. Discrimination and harassment based on race, ethnicity, color, sex, gender, gender identity, gender expression, genetic information, religion, creed, age (40 years or older), national origin or ancestry, sexual orientation, physical or mental disability, marital status, parental status, pregnancy, military or veteran status, political activities/affiliations, or other impermissible reasons is prohibited in Saybrook's programs. The aforementioned "Protected Categories" are those listed above, but do not include sex, pregnancy or related conditions, gender, gender identity, gender expression, marital status and sexual orientation.

Saybrook also prohibits sex discrimination, including sex-based harassment, as defined by Title IX, and as set forth in Saybrook's Title IX Policy found [here](#).

Saybrook's Non-Discrimination Statement is posted [online](#).

Saybrook's Equal Opportunity policy prohibiting discrimination and harassment involving employees is posted on the employee intranet and in the handbook. Saybrook also bars retaliation against any person who exercises their rights under this DHR Policy, including filing a good faith report of harassment or discrimination, participating in the complaint resolution procedures relating to the same, supporting a Complainant or Respondent, or assisting in providing information relevant to an investigation.

Saybrook has developed this DHR Policy and its procedures to reinforce the prohibition of discrimination against and the harassment of Saybrook students in their education program or activity on campus, on property owned or controlled by Saybrook, or at Saybrook - sponsored events. The primary concern of the DHR Policy is preventing discrimination, compliance with the law, and providing equal opportunity. The procedures provide a prompt, fair, non-adversarial, and impartial process for those involved in an allegation of discrimination or harassment on the basis of any of the Protected Categories (except for sex discrimination and sex-based harassment, which are covered by the Title IX Policy (TIX), as well as for allegations of retaliation. The investigation and adjudication of alleged misconduct under this policy is not an adversarial process between the parties and witnesses, but rather a process for Saybrook to comply with its obligations under existing law. The Complainant does not have the burden to prove, nor does the Respondent have the burden to disprove, the underlying allegations of misconduct. Saybrook values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the resolution process during what is often a difficult time for all those involved.

Sex discrimination and sex-based harassment that falls under Title IX will be investigated and resolved through the Title IX Policy.

I. Scope of this Policy

The DHR Policy applies to the education programs and activities of Saybrook and to conduct that takes place on a campus or property owned or controlled by Saybrook or at a Saybrook-sponsored event. The Respondent must be a member of the Saybrook community for its policies to apply.

This policy can also be applicable to the effects of off-campus misconduct that effectively deprives someone of access to Saybrook's educational program. Saybrook may also extend jurisdiction to off-campus and/or online conduct when the Vice Provost of Student Life and Dean of Students determines that the conduct affects a substantial Saybrook interest.

Regardless of where the conduct occurred, Saybrook will review complaints to determine whether the conduct occurred in the context of its educational program or activity and/or has continuing effects on a campus or in an off campus sponsored program or activity. A substantial Saybrook interest includes:

- Any action that could contribute to a hostile education environment or otherwise interfere with a student's access to education;
- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests or mission of Saybrook.

If the Respondent is unknown or is not a member of the Saybrook community, the Vice Provost of Student Life and Dean of Students will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local law enforcement, where applicable, if the individual would like to file a police report.

Further, even when the Respondent is not a member of the Saybrook community, or the harassment took place prior to the parties' affiliation with Saybrook, supportive measures, remedies, and resources may be available to the Complainant by contacting the Vice Provost of Student Life and Dean of Students.

In addition, Saybrook may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from Saybrook property and/or events. All vendors serving Saybrook through third-party contracts are subject to the policies and procedures of Saybrook.

When the Respondent is enrolled in or employed by another institution, the Vice Provost of Student Life and Dean of Students can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies. Similarly, the Vice Provost of Student Life and Dean of Students may be able to advocate for a Complainant who experiences discrimination at a training site, during a study abroad program, or in another environment external to Saybrook where harassment, retaliation, or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the Complainant.

When the Respondent is a member of the Saybrook community, a resolution process may be available regardless of the status of the Complainant, who may or may not be a member of Saybrook community. This community includes, but is not limited to, students, student

organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, and invitees. The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with the DHR Policy.

II. Independence and Conflict of Interest

The Vice Provost of Student Life and Dean of Students acts with independence and authority, free from bias and conflicts of interest. The Vice Provost of Student Life and Dean of Students oversees all resolutions under the DHR Policy and procedures. The individuals who play a role in the processes outlined below are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Vice Provost of Student Life and Dean of Students, contact the Provost and Vice President of Academic Affairs. Concerns of bias or a potential conflict of interest by any other individual involved in the processes outlined below should be raised with the Vice Provost of Student Life and Dean of Students.

Reports of discrimination, harassment, or retaliation committed by the Vice Provost of Student Life and Dean of Students should be reported to the Provost and Vice President of Academic Affairs. Reports of discrimination, harassment, or retaliation committed by any other individual involved in the processes outlined in the DHR Policy should be reported to the Vice Provost of Student Life and Dean of Students.

III. Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Vice Provost of Student Life and Dean of Students. However, if the Respondent is no longer subject to Saybrook's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Vice Provost of Student Life and Dean of Students, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, Saybrook will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

IV. Prohibited Conduct - Discrimination & Harassment

Discrimination is an adverse action taken against or harassment of an individual based on membership in any Protected Category.

Harassment refers to unwelcome behavior based on membership in any Protected Category. Harassment becomes impermissible where 1) enduring the offensive conduct becomes a condition for any academic-related purpose or 2) the conduct is severe or pervasive enough to create an academic environment that a reasonably prudent person would consider intimidating, hostile, or abusive.

The DHR Policy prohibits discrimination, harassment, and retaliation based on membership in a Protected Category. Sex discrimination, which includes sex-based harassment is governed by TIX Policy.

The DHR Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited discrimination and harassment that are also prohibited under Saybrook policy. Consistent with federal and state law, when speech or conduct is protected by academic freedom and/or the First Amendment, it will not be considered a violation of Saybrook policy, though supportive measures may be offered to those impacted.

Petty slights, annoyances, and isolated incidents will not rise to the level of violation of a Saybrook policy or rule. To be considered a violation, the conduct must create an environment that would be intimidating, hostile, or offensive to a reasonably prudent person.

Offensive conduct may include but is not limited to jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, or interference with academic performance.

When discriminatory harassment rises to the level of creating a hostile environment, Saybrook may also impose sanctions on the Respondent through the application of the appropriate resolution process below.

The DHR Policy prohibits online and cyber manifestations of any conduct prohibited when such conduct occurs in or has an effect on Saybrook's education program and activities or use Saybrook networks, technology, or equipment.

V. Prohibited Conduct – Retaliation

Retaliation is prohibited by law and by Saybrook's DHR Policy, and anyone found to have engaged in retaliation shall be subject to disciplinary action.

Retaliation is any materially adverse action taken against an individual because they were involved in the disclosure, reporting, investigation or resolution of a report of discrimination, harassment or retaliation. Retaliation includes threats, intimidation, harassment, coercion, discrimination, violence, or any other conduct against any person by Saybrook, a student or an employee or other person authorized by Saybrook to provide aid, benefit or services under Saybrook's education program or activity, for the purpose of interfering with any right or privilege secured by the DHR Policy or by law. Adverse action does not include perceived or petty slights or trivial annoyances.

Saybrook bars retaliation against any member of the Saybrook community who exercises any rights or privileges. Charges against an individual for code of conduct violations that do not involve discrimination or harassment but arise out of the same facts or circumstances as a report or complaint of discrimination or harassment for the purpose of interfering with any right or privilege secured by law, constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation. Charging a student with a code of conduct violation for making a materially false statement in bad faith in the course of a resolution process under the DHR Policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith. Further, a complaint filed in good faith under this DHR Policy shall not constitute retaliation.

VI. Reporting Discrimination, Harassment, or Retaliation

Saybrook will promptly investigate possible discrimination, harassment, or retaliation whenever it becomes aware of such conduct or otherwise respond if it determines that an investigation is not required. A student who believes that they have been subjected to discrimination, harassment, or retaliation is encouraged to report the conduct immediately to the Vice Provost of Student Life and Dean of Students. An employee who believes that they have been subject to sex discrimination, including sex-based harassment should contact the Title IX Coordinator as those matters are handled under. An employee who believes that they have been subject to harassment, discrimination, or retaliation based on a Protected Category, should contact Human Resources as those matters are handled under Equal Employment Opportunity, Non-Discrimination and Anti-Harassment Policy.

When an alleged violation of the DHR Policy is reported, the allegations are subject to resolution using the appropriate process, as determined by the Vice Provost of Student Life and Dean of Students and as detailed below. The report should include details of the incident or incidents, names of the individuals involved, names of any witnesses, and any documentation supporting the allegation.

VII. Privacy and Requests for Confidentiality

Every effort is made by Saybrook to preserve the privacy of the parties involved in making reports and/or participating in the processes outlined in the DHR Policy. Saybrook will not share the identity of any individual who has made a report or complaint of discrimination, harassment, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of discrimination, harassment, or retaliation, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; as required by law; or to carry out the purposes of the DHR Policy including conducting any investigation or resolution.

Saybrook reserves the right to designate which Saybrook officials have a legitimate educational interest in being informed about incidents that fall within the DHR Policy, pursuant to FERPA. Information about the incident and investigation will be provided on a need-to-know basis only or as otherwise required or permitted by law.

Anonymous reports will be preliminarily investigated to the extent possible, both to assess the underlying allegation(s) and to determine if remedies can be provided. However, anonymous reports typically limit Saybrook's ability to investigate, respond, and provide remedies, depending on what information is shared.

B. Discrimination, Harassment, and Retaliation Resolution Process

Upon receipt of a student report alleging discrimination, harassment, or retaliation, the Vice Provost of Student Life and Dean of Students will determine the appropriate next steps in accordance with the DHR Policy. The appropriate process depends on the type of allegation. If the allegations involve sex discrimination or sex-based harassment within the Title IX definitions, the Resolution Process outlined in the Title IX policy will be followed. If the allegations involve all other types of discrimination, harassment, or retaliation, the process in the DHR Policy will be followed.

These procedures may also be used to address collateral misconduct arising from the investigation of or occurring in conjunction with harassing or discriminatory conduct, e.g., vandalism, physical abuse of another. All other allegations of misconduct unrelated to

incidents covered by the DHR Policy will be addressed through the procedures elaborated in the respective student, faculty, and staff handbooks.

I. Initial Assessment

After reviewing the report, the Vice Provost of Student Life and Dean of Students will conduct an initial assessment. The steps in an initial assessment will include contacting the Complainant to offer supportive measures, including counseling resources, and to determine how the Complainant wishes to proceed in addition to reviewing and/or discussing the information provided in the report with the Complainant. The initial assessment is not intended to be a full investigation interview. The Vice Provost of Student Life and Dean of Students will provide the Complainant with a link to this DHR Policy.

The initial assessment will include a review of whether the reported conduct may reasonably constitute a violation of this DHR Policy and whether Saybrook has jurisdiction over the reported conduct.

At the initial assessment concludes, the Vice Provost of Student Life and Dean of Students will determine the appropriate next steps. If the Complainant does not wish to go forward with an investigation, the Vice Provost of Student Life and Dean of Students has the discretion to take any measures necessary to ensure that discrimination, harassment, or retaliation are remedied. In addition, the Vice Provost of Student Life and Dean of Students will seek to abide by the Complainant's wishes but may have to take an alternative approach depending on their analysis of the situation.

If the allegation cannot be resolved informally, where appropriate, Saybrook will undertake an effective, non-adversarial, thorough, and objective investigation.

If it is determined that unlawful discrimination, harassment, and/or retaliation has occurred, effective remedial action will be taken in accordance with the circumstances of the incident. Appropriate action will also be taken to deter any future unlawful discrimination, harassment, and/or retaliation. An individual who violates the DHR Policy will be subject to disciplinary action up to and including removal from the institution.

II. Supportive Measures

Saybrook will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation and as deemed appropriate by the Vice Provost of Student Life and Dean of Students. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to Saybrook's Education Program or Activity, including measures designed to protect the safety of all parties or Saybrook's educational environment, and/or deter harassment, discrimination, and/or retaliation.

Saybrook will maintain the privacy of the supportive measures, provided that privacy does not impair Saybrook's ability to provide the supportive measures. Saybrook will act to ensure as minimal an academic impact on the parties as possible. Saybrook will implement measures in a way that does not unreasonably burden any party.

Supportive measures may include: referral to counseling, medical, and/or other healthcare services, student financial aid counseling, implementing a no-contact order, academic support, extensions of academic deadlines, or other course/academic program-related

adjustments; and class schedule modifications, withdrawals, or leaves of absence. Parties may also consult with an attorney at their own expense at any point in the process.

Supportive measures are also available for incidents of discrimination or harassment that occurred prior to the parties' association with Saybrook where such incidents could contribute to a hostile educational environment or otherwise interfere with a student's access to education where both individuals are, at the time of the request for supportive measures, subject to Saybrook policies.

III. Emergency Removal

Saybrook can act to remove a Respondent partially or entirely from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the health or safety of any student or other individual justifies removal. This risk analysis is performed by Vice Provost of Student Life and Dean of Students.

In all cases in which an emergency removal is imposed on a student, the student will be given notice of the action and the option to request to meet with the Vice Provost of Student Life and Dean of Students prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This meeting is not a review or determination on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. There is no appeal process for emergency removal decisions.

If the Vice Provost of Student Life and Dean of Students determines, in consultation with Human Resources, that it is appropriate, a non-student employee who is a Respondent may be placed on administrative leave while these procedures are pending.

The Vice Provost of Student Life and Dean of Students has sole discretion under the DHR Policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under DHR Policy will be grounds for discipline, which may include dismissal. At the discretion of the Vice Provost of Student Life and Dean of Students, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

IV. Informal Resolution

Informal Resolution is applicable when the parties voluntarily agree to resolve the matter, when the Respondent accepts responsibility for violating Policy, or when the Vice Provost can resolve the matter informally by providing remedies and/or sanctions to resolve the situation.

It is not necessary to pursue Informal Resolution first in order to pursue Administrative Resolution, and any party participating in Informal Resolution can stop the process at any time and request the Administrative Resolution process. Further, if an Informal Resolution fails after the fact, Administrative Resolution may be pursued.

V. Administrative Resolution

If Administrative Resolution is initiated, the Vice Provost of Student Life and Dean of Students will provide written notification of the investigation to the parties via the Saybrook-

issued email address. This will occur at an appropriate time during the investigation and include a meaningful summary of the allegations. Typically, notice is given at least 48 hours in advance of an interview. Advanced notice facilitates the parties' ability to identify and choose a support person, if any, to accompany them to the interview. The support person must be a member of the Saybrook community. The Complainant and Respondent must notify the investigator of the identity of the support person at least 24 hours before the meeting.

The support person's role is to advise and support the Complainant or Respondent. The support person can help the parties prepare for meetings, attend meetings with the parties, and review materials both generated by the investigator and provided as evidence.

The support person may not communicate with an investigator on behalf of the Complainant or the Respondent. The parties may consult with attorneys, at their own expense, at any stage in the process. A support person who steps out of their role in any meeting will be warned once and only once. If the support person continues to disrupt or otherwise fails to respect the limits of their role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the investigator will determine how to address the support person's non-compliance and future role and may require the party to use a different support person. If a party's support person of choice refuses to comply with Saybrook's established rules of decorum for the resolution process, Saybrook may require the party to use a different support person.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation. While the support person generally may not speak on behalf of the Complainant or Respondent, the support person may consult with their advisee, either privately or quietly, by sending private messages during any resolution process meeting or interview, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their support persons should ask for breaks to step out of meetings to allow for private consultation.

Saybrook aims to complete all investigations within a 60-business day period, which can be extended as necessary for appropriate cause by the Vice Provost of Student Life and Dean of Students, with notice to the parties as appropriate. The Vice Provost of Student Life and Dean of Students will vet the assigned investigator(s) to ensure impartiality by ensuring there are no conflicts of interest or disqualifying bias.

The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Vice Provost of Student Life and Dean of Students will determine whether the concern is reasonable and supportable. If so, another investigator will be assigned and the impact of the bias or conflict, if any, will be remedied. If the bias or conflict relates to the Vice Provost of Student Life and Dean of Students, concerns should be raised to the Provost and Vice President of Academic Affairs.

Investigations involve interviews with all relevant parties and witnesses, obtaining available, relevant evidence, and identifying sources of expert information, as necessary. All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and to provide evidence.

The investigation will typically include the following steps, if not already completed and not necessarily in this order: identify all policies implicated by the alleged misconduct, develop an investigation plan with a witness list, document/records list and order of interviews of parties and witnesses, provide the parties and witnesses with an opportunity to review and verify the investigator's summary notes from interviews and meetings with that specific party

or witness, allow each party the opportunity to suggest questions they wish the investigator(s) to ask of the other party and witnesses, provide regular status updates to the parties throughout the investigation, and preparation of a written investigation report that summarizes the investigation.

The investigation report will conclude with a determination, based on a preponderance of the evidence, of whether the Respondent violated the DHR Policy and a recommendation for a sanction.

If the Respondent is an employee, the matter will be referred to Human Resources to determine appropriate sanctions for a DHR Policy violation. Human Resources will issue its sanctions decision within 10 business days of notification by the Vice Provost of Student Life and Dean of Students.

If the Respondent is a student, a Sanctions Panel will be used, as set forth in the next section.

VI. Determination of Appropriate Sanctions

The sanctions process is intended to provide an equitable procedure to both the Complainant and the Respondent, demonstrating promptness, fairness, and impartiality.

The Vice Provost of Student Life and Dean of Students will convene a Sanctions Panel. The Sanctions Panel will include three members selected from a pool of administrators and faculty members trained in sanctioning violations of the DHR Policy. One panel member shall be designated leader of the proceedings. The Complainant and the Respondent will receive written notice of the Sanctions Panel members and will have an opportunity to request a substitution if the participation of any of the individuals named poses a conflict of interest. The Complainant and Respondent must submit their request for substitution to the Vice Provost of Student Life and Dean of Students, in writing, within 24 hours of receiving panel member names.

After the Sanctions Panel has been convened, members will be provided with the investigator's findings and recommended sanctions.

Within five business days of receipt of materials, the Sanctions Panel shall meet to determine what, if any, sanctions will be issued. In making such a determination, the Sanctions Panel will not reconsider the findings, but will determine what sanctions are appropriate to remedy the violation and maintain or enhance safety from misconduct in Saybrook's learning environment.

If a student fails to comply with sanctions issued by the Sanctions Panel, the matter will be brought back to the Sanctions Panel for a determination of whether additional sanctions should be imposed. If the failure to comply with the sanctions is deemed willful or intentional, additional, more severe sanctions may be imposed. Also, the Sanctions Panel may work with the Vice Provost of Student Life and Dean of Students to address the failure to comply.

All members of a Sanctions Panel must be trained annually on matters related to the DHR Policy.

VII. Appeal Process

Students

Any student who is a Complainant or Respondent under the DHR Policy has the right to appeal the determination of a violation of the DHR Policy and any sanctions decision by submitting a written letter of appeal to the Provost and Vice President of Academic Affairs within five business days of issuance of the investigative determination and sanctions decision.

All appeals must be based on one or more of the following:

- New information that could not be presented at the time of the investigation or sanctions decision that would substantially change the outcome;
- The imposed sanction is disproportionate to the violation; or
- Evidence of improper procedure that may impact the outcome.

The student's written appeal must include:

- A specific statement of the decision that is being appealed;
- The student's desired outcome;
- All information that the student wishes the Provost and Vice President of Academic Affairs to take into account in consideration of the appeal; and
- A statement of the student's views as to how this information justifies the appeal.

The Provost and Vice President of Academic Affairs shall have had no prior involvement in the initial determination and finding and shall have no conflict of interest with either party. If there is a conflict of interest, the appeal will be assigned to another member of the President's Cabinet for review, as selected by the Vice Provost of Student Life and Dean of Students.

If in the opinion of the Provost and Vice President of Academic Affairs the request for an appeal is without merit or does not meet the requirements set forth above, the Provost and Vice President of Academic Affairs will reject the appeal.

If in the judgment of the Provost and Vice President of Academic Affairs the appeal is properly constituted, the Provost and Vice President of Academic Affairs will determine what next steps are appropriate, which may include but is not limited to remanding the matter to the Vice Provost of Student Life and Dean of Students for further investigation or remanding to the Sanctions Panel for consideration. The Provost and Vice President of Academic Affairs will issue a written decision within five business days of receipt of the written letter of appeal to both the Complainant and Respondent.

Employees

Any employee who is a Respondent under the DHR Policy has the right to appeal the determination of a violation and sanctions by submitting a written letter of appeal to the Human Resources within five business days of issuance of the investigative determination and sanctions decision.

All appeals must be based on one or more of the following:

- New information that could not be presented at the time of the investigation or sanctions decision that would substantially change the outcome;
- The imposed sanction is disproportionate to the violation; or
- Evidence of improper procedure that may impact the outcome.

The employee's written appeal must include:

- A specific statement of the decision that is being appealed;
- The employee's desired outcome;
- All information that the employee wishes Human Resources to take into account in consideration of the appeal; and
- A statement of the employee's views as to how this information justifies the appeal.

Human Resources shall have had no prior involvement in the initial determination and finding and shall have no conflict of interest with either party. If there is a conflict of interest, the appeal will be assigned to another Cabinet-level administrator for review, as selected by the Vice Provost of Student Life and Dean of Students

If in the opinion of Human Resources, the request for an appeal is without merit or does not meet the requirements set forth above, Human Resources will reject the appeal.

If in the judgment of the Human Resources the appeal is properly constituted, Human Resources will determine what next steps are appropriate, which may include but is not limited to remanding the matter to the Vice Provost of Student Life and Dean of Students for further investigation or remanding to Human Resources for consideration. Human Resources will issue a written decision within five business days of receipt of the written letter of appeal to both the Complainant and Respondent.

VII. Cross-Claims

Saybrook is obligated to ensure that the resolution process is not abused for retaliatory purposes. Saybrook permits the filing of cross-claims but uses an initial assessment, described above, to assess whether the allegations in the cross-claim are made in good faith. Cross-claims by the Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation.

Cross-claims determined to have been reported in good faith will be processed using the resolution procedures above. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur. Cross-claims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Vice Provost of Student Life and Dean of Students. When cross-claims are not made in good faith, they will be considered retaliatory, and may constitute a violation of this policy.

IX. Policy Review and Revision

The DHR Policy will be reviewed and updated regularly by the Vice Provost of Student Life and Dean of Students. The Vice Provost of Student Life and Dean of Students will submit modifications to the DHR Policy in a manner consistent with institutional policy upon determining that changes to law, regulation, or best practices require alterations not reflected in the DHR Policy. The DHR Policy definitions in effect at the time of the conduct will apply even if the DHR Policy is changed subsequently unless the parties provide written consent to be bound by the current policy.

The DHR Policy may be revised at any time without notice. All revisions supersede the prior policy and are effective immediately upon posting to the Saybrook website.

The DHR Policy does not create legally enforceable protections beyond the protections of the background state and federal laws that frame such policies and codes, generally.

Title IX Options for Resolution:

Informal Resolution

Saybrook University allows for informal resolution of Formal Complaints of sexual harassment when appropriate and beneficial to the involved parties and the broader community. However, informal resolution is not permitted in cases involving sexual violence or allegations that an employee sexually harassed a student.

Once a Formal Complaint is filed and before a determination is made, both parties may voluntarily agree to participate in an informal resolution process, which may include mediation, facilitated dialogue, conflict coaching, restorative justice, or other mutually agreed-upon methods. Participation is entirely voluntary, and any party may withdraw at any time to pursue formal investigation instead. Saybrook does not pressure individuals to engage in informal resolution.

Before beginning the process, Saybrook provides written notice outlining the reported misconduct, potential outcomes, and any records that may be maintained or shared. The Title IX Coordinator determines whether a case is suitable for informal resolution and keeps records of any agreements reached. Failure to comply with the resolution terms may result in disciplinary action. Outcomes from informal resolution are final and cannot be appealed.

Title IX Grievance Process

Provided that the complaint is not resolved through Informal Resolution, the Title IX Coordinator will refer the matter for a hearing. The hearing cannot be less than 10 business days from the conclusion of the investigation – when the final investigation report is transmitted to the parties and the Hearing Officer – unless all parties and the Hearing Officer agree to an expedited timeline.

The Title IX Coordinator will select an appropriate Hearing Officer depending on whether the Respondent is an employee or a student. Allegations involving student-employees will be directed to the appropriate Hearing Officer depending on the context of the alleged misconduct.

Nature of Process:

The investigation and adjudication of alleged Prohibited Conduct under this Policy is not an adversarial process between a Complainant, a Respondent, and the witnesses, but rather a process for Saybrook University to comply with its obligations under existing law. The investigation and adjudication shall provide all parties with appropriate due process and reach reasonable conclusions based on the evidence collected.

Timeline

Saybrook University strives to complete the investigation process within ninety (90) days from the date of the Notice of Investigation and shall communicate with the Parties regarding the anticipated timeline. The communicated timeline information shall include:

- i. The period during which Saybrook University shall conduct any investigation.
- ii. The date by which the parties shall be notified of the outcome of any investigation.

- iii. The deadlines and process for parties to appeal.

The Investigator and/or Title IX Coordinator shall provide the Parties with periodic status updates, in writing.

The Title IX Coordinator has the discretion to determine that Agreement-Based Resolution is not an appropriate way to address the reported conduct and that the matter must instead be resolved through an alternate process.

Appeal Process:

Any party may file a request for appeal of a decision to dismiss the Formal Complaint, as described in Section B. 5, and of the Final Determination. All requests for appeal consideration must be submitted in writing to the Title IX Coordinator within five business days of the delivery of the Final Determination to the parties.

A three-member appeals panel, consisting of at least three members of a pool of administrators and faculty trained in the Title IX policy, will be designated by the Title IX Coordinator, who will also designate an Appeal Chair.

No appeal panelists will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process. All appeals panelists will receive training regarding this policy and the appeals process. The parties will be advised of the filing of the appeal and of the members on the panel, and may, within two business days of being provided with their names, raise a concern regarding bias or conflict of interest by submitting a written notification to the Title IX Coordinator raising the concern. The Appeal Chair will determine whether the concern is reasonable and supportable. If so, another member or members will be assigned to the appeals panel.

The Request for Appeal will be forwarded to the Appeal Chair for consideration to determine if the request meets the grounds for appeal. This review is not a review of the merits of the appeal, but solely a determination as to whether the Request for Appeal meets the grounds and is timely filed.

Appeals may be filed only on the following three grounds:

1. **Procedural Irregularity:** A procedural irregularity that affected the outcome of the matter.
2. **New Evidence:** New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, which could affect the outcome of the matter. A summary of this new evidence and its potential effect must be included in the submitted appeal request.
3. **Sanctions Fall Outside of Range:** The sanctions imposed fall outside the range of sanctions Saybrook has designated for this offense and the cumulative record of the Respondent.
4. **Actual Conflict of Interest or Demonstrated Bias:** The Title IX Coordinator, investigator(s) or Hearing Officer had a conflict of interest or bias for or against

Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The Appeals Panel will make a determination regarding the appeal and communicate that decision, along with a rationale for the decision to the Title IX Coordinator who will communicate the Appeals Panel's decision to the parties. The decision of the Appeals Panel is final.

Rights of the Parties in an Institutional Proceeding:

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
 - A prompt, fair and impartial process is one that is:
 - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
 - Conducted in a manner that:
 - Is consistent with the institution's policies and transparent to the accuser and the accused.
 - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
 - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.
 - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.
2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
 - Such training addresses topics such as the definition of sexual harassment; the scope of the University's education programs and activities; how to conduct investigations, hearings, and appeals and informal resolutions (as applicable); relevant evidence and how it should be used during a proceeding; proper techniques for questioning witnesses; basic procedural

rules for conducting a proceeding; and avoiding actual and perceived conflicts of interest.

3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
4. Have the outcome determined using the preponderance of the evidence standard; more likely than not that a violation of the policy occurred.
5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, "result" means "any initial, interim, and final decision by an official or entity authorized to resolve disciplinary matters" and must include the rationale for reaching the result and any sanctions imposed.

Possible Sanctions or Supportive Measures that Saybrook May Impose for Dating Violence, Domestic Violence, Sexual Assault, or Stalking Offenses:

A student found responsible for a violation of the Title IX Policy will be subject to sanction(s) regardless of whether legal proceedings involving the same incident are underway or anticipated. An employee found responsible for a violation of the Title IX Policy will be subject to sanction(s), up to and including termination of employment, regardless of whether legal proceedings involving the same incident are underway or anticipated.

Sanctions for students include:

- Formal written warning;
- Performance Improvement Plan (a plan intended to require reflection and remediation of behavior found to have violated this policy);
- No contact order pertaining to certain Saybrook Community Members or physical locations;
- Probation (a written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within one academic year. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.);
- Suspension (termination of student status for a definite period of time not to exceed one academic year and/or until specific criteria are met. Students who return from

suspension are automatically placed on probation through the remainder of their tenure as a student at Saybrook);

- Withholding of a degree or certificate;
- Referral to counseling services and/or Student Solutions for the Respondent; and/or
- Dismissal from Saybrook.

Sanctions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- Warning – Verbal or Written
- Performance Improvement Plan
- Referral for Counseling
- Required Training or Education
- Probation
- Loss of Variable or Annual Pay Increase
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Suspension with pay
- Suspension without pay
- Termination
- Other Actions: In addition to or in place of the above sanctions, Saybrook may assign any other sanctions as deemed appropriate.

During an investigation, supportive measures for both parties may be put in place, regardless of whether the Complainant chooses to report the incident to local law enforcement. If requested by the Complainant or Responding Party and reasonably available, interim protections may include changes to academic and/or working situations. Saybrook may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking, which may include some or all the following actions: no-contact orders, changes to class schedules or modification to academic requirements. Such interventions may be kept in place until the conclusion of the Title IX investigation and the sanctioning and appeal processes and shall be kept confidential, to the extent possible.

Publicly Available Recordkeeping:

The University will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, sexual assault, and stalking who make reports of such to the University to the extent permitted by law.

Victims to Receive Written Notification of Rights:

When a student or employee reports to the University that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the University will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

Sex Offender Registration Program:

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the University of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting Shaniece McGill, Vice Provost of Student Life and Dean of Students at saybrooktitleix@saybrook.edu, 626.316.5342. State registry of sex offender information may be accessed at the following link: <https://oag.ca.gov/sex-offender-reg>.

Timely Warnings & Emergency Response

Timely Warnings

In the event of criminal activity occurring either on campus or off campus that in the judgment of the Vice Provost of Student Life and Dean of Students or the Human Resources Manager constitutes a serious or continuing threat to members of the campus community, a campus-wide “timely warning” will be issued. Saybrook must provide a timely warning of Clery crimes reported to campus security and local police agencies in a manner that is intended to prevent similar crimes from recurring and to protect the personal safety of students and employees. Saybrook’s timely warning messages are disseminated by the designated Communications Coordinator. The decision to disseminate a timely warning will be made by the Leadership Team on a case-by-case basis, considering all the facts surrounding the crime and the continuing danger to the Saybrook community. (The Leadership Team members can be found listed in our EPRP.) Crime alerts will contain a brief description of the incident, the date, time, and location of the incident, and precautions to take. The amount and type of information presented in the warning will vary depending on the circumstances of the crime. Significant criminal incidents that might elicit a timely warning include, but are not limited to, crimes of violence or patterns of property crimes. For crimes considered a threat to other students or employees, victim names will be withheld from timely warnings. Anyone with information warranting a timely warning should report the circumstances to the Human Resources Manager. Saybrook University has communicated with local police requesting their cooperation in informing the institution about crimes reported to them that may warrant timely warnings. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- Human Resources Manager, Joletta Sells, jsells@saybrook.edu, 626.316.5381

The University has communicated with local law enforcement asking them to notify the University if it receives reports or information warranting a timely warning.

Emergency Notifications

The Communications Coordinator is the only representative explicitly authorized by the Leadership Team to distribute prepared statements or comments on behalf of Saybrook related to any developing, unfolding, or resolved crisis scenario. The Communications Coordinator is Joletta Sells, Human Resources Manager.

Key priorities of emergency communications will be:

- Providing timely status reports and announcements to the Saybrook community internal audience, which includes:
 - Employees, faculty, and staff
 - Students
 - Visitors
 - Groups using Saybrook facilities
 - The Community Solution Education System “The System”
- Communicating accurate information to external audiences as determined prudent on a case-by-case basis to help prevent the spread of rumors and misinformation. External audiences may include:
 - Family and relatives of students, employees, faculty, and staff
 - Alumni
 - Board of Trustees
 - Community-at-large
 - Neighbors
- Gathering information, reports, and recommendations on the status of the emergency as it evolves.

The Human Resources Manager will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the institution’s response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other University departments may be involved in the confirmation process.

Once the emergency is confirmed and based on its nature, the Human Resources Manager will consult with other appropriate University officials to determine the appropriate segment or segments of the University community to be notified.

The Human Resources Manager in collaboration with other appropriate personnel, will determine who should be notified, and 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 judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in

consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The Leadership Team, in coordination with the Communication Coordinator, will direct the issuance of emergency notifications, which will be accomplished using one or more of the methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

Timely and accurate communication with the Saybrook community during a campus emergency is critical. Upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees, the Leadership Team, aided by the designated Communications Lead and Communications Coordinators will immediately notify the Saybrook community. Note that confirmation means that a member of the Leadership Team has verified that a legitimate emergency or dangerous situation exists.

In consultation with the Leadership Team, the Communications Lead will (1) determine the appropriate segment(s) of the Saybrook community to receive immediate notification as well as the appropriate segment for follow-up communication or notification, (2) determine the contents of the notification, and (3) initiate the notification system through the Communications Coordinators. Only the representatives explicitly authorized by the Leadership Team may distribute public statements or comments on behalf of Saybrook related to any developing, unfolding, or resolved crisis scenario. The Leadership Team members can be found listed in our EPRP with updated information. The EPRP can be found on the University's [Campus Safety and Emergency Response Page](#).

Methods for Issuing Timely Warnings and Emergency Notifications

The method(s) listed below may be utilized when the University issues a timely warning or emergency notification to the campus community.

Method	Sign Up Instructions
RAVE Alert System	If you desire to also receive a TEXT message on your cell phone, you will need to opt-in and list your cell phone number in the Rave Emergency Alert System. To expedite delivery of a potentially lifesaving communication, we encourage you to subscribe to the text message option by visiting: https://www.getrave.com/login/tcsedsystem .

Testing & Documentation

Each year the campus participates in an annual Earthquake Emergency Drill called the Great Shake Out. The Great Shake Out was held on October 9, 2025. The annual fire drill was not held due to most faculty and staff working remotely. Joletta Sells, Human Resources Manager, coordinates the annual Great Shake Out drills.

The RAVE Alert System was not utilized in 2025 for emergency notification and there has been no testing utilizing the system. In conjunction with any drills, the University publicizes its emergency response and evacuation procedures by updating the procedures on the University website and sending out an email with the link to the procedures to students and staff annually.

The Human Resources Manager maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the University will distribute to its students and employees information to remind them of the University's emergency response and evacuation procedures.

Stop Campus Hazing Policy and Programming

Hazing, which is defined as any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) whether through active or passive participation against another person or persons, including current, former, or prospective students regardless of the willingness of such other person or persons to participate or their actual or apparent consent that is committed in the course of a pre-initiation, an initiation into, an affiliation with, or the maintenance of membership in an official or unofficial student organization or club that causes or creates a risk of physical or psychological injury, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization.

Hazing includes, but is not limited to, the following:

- Behaviors that emphasize a power imbalance between new members and veterans of the group or team that involve ridicule, embarrassment and humiliation.
- Behaviors that cause emotional anguish or physical discomfort that puts unnecessary stress upon the victims (e.g., verbal abuse, threats, sleep deprivation, confinement in spaces, exposure to elements, etc.).
- Behaviors that have the potential to cause physical and/or emotional harm (e.g., beating, branding, excessive exercise, forced alcohol/food/drug consumption, extreme physical acts, sexual acts, etc.)
- Behaviors that require someone to perform a task that violates any criminal law.

Saybrook University prohibits hazing in all settings and by all students and student organizations.

Anyone who believes they have been subject to hazing should submit the [Student Complaint of Hazing Form](#), email Student Affairs at studentaffairs@saybrook.edu, or call 626.316.5342. Those who witness or hear about an incident of hazing are also encouraged to report in the same manner.

When a report of hazing is received, Student Affairs or Human Resources will make a determination regarding whether an investigation must occur. If so, an investigator will be assigned to gather information and conduct interviews, as appropriate. The investigator will report any findings and make a recommendation for sanctions as appropriate to the relevant administrator for implementation. The institution strives to complete the investigation within 30 days.

An individual may appeal the decision to the Provost within 10 business days of being notified of the decision. The Provost will render a decision within 7 business days of receiving an appeal. The Provost's decision is final.

Hazing Prevention and Awareness Program

The institution provides prevention and awareness programming related to hazing during synchronous annual training for student organization leaders and advisors, all incoming students during the synchronous new student orientation, and the electronic distribution of educational materials on recognizing and reporting hazing via email. The community is reminded that hazing is prohibited and is provided information regarding how to file a report, how reports of hazing are investigated, and information regarding local, state, and tribal laws on hazing.

In addition, the institution provides research-informed programming for students and employees that covers a wide range of information designed to stop hazing before it occurs through workshops and social media campaigns. It includes information regarding bystander intervention, such as how to take steps to watch out for those around you, as well as information regarding ethical leadership. Student Affairs hosted a mandatory Hazing Policy Training for all student organizations on November 10 and 13, 2025. Additionally, Student Affairs distributed training on the Hazing Policy and website resources on January 23, 2026. Community members are also provided information regarding how to strengthen group ties without engaging in hazing behavior.

Training and Programming

Event	Date	Audience
Hazing Policy Training	November 10 th and 13 th , 2025	Student Organizations
Hazing Policy Training	January 20, 2026	Faculty, Staff, and Students

Anyone who believes they have been subject to hazing should submit the [Student Complaint of Hazing Intake Form](#), email Student Affairs at studentaffairs@saybrook.edu, or call 626.316.5342. Those who witness or hear about an incident of hazing are also encouraged to report in the same manner.

When a report of hazing is received, Student Affairs or Human Resources will assess the circumstances to determine whether the matter should be addressed through informal or formal resolution processes. These may include:

Individual Students or Student Organizations

- Educational conversations
- A group Student Code of Conduct complaint
- An individual Student Code of Conduct complaint

Employees

- Corrective actions may be taken pursuant to the Anti-Bullying and Anti-Violence policies in the Employee Handbook.

Sanctions for hazing violations may range from educational interventions to organizational suspension or individual student dismissal.

Students who wish to appeal a sanction imposed under the Student Code of Conduct must do so in accordance with the institution's Appeal Policy.

Student Affairs maintains official records of hazing reports and outcomes, and coordinates notifications to affiliated organizations when applicable.

Hazing State Laws

Summary (Code of California)
a. It shall be unlawful to engage in hazing, as defined in this section. b. "Hazing" means any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events. c. A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both. d. Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170. e. The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing. f. Prosecution under this section shall not prohibit prosecution under any other provision of law. Cal. Penal Code § 245.6.
California's Stop Campus Hazing Act, titled in Cal. Educ. Code § 66305 , defines hazing and other applicable terms at § 66306 as follows:
Unless the context otherwise requires, for purposes of this chapter, the following definitions shall apply:
a. "Affiliated" means currently recognized or sanctioned by the educational institution through its official student organization application process. For purposes of this chapter, an organization that had previously been recognized or sanctioned by the educational institution but has subsequently had that recognition or sanction withdrawn or revoked by the educational institution shall not be considered affiliated. b. "Educational institution" means a public or private institution of higher education in the state. The term includes the officers, employees, or governing bodies of the institution, when acting in their official capacity. c. "Hazing" means any method of initiation or preinitiation into an affiliated student organization or student body, which the initiator knows or should have known is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this

Summary (Code of California)

state. The term “hazing” does not include customary athletic events or school-sanctioned events. Cal. Educ. Code § 66306.

(a) Beginning January 1, 2026, a former, current, or prospective student, against whom hazing is directed and who has suffered injury as a result, may commence a civil action for damages. In addition to bringing an action against any participants in the hazing or the organization pursuant to subdivision (e) of Section 245.6 of the Penal Code, an action may be brought against any educational institution for the hazing practice of the organization involving one or more students if all of the following apply:

(1) The educational institution had direct involvement in the hazing practice of the organization, or knew or should have known of the hazing practice and failed to take reasonable steps to prevent the hazing practice of the organization.

(2) At the time of the alleged hazing incident, the organization involved in the hazing is affiliated with the educational institution.

(3) The alleged hazing incident occurred on or after January 1, 2026.

(b) For purposes of paragraph (1) of subdivision (a), there shall be a rebuttable presumption that an educational institution took reasonable steps to prevent the hazing practice of the organization if the educational institution has all of the following:

(1)(A) Rules and regulations governing student behavior that include a prohibition on hazing, anonymous reporting of hazing incidents, and disciplinary actions for the violation of the hazing prohibition.

(B) Procedures by which all students are informed of the rules and regulations, with applicable penalties, and any revisions to the rules and regulations.

(2)(A) Rules and regulations governing employee behavior that include a prohibition on hazing and disciplinary actions for the violation of the hazing prohibition.

(B) Procedures by which all employees are informed of the rules and regulations, with applicable penalties, and any revisions to the rules and regulations.

(3)(A) A comprehensive prevention and outreach program addressing hazing. The comprehensive prevention program shall include components on identifying hazing, hazing prevention, and bystander intervention strategies. An outreach program shall be provided to inform students of the educational institution's policy on the prohibition on hazing, and, at a minimum, include a process for contacting and informing the student body, athletic programs, and affiliated student organizations about the educational institution's overall prohibition on hazing policy. For purposes of this paragraph, “comprehensive prevention and outreach program” includes, but is not limited to, providing information to students about all of the following:

(i) Hazing awareness, prevention, and the educational institution's policy on the prohibition on hazing.

Summary (Code of California)
(ii) Campus policies and resources relating to hazing, including how to report hazing to the appropriate campus personnel, which includes anonymous reporting. (iii) A focus on prevention and bystander intervention training as it relates to hazing. (B) The comprehensive prevention and outreach program to address hazing shall be part of every incoming student's orientation and shall be offered annually to the following campus-affiliated organizations: (i) Athletic teams. (ii) Affiliated sororities and fraternities. (c) Notwithstanding the provisions of this section, nothing in this section affects existing rights, obligations, and remedies under Section 245.6 of the Penal Code. (d) The duties and obligations imposed by this chapter are cumulative with any other duties or obligations imposed under any other law and shall not be construed to relieve any party from any duties or obligations imposed under any other law, and do not limit any rights or remedies under existing law. Cal. Educ. Code § 66308.
Cal. Educ. Code § 66309 further requires annual reports to be made regarding the total number of hazing incidents to the state legislature (disaggregated by campus) and defines "student organizations" in this part to include: (A) A conference-based competitive program at the institution of higher education. (B) A sorority or fraternity that has officially met the formal chartering and recognition requirements at the institution of higher education where it operates and remains in good standing at the time of the alleged hazing incident. Cal. Educ. Code § 66309. The California State Universities are subject to additional requirements under Cal. Code Regs. tit. 5, § 41301.

Clery Act Crime Definitions

The following section provides definitions for Clery Act crimes.

Primary Criminal Offenses:

Criminal Homicide: Murder and Non-Negligent Manslaughter – The willful (non-negligent) killing of one human being by another.

Criminal Homicide: Negligent Manslaughter – The killing of another person through gross negligence.

Sexual Assault – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle.

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc
Hate Crimes (any of the above mentioned offenses, and any incident of):

Larceny/Theft – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Violence Against Women Act Offenses:

Domestic Violence – Any felony or misdemeanor crime of violence committed by:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence – Any violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.

Arrests and Referrals for Disciplinary Action:

Weapons Law Violations – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Drug Abuse Violations – The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations – The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Clery Act Crime Statistics

The statistical summary of crimes for this University over the past three calendar years follows:

Crime	On Campus			Non-Campus			Public Property		
	2025	2024	2023	2025	2024	2023	2025	2024	2023
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	1	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0

Crime	On Campus			Non-Campus			Public Property		
	2025	2024	2023	2025	2024	2023	2025	2024	2023
Burglary	0	0	0	2	1	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	2	0	0	0	0	1
Arson	0	0	0	0	0	0	0	0	0
Hazing	0	n/a	n/a	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	0	0	1	0	0	0	0
Arrest - Drug Abuse Violation	0	0	0	0	1	0	0	0	0
Arrest - Weapon Violation	0	0	0	0	1	0	0	0	0
Disciplinary Referral - Liquor Law Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Disciplinary Referral - Weapon Violation	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	2	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

* The University does not have on-campus student housing facilities.

Hate crimes:

2025: No hate crimes reported.

2024: No hate crimes reported.

2023: No hate crimes reported.

Statistics for unfounded crimes provided by law enforcement agencies:

2025: 0 unfounded crimes.

2024: 0 unfounded crimes.

2023: 0 unfounded crimes.

Data from law enforcement agencies:

- The data above reflects statistics provided from law enforcement agencies related to crimes that occurred on the University's Clery Geography.