

2021

TENNESSEE TECH UNIVERSITY

ANNUAL CAMPUS SECURITY & FIRE SAFETY REPORT

Crime and Fire Statistics for 2018, 2019, and 2020

Prepared by the Tennessee Tech Office of Compliance, the
University Police, and the Tennessee Tech
Office of Environmental Health & Safety



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A MESSAGE FROM THE CHIEF OF THE UNIVERSITY POLICE

Thank you for reviewing Tennessee Tech's 2021 Annual Security & Fire Safety Report (ASR). Now more than ever, Tennessee Tech considers a healthy, safe, and secure environment to be an absolute priority and critical to the fulfillment of its mission. This ASR was designed to provide health and safety information to students, prospective students, parents, and employees.

Multiple offices assume and share responsibilities for health, safety, and security. Tennessee Tech maintains a full-service law enforcement agency (University Police) as well as Environmental Health and Safety (EHS) and Emergency Management offices. Tennessee Tech takes a proactive approach to providing emergency programs and services as well as disseminating health and safety information to all members of the campus community.

Please remember health and safety are shared responsibilities. You can keep yourself healthy by following all mandated protocols and measures issued by Tennessee Tech and government agencies. You can protect yourself and others by being aware of your surroundings at all times and by staying abreast of all Tennessee Tech alerts and warnings. If you see something wrong, do something right. Report all crimes or suspicious activity to the University Police Department (University Police).

University Police is located at 242 East 10th St., Suite 100 (Foundation Hall), Cookeville, TN 38505, 931-372-3234 or you may visit the University Police website at www.tntech.edu/police/.

Sincerely,

Tony Nelson

Chief Tony Nelson
Tennessee Tech University Police

REPORTING A CRIME OR OTHER EMERGENCY

Tennessee Tech encourages everyone to promptly and accurately report crimes, suspicious activity, or emergencies to the University Police. By doing so, law enforcement officers and other appropriate personnel can respond quickly and provide timely warnings and emergency notifications to the campus community. Prompt and accurate reporting further ensures the reporting of crimes pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery).

The University Police are available 24 hours a day, 7 days a week, 365 days a year. To report a crime, dial 9-1-1 or activate one of the blue light emergency telephones located throughout campus. The main office of the University Police is located at 242 East 10th St., Suite 100 (Foundation Hall), Cookeville, TN 38505 or by calling 931-372-3234.

CAMPUS SECURITY AUTHORITIES

Crimes and other emergencies may also be reported to individuals who have significant responsibility for student and campus activities. These individuals, whom the University designates as Campus Security Authorities (CSA), have an important role in ensuring Tennessee Tech complies with the law regarding crime reporting and statistics.

Tennessee Tech CSAs include, but are not limited to:

University President

931-372-3241, Derryberry Hall 206

Vice President of Student Affairs

931-372-3411, Roaden Univ. Center 221

Provost

931-372-3224, Derryberry Hall 204

Senior Associate Provost

931-372-3224, Derryberry Hall 204

Dean of Students

931-372-6758, Roaden Univ. Center 214

Title IX Coordinator

931-372-6062, Derryberry Hall 258

Associate Vice President of Human Resources

931-372-3034, Derryberry Hall 146

Athletic Director

931-372-3961, Hooper Eblen Center 309

Assistant Athletic Director

931-372-3945, Hooper Eblen Center 313

Director of Health Services

931-372-3320, Bell Hall 105

Director of Residential Life

931-372-3500, M.S. Cooper Hall 210

All Residence Area Coordinators, Resident Directors and Resident Assistants

All Advisors of Student Organizations

CONFIDENTIALITY – CAMPUS SECURITY AUTHORITY

An incident reported to a CSA cannot remain confidential even if the person reporting the incident requests confidentiality. However, most reports can be made without disclosing the victim's personal identifying information, particularly in cases involving sexual violence such as sexual assault, dating violence, domestic violence, or stalking.

Professional counselors employed at the Tennessee Tech Counseling Center who operate within the scope of their license or certification and have official responsibilities to provide mental health counseling are not considered CSAs. Therefore, professional counselors do not have to report crimes if serving in that capacity at the time of disclosure.

Anonymous Reporting – University Police

The University Police do not take the name or other contact information of any person reporting a crime who wishes to remain anonymous.



EMERGENCY CONTACT INFORMATION

Main Campus

University Police

Emergency: 9-1-1
Main Line: 931-372-3234
242 East 10th St.
Suite 100 (Foundation Hall)
Cookeville, TN 38505

Cookeville Police Department

Emergency: 9-1-1
931-526-2125

Putnam County Sheriff's Office

Emergency: 9-1-1
931-528-8484

Cookeville Fire Department

Emergency: 9-1-1
931-526-2121

Putnam County Emergency Medical Services (EMS)

Emergency: 9-1-1
931-528-1555

Cookeville Regional Medical Center

Emergency: 9-1-1
931-528-2541
1 Medical Center Blvd., Cookeville, TN

Hyder-Burks Agricultural Pavilion/Tech Farm

2390 Gainesboro Grade, Cookeville, TN 38501

Putnam County Sheriff's Office

Emergency: 9-1-1
931-528-8484

Appalachian Center for Craft

1560 Craft Center Dr., Smithville, TN 37166

Dekalb Co. Sheriff's Department

Emergency: 9-1-1 (In Dekalb County)
615-215-3000

Oakley Farms

1198 Monterey Hwy., Livingston, TN

Overton County Sheriff's Department

Emergency: 9-1-1 (In Overton County)
931-823-5635

Mental Health Resources

Tennessee Tech Counseling Office

931-372-3331
Roaden University Center 307

Crisis Services and Suicide Prevention

855-274-7471

Eagle Eye After-Hours Crisis Hotline

855-206-8997

Sexual Violence Resources

Tennessee Tech Women's Center

931-372-3850
Roaden University Center 339

Tennessee Tech Title IX Coordinator's Office

931-372-6062, titleIX@tntech.edu
Derryberry Hall 258

U.S. Department of Education, Office for Civil Rights

800-421-3481
ocr@ed.gov

Genesis House Sexual Response Assault Center

931-525-1637 or 800-707-5197

Other University Resources

Tennessee Tech Health Services

931-372-3320
Bell Hall 105

Tennessee Tech Office of the Dean of Students

931-372-6758
Roaden University Center 214

Tennessee Tech Office of Human Resources

931-372-3034
Derryberry Hall 146

BLUE LIGHT EMERGENCY POSTS

To enhance safety and security, blue light posts are located throughout campus. These emergency phones may be activated by pressing the red button. The post contains a two-way speaker with a direct connection to the University Police.

Emergency post locations include:

- Athletic Performance Center -1121 Pine Avenue
- Centennial Plaza - 1000 N. Dixie Avenue
- Cooper Hall - 105 W. 7th Street
- Crawford Hall -710 Quadrangle
- Ellington Hall – 130 Wings Up Way
- Evins Hall - 715 Stadium Drive
- Foundation Hall (East Parking Lot) - 242 E. 10th Street
- Foundation Hall (West Parking Lot) - 242 E. 10th Street
- Intramural Baseball Field - 345 University Drive
- Jobe Hall (Parking Lot) - 35 Golden Eagle Circle
- Lewis Hall - 920 N. Peachtree Avenue
- Maddux/ McCord Halls -720 N. Peachtree Avenue
- Memorial Gym - 810 Quadrangle
- Murphy Hall (Behind Murphy) - 25 Golden Eagle Circle
- Murphy Hall (Parking Lot) - 25 Golden Eagle Circle
- New Hall North (Parking Lot) - 1 Golden Eagle Circle
- New Hall South (South Side of Building) - 905 N. Dixie Avenue
- New Hall South (East Side of Building) - 905 N. Dixie Avenue
- Nursing Building (Parking Lot) - 10 W. 7th Street
- Tech Farm (Parking Lot) - 2395 Gainesboro Grade
- Tech Village East - 915 N. Laurel Avenue
- Tech Village West - 100 Tech Village Circle
- Tennis Courts - 1995 N. Willow Avenue
- Volpe Library - 100 N. Peachtree Avenue
- West Parking Lot Front (Behind Tech Village) - 350 University Drive
- West Parking Lot Rear (Behind Tech Village) - 350 University Drive

TENNESSEE TECH UNIVERSITY POLICE

University Police officers are commissioned law enforcement officers. While on Tennessee Tech property, they have the same enforcement authority as municipal law enforcement officers. State law allows University Police officers to carry firearms and use necessary force, including lethal force, to protect themselves and others from death or serious bodily injury.

University Police officers graduate from a fully-accredited law enforcement academy and meet the same standards, including initial and annual training, as required for all law enforcement in Tennessee. University Police officers receive continuing education in excess of that required by state law.

RELATIONSHIP WITH LOCAL, STATE, AND FEDERAL LAW ENFORCEMENT

The University Police maintain a close working relationship with local, state, and federal law enforcement and have agreements with these agencies if assistance is needed. These agencies include Putnam County, DeKalb County, and Overton County Sheriff's Offices, Cookeville Police, Tennessee Bureau of Investigation (TBI), and Federal Bureau of Investigation (FBI). The University Police are in direct communications with Putnam County Emergency Services to facilitate rapid response to an emergency situation.

University Police will respond to incidents occurring on or immediately adjacent to Tennessee Tech property. However, University Police do not monitor non-campus properties owned or controlled by the University or by an officially-recognized student organization. Instead, the local law enforcement agencies patrol the non-campus properties within their jurisdiction. The University Police request copies of any reports regarding criminal activity defined under Clery from these local agencies for inclusion in the ASR.

DAILY LOG AND CRIME REPORT

Tennessee Tech maintains a written, easily understood daily crime log that records, by the date the crime was reported, any crime that occurred within the University's Clery geography that is reported to the University Police. This log includes the nature, date, time, and general location of each crime; and the disposition of the complaint, if known.

The daily crime log is available for public inspection at the University Police Office, 242 East 10th St., Suite 100 (Foundation Hall), Cookeville, TN 38505.

NOTIFICATION FOR CRIMES OF VIOLENCE

Upon written request, Tennessee Tech will disclose to the victim the results of University disciplinary proceedings against the perpetrator when the crime involves violence or sex offenses. If the alleged victim is deceased as a result of the

crime or offense, the victim's next of kin may ask to be notified. Resources for victims of violent crimes may be obtained through the Putnam County District Attorney's Office at 931-528-5015.

WEAPONS ON TENNESSEE TECH PROPERTY

Unless otherwise allowed by law or by exceptions to University policy, it is a Class E felony and a violation of [Tennessee Tech Policy 422, Weapons on Tennessee Tech Property](#) for any person to possess or carry, whether openly or concealed, with the intent to go armed, any firearm, explosive, explosive weapon, bowie knife, hawk bill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles, or any other weapon of like kind, not used solely for instructional or school-sanctioned ceremonial purposes, in any Tennessee Tech building or bus, campus, grounds, recreation area, athletic field, or any other property owned, operated, or while in use by Tennessee Tech or by its Board. [Tennessee Tech Policy 422, IV, [Tennessee Tech Policy 302, Student Conduct, VI.14](#)]

Subject to the exceptions described in Tennessee Tech Policy 422 or in federal or state law, an Authorized Employee may carry a concealed handgun on Tennessee Tech property. Prior to carrying a concealed handgun, the Authorized Employee must provide notice in person to the Chief of Police or designee. Consistent with the applicable law, if University Police believe that a weapon is on Tennessee Tech property in violation of University policy or federal or state law, University Police may search for that weapon in any area on Tennessee Tech property, including but not limited to lockers, furniture, containers, drawers, cabinets, equipment, carrying cases, personal bags, personal toolboxes or toolkits, and vehicles in parking lots.



UNIVERSITY POLICE COMPLAINT PROCEDURE

Tennessee Tech takes all allegations of police personnel misconduct or impropriety seriously. Anyone who witnesses or has knowledge of police misconduct should file a formal complaint in one of the following ways:

1. Call the main line for the University Police at 931-372-3234 and request to speak with the Chief of the University Police.
2. Complete the Official Complaint Form and mail or deliver it to: Chief of the University Police, University Police Department, Box 5081, Cookeville, TN 38505.
3. Go to the University Police department located at 242 East 10th Street, Suite 100 (Foundation Hall) in Cookeville, TN, and request to speak with the Chief of the University Police to file the complaint in person.
4. If the complaint is against the Chief of Police, the complaint should be filed with the Office of Student Affairs located in the Roaden University Center (RUC), Room 221, 1000 North Dixie Ave., Cookeville, TN 38505.

For more information see [Tennessee Tech Policy 411, University Police Complaint Procedure](#).

CRIME PREVENTION PROGRAMS

COVID restrictions limited Tennessee Tech's ability to sponsor all usual crime prevention programs and events designed to promote the safety and security of students and employees.

SOAR/University 1020

This presentation provides an overview of University Police operations, divisions, and services provided. Safety information is provided to assist individuals in decreasing their likelihood of becoming a victim of a variety of crimes like theft, robbery, burglary, and assault. Additional training is provided on Tennessee Tech policies regarding discrimination, harassment, and sexual misconduct.

Operation ID

A program designed to offer students the opportunity to record serial numbers and/or designate a specific personally identifiable number on valuable items like cell phones, tablets, laptops, etc.

Best Practices for Assisting Survivors of Domestic Abuse

Training to encourage, support, and ensure that victims of domestic violence are aware of the resources available.

Safety Walk

University administration and students identify areas of concern for resident students being on campus after dark.

Sexual Assault Awareness Month

A series of self-defense workshops, date rape videos, distribution of prevention-oriented sexual assault literature, and guest speakers.

EMERGENCY RESPONSE PROCEDURES

MISSING STUDENTS

If a member of the Tennessee Tech community has reason to believe a Tennessee Tech student residing in an on-campus student housing facility is missing, he or she shall immediately report this information to the University Police.

If a missing student is under 18 years of age and not emancipated, Tennessee Tech will notify the student's parent or guardian within 24 hours after a determination by the University Police that the student is missing. The University Police will also notify local law enforcement agencies within 24 hours after the determination in addition to the Tennessee Tech Office of Student Affairs (Student Affairs).

Upon receipt of a missing student report, the University Police, in cooperation with Student Affairs, will implement the following investigative procedures:

- Attempt to contact the missing student using the phone numbers supplied to the University
- Check the assigned room and talk with housing staff members, neighbors, friends, and roommates regarding the last contact with the missing student
- Check the card access system log to determine when the missing person last entered the housing facility
- Contact University Dining Services to determine when the missing person last used their meal plan
- Check the missing person's Tennessee Tech email account to determine the last time it was used
- Contact the missing person's faculty members to determine class attendance
- Consult with the Counseling Center and Health Center to see if the missing person has been seen at either location
- Key into the room for health and safety purposes
- If the missing student is under the age of 18, contact the parents or legal guardians within 24 hours
- If the missing student is over the age of 18 and registered a confidential contact person, contact that person within 24 hours
- When the missing student is located, verify the student's health and intention of returning to campus or classes and encourage student to contact the confidential contact person or legal parents or guardians

NOTE: Tennessee Tech will make every effort to balance the right to privacy with the issue of compliance to federal regulations and the interest of public safety. Nothing in the protocol precludes Tennessee Tech from determining that a student is missing before the student residing in on-campus housing has been missing for a full 24 hours or initiating notification procedures as soon as it determines that the student residing in on-campus housing is missing.

Students, employees, and other individuals may report that a student has been missing for 24 hours to the following:

University Police
931-372-3234

Office of Student Affairs
931-372-3411

Office of Housing/Residential Life
931-372-3414

For more information, Please see [Tennessee Tech Policy 418, Reporting Students as Missing Persons](#).

Confidential Contact Information – Residential Students

All residential students have the option of identifying a confidential contact person to receive notification within 24 hours in the event that the student is determined to be missing. Only authorized Tennessee Tech personnel have access to this information. However, disclosure to law enforcement personnel may be necessary to pursue a missing person investigation. This contact information may be added through Star-Rez, the residential life assignment portal.

The Office of Residential Life is responsible for maintaining this information regarding residential students in housing facilities located on the main campus. The Director of the Appalachian Center for Craft is responsible for maintaining this contact information for residents at that location.

EMERGENCY OPERATION PLAN

Tennessee Tech is committed to protecting the health and safety of all students, employees, and visitors at all University facilities. The University's Emergency Operations Plan (EOP) was created to provide framework and guidance for coordinated response to minor emergencies, major emergencies, and disasters.

The EOP is a flexible management system designed to maintain critical University functions during a disaster and incorporate a response plan for a campus-wide evacuation in the event of a major disaster or emergency. When an incident or

emergency exceeds Tennessee Tech's management and resource capability, the University may seek assistance from other government agencies. A cooperative partnership exists between Tennessee Tech University and local agencies.

The EOP for Tennessee Tech's main campus and for the Appalachian Center for Craft can be viewed at [Tennessee Tech's Main Campus Emergency Operations Plan](#).

The EOP for the Hyder-Burks Agricultural Pavilion, Tech Farm and Oakley Farm can be viewed at [Agricultural Emergency Operations Plan](#).

FIRES OR FIRE ALARMS

Any person seeing or suspecting a fire should pull the nearest fire alarm to notify 9-1-1. After contacting 9-1-1, if the fire is small such as a wastebasket fire, a reasonable attempt to extinguish the flames should be made. Even if the fire is extinguished, the incident must be reported to the University Police and Cookeville Fire Department as the underlying cause for the fire may remain.

Fire Evacuation Information Alarms

1. Never use elevators to evacuate a burning building.
2. Note the Posted Evacuation Routes and follow to the nearest exit.
3. Go immediately to the designated assembly area and wait for further instructions.
4. Stay clear of emergency response personnel and equipment.
5. Do not re-enter the building until emergency response officials have declared that it is safe to do so.
6. Emergency fire drills are conducted annually for each building.

BOMB THREAT

Any individual receiving a bomb threat call should do the following:

1. Remain calm and keep the caller on the line as long as possible. Ask the caller to repeat the message and write down every word.
2. If the caller does not indicate the location of the bomb or the time of detonation, ask for this information.
3. Advise the caller that the building is occupied and detonation could result in death or serious injury to innocent people.
4. Pay particular attention to background noises, such as motors running, music, or any other noises related to the location from which the call is being made.
5. Listen closely to the voice to determine voice quality, accents, speech impediments, gender, or unusual characteristics.
6. It is desirable, but not always practicable, to have more than one person listen in on the call.
7. Immediately notify the University Police. They will initiate search procedures. Under no circumstances should untrained individuals attempt to locate and move a suspicious device.

ACTIVE SHOOTER

Regarding an active shooter, the University Police follow the recommendation of the Federal Bureau of Investigation by teaching the Run, Hide, or Fight techniques. These simple techniques were chosen because no one answer is correct for every individual or situation. Individuals must decide which course of action provides the best chance of survival.

OPTIONS FOR AN ACTIVE SHOOTER SITUATION:

RUN: If possible, evacuate the area and call 9-1-1. Choose this option if you can evacuate the area without placing yourself in the line of fire.

HIDE: If evacuation from the area is not an option, hide. Make every effort to stay out of sight and in a locked room. Barricade the doorway with whatever is available; the idea is to make it as difficult as possible for the individual to encounter you.

FIGHT: As a last resort, fight. Be as aggressive as possible. This individual is intent on attempting to take your life. Use whatever you have available as a weapon to stop the threat to you.



SEVERE WEATHER

The University Police receive severe weather notifications from the National Weather Service (NWS) and Putnam County Emergency Management Agency.

Tornadoes

A Tornado Watch is issued when weather conditions are favorable to the formation of a tornado. During a Tornado Watch, keep an eye on the weather and be prepared to take shelter immediately if conditions worsen. A Tornado Warning is issued when a tornado funnel is sighted as indicated by radar or is about to strike. You may only have a few minutes to go to safety.

Upon receipt of warnings for the main campus, a continuous, three-minute alert will sound on the campus emergency warning system. Additional warnings will be issued through the TTU Alert system. All residents should go to the basement of their building or other safe areas as directed by residence hall staff and remain there until the danger has passed. Residence hall staff will give specific instructions through floor meetings. Tornado response drills are held fall and spring semesters.

Emergency Procedures in the event of a tornado

If you are inside:

1. Evacuate your room and close the door.
2. Proceed to the lowest floor of the building.
3. Remain there until you receive an all clear signal.
4. Stay away from all windows and doors.

If you are outside:

1. If possible, proceed to the lowest floor of the nearest building or sturdy structure and remain there until otherwise notified.
2. If outdoors with no shelter available, lie flat in a nearby ditch and shield your head with your arms.

PERSONS WITH DISABILITIES

Students with disabilities should notify the Accessible Education Center each semester to assist class instructors with evacuation plans in advance. Employees should report to Human Resources and their immediate supervisors regarding the need for a disability evacuation plan or assistance requirements during an emergency. Instructors or supervisors must notify police, fire, and medical emergency response personnel of any persons with disabilities in their classes or area of responsibility.

TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

A timely warning is an alert issued for all Clery crimes that occur within Tennessee Tech's Clery geography, which the University considers a serious or continuing threat to members of the campus community.

To issue a timely warning, the crime must:

1. Be reported to the University Police, a local law enforcement agency, or a CSA;
2. Be considered by Tennessee Tech to represent a serious or continuing threat to students and employees; and
3. Be identified as a Clery crime. In the event the incident is a non-Clery crime or is outside of Clery geography, the Vice President for Student Affairs, the Clery Compliance Coordinator, and the University Police will consult to determine whether a timely warning should be issued.

The decision to issue a timely warning is made on a case-by-case basis and considers such factors as:

- The nature of the crime
- Whether the crime appears to be a one-time occurrence or a pattern of incidents
- When and where the incident occurred and when it was reported
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts
- Whether the perpetrator has been apprehended
- Whether the perpetrator targeted specific individuals to the exclusion of others, such as an altercation between platonic roommates or other acquaintances

Tennessee Tech may issue a timely warning for the following:

- Criminal homicide or death without apparent cause
- Sex offenses
- Robbery
- Aggravated assault
- Burglary
- Theft of motor vehicle
- Arson
- Dating violence
- Domestic violence
- Stalking
- Suspicious person with a weapon, an armed intruder, or an active shooter
- Hate crimes

In the majority of cases, a crime or incident has the potential to impact most or all of the Tennessee Tech community. As a result, all students and employees on Tennessee Tech property typically receive a timely warning when issued. However, if a crime or incident only impacts property or buildings that are not within reasonable walking or driving distance from the main campus, Tennessee Tech may issue a timely warning for that location only.

DISSEMINATION OF TIMELY WARNINGS

If a timely warning is to be issued, the Vice President of Student Affairs or his/her designee will notify the Chief Communications Officer or his/her designee of the decision to issue a timely warning. The Chief Communications Officer or his/her designee in consultation with other individuals, as necessary, will determine the appropriate methods to disseminate a timely warning. Depending upon circumstances, any of the following dissemination methods may be used to issue a timely warning:

- Tennessee Tech email
- TTUAlert
- Outdoor Warning System
- Fire Alarm Notification System
- Public Address Systems
- TTUemergency.blogspot.com

For more information see [Tennessee Tech Policy 421, Timely Warnings](#)

TTUALERT SYSTEM

TTUAlert system (TTUAlert) is an emergency communication service that sends text messages to Tennessee Tech employees and students enrolled in the service. In addition to text messages, TTUAlerts are sent to Tennessee Tech's homepage, Twitter, and Facebook. TTUAlerts are also sent to University network devices such as campus digital signage monitors and departmental computers. To register for the TTUAlert service, go to [TTUALERT](#).

CONFIDENTIALITY AND TIMELY WARNINGS

Pursuant to federal and state law, Tennessee Tech will usually not disclose personally identifiable information when issuing a timely warning. However, emergency situations may arise which necessitate the inclusion of personal information within a timely warning. In determining whether to disclose personally identifiable information, the Vice President for Student Affairs in consultation with the Clery Compliance Coordinator and the Chief of the University Police must balance the risk of minimizing the release of personally identifying information against the safety of the campus community.

EMERGENCY NOTIFICATIONS

Tennessee Tech is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat (immediate threat) to the health and safety of students or employees.

Incidents that involve an immediate threat may include but are not limited to:

- Outbreak of infectious disease, such as meningitis, norovirus, or other serious illness
- Approaching tornado, hurricane, or other extreme weather conditions
- Earthquake
- Gas leak
- Terrorist incident
- Armed intruder
- Active shooter
- Bomb threat
- Civil unrest or rioting
- Explosion
- Building fire
- Chemical or hazardous waste spill
- Homicide or death with unknown causes
- Sex offense
- Robbery
- Aggravated assault
- Hostage/barricade situation
- Suspicious package

The University Police are responsible for responding to such incidents and determining whether the situation involves an immediate threat. If the threat is imminent, the University Police, in consultation with other University departments when applicable, will:

1. Determine whether to notify all or certain areas of the campus community;
2. Continually assess the situation;
3. Notify additional segments of the campus community if the situation warrants such action; and
4. Determine the type, extent, and timing of the information to be disseminated.

Unless the situation requires the dispatcher to immediately notify patrol officers, the University Police shift supervisor on duty or the senior police officer on duty will initiate the notification system. Federal law recognizes that the release of personal information without consent may be necessary in an emergency to protect the health and safety of others.

DISSEMINATION OF AN EMERGENCY NOTIFICATION

Tennessee Tech may disseminate an emergency notification by one or more of the following:

1. TTUAlert system
2. Email
3. Outdoor warning system
4. Fire alarm notification system
5. Public address system
6. TTUemergency.blogspot.com

ON-CAMPUS STUDENT HOUSING SAFETY AND SECURITY

RESIDENCE HALL SAFETY

The University Police seek to ensure the safety of on-campus student housing facilities by patrolling lobbies, hallways, grounds, and adjacent parking areas. For added safety, Tennessee Tech's Office of Residential Life (Residential Life) employs additional security personnel to patrol on-campus student housing facilities at night.

- All residents must enter/exit only from the main lobby entrance.
- Anyone seeking to enter any area of an on-campus student housing facility must be a guest of a resident. Residents should never allow anyone they do not know into the secured areas of residence halls.
- Residents should never leave items of value in a room over a holiday period.
- All residence hall lobby doors are equipped with an electronic card reader allowing only those individuals and registered guest(s) into the living areas.
- Residents are encouraged to keep doors and windows locked. Residents who prop open lobby doors and/or allow non-residents to enter a hallway may be subject to disciplinary sanctions.

FIRE DRILLS

Every on-campus student housing facility conducts fire drills to acquaint residents with the proper evacuation procedures in case of an actual fire emergency. The Residence Hall staff will conduct fire drills in accordance with the Housing regulations and National Fire Codes. Occupants should leave the buildings as quickly as possible and not return until told to do so. Failure to leave the premises during a fire drill will result in disciplinary action.

SMOKING

Tennessee Tech is a non-smoking, tobacco-free campus. Smoking and tobacco use are prohibited on all property and buildings owned or controlled by the University. This includes the outdoor use of tobacco products and the use of tobacco products in University or State vehicles. Tennessee Tech permits the use of tobacco products in private vehicles on University property.

ACCESS AND USE OF TENNESSEE TECH PROPERTY AND FACILITIES

Use of Tennessee Tech Property is restricted to Affiliated Users and invited guests of Tennessee Tech, except as specifically provided by [Tennessee Tech Policy 121 \(Use of Tennessee Tech Property by Affiliated Users for Free Speech Activities\)](#), [Policy 007 \(Free Speech on Campus\)](#), and [Policy 122 \(Rental of Tennessee Tech Property\)](#), or when part or all of Tennessee Tech's campus, buildings, or facilities is open to the general public for a designated time and purpose.

Use of Tennessee Tech Property shall be through a process of Application for Use, except as provided in TTU Policy 007 (Free Speech on Campus) and, absent unusual circumstances, for use for normal educational or administrative activities.

Priority for the use of Tennessee Tech Property shall be as follows:

Athletics facilities:

1. Intercollegiate athletic competition or practice;
2. Approved camps;
3. Credit and non-credit classes and programs;
4. Tennessee Tech-sponsored activities;
5. Use by Students; then
6. All other requests for use.

All other Property:

1. Credit and non-credit classes and programs;
2. Tennessee Tech-sponsored activities;
3. Use by Students; then
4. All other requests for use.

Except as provided in TTU Policy 007 (Free Speech on Campus), Tennessee Tech, in its sole discretion, may restrict use of Tennessee Tech Property during periods that are dedicated to Tennessee Tech activities such as the final week of classes, final examination periods, welcome or homecoming weeks, etc.



SEXUAL MISCONDUCT

TITLE IX

Title IX is a federal law which protects students and employees of educational institutions against sex discrimination, including sexual misconduct. Under Title IX, *no person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. (20 U.S.C. § 1681 et seq.)*

- Title IX prohibits sexual discrimination in education.
- Title IX protects all genders.
- Tennessee Tech has established procedures for handling complaints of sexual discrimination, harassment, or violence.
- Tennessee Tech will not tolerate retaliation against someone reporting sexual misconduct or filing a complaint.

Tennessee Tech's Title IX Coordinator has overall responsibility for investigating and ensuring compliance with Title IX and other state and federal civil rights. The Title IX Coordinator may be contacted at:

1 William L. Jones Dr.
Derryberry Hall 258
Cookeville, TN 38505

titleix@tnitech.edu
931-372-6062

For more information, please see Frequently Asked Questions on Tennessee Tech's Title IX webpage <https://www.tnitech.edu/titleix/> or view [Tennessee Tech Policy 144, Title IX Policy and Grievance Procedures](#)

Tennessee Tech will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.

Clery Act Prohibition

Tennessee Tech prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as those terms are defined for purposes of the Clery Act.

Prohibition Against Discrimination or Harassment on Basis of Sex

As required by law, no student, employee, or applicant for admission or employment at Tennessee Tech will be excluded, on the basis of sex, from participation in, be denied the benefit of, or be subjected to discrimination under any Tennessee Tech education program or activity.

REPORTING INCIDENTS OF SEXUAL MISCONDUCT AND CONFIDENTIALITY

How to report Sex Discrimination or Sexual Harassment

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for Tennessee Tech's Title IX Coordinator (Title IX Coordinator), or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Inquiries about the application of Title IX to Tennessee Tech may be made to the Title IX Coordinator and/or the Assistant Secretary of the **U.S. Department of Education Office for Civil Rights. The Title IX Coordinator and the Assistant Secretary may be contacted at:**

Tennessee Tech Title IX Coordinator

1 William L. Jones Dr.
Derryberry Hall 258
Cookeville, TN 38505

titleix@tntech.edu
931-372-6062

Assistant Secretary

**U.S. Department of Education
Office for Civil Rights**

400 Maryland Ave., SW
Washington, D.C. 20202-1100

Telephone: 1-800-421-3481
FAX: 202-453-6012; TDD: 1-800-877-8339
Email: OCR@ed.gov

IF YOU ARE A VICTIM OF SEXUAL ASSAULT

Find Help

Everyone responds differently to experiencing sexual violence, and there is no right or wrong way to respond to trauma. Healing from trauma is a process that is not linear. If you have experienced trauma, here are some steps you may take to get help:

Go Somewhere Safe

Whether it be your dorm or apartment, a friend's dorm or apartment, an RA's room, or Campus Police, get somewhere that you feel safe.

- As soon as you are in a safe place, talk to someone you can trust about the incident – such as a family member, friend, or counselor. You can call the Eagle Eye After Hours Crisis Hotline 1-855-206-8997, and you will be connected to a confidential resource to talk to.
- The most important thing is to talk with someone who can provide emotional support and help you find the resources you need.

Seek Medical Attention

You may want to seek medical care following a physical or sexual assault. It is strongly recommended to do so within 120 hours (five days) to preserve any evidence that may be left behind.

- A medical professional can examine you, provide appropriate treatment, and, if applicable, talk with you about the prevention of sexually transmitted infections and pregnancy.
- If you have experienced sexual assault, when possible, avoid changing your clothing, showering, using the bathroom, brushing your teeth, drinking liquids, washing your hands or face, or combing your hair prior to seeking medical attention. If you change clothes, evidence is best preserved in a paper bag. Preservation of evidence does not mean that you have to pursue criminal charges, but it preserves that option for you. Please note that the collection of evidence for use in a criminal prosecution relating to unwanted sexual activity can only be performed by trained personnel called Sexual Assault Nurse Examiners (SANEs) at a hospital emergency room. Physical examinations by other health care providers may impede potential future legal remedies.
- You may seek medical care by contacting one of the following: Emergency 9-1-1 or Tennessee Tech Health Services: Bell Hall 105, Monday-Friday, 8 a.m.-4:30 p.m.; 931-372-3320

Seek Counseling

Many survivors of sexual violence find counseling helpful to process the trauma they've experienced.

- Sexual violence is never the survivor's fault, but often survivors will be impacted by an assault. Every person responds differently, but some survivors may struggle with self-harm, depression, suicidal ideation, post-traumatic stress disorder, and sleep disturbances, among many other things. Counseling may be a good resource to address you as an individual during the healing process.
- If you wish to speak confidentially with someone, you can contact one of the following resources: Tennessee Tech Counseling Services: RUC 307, Monday-Friday, 8 a.m.-4:30 p.m.; 931-372-3331 or Eagle Eye After Hours Crisis Hotline: 1-855-206-8997
- A licensed counselor can guide you in exploring options and provide you with information, a listening ear, and emotional support. Whether you seek immediate assistance or choose to wait, counseling can help you deal with the psychological impact and begin the healing process.

Consider Reporting

Reporting unacceptable conduct to law enforcement or the university is a deeply personal choice that only you can make.

- The University strongly encourages you to report an incident of sexual misconduct. Reporting the incident is the only way that the university and/or law enforcement can take action. Reporting the incident and having a medical examination performed within seventy-two hours (in sexual assault cases) are helpful steps in preserving evidence, which can help in a criminal or university investigation; nevertheless, you may report an incident without any medical / forensic evidence.

- You may report an incident of sexual misconduct to Tennessee Tech University Office of Title IX, Derryberry Hall 258, Monday-Friday, 8 a.m.-4:30 p.m.; 931-372-3112, titleix@tnitech.edu or to the following Law Enforcement Authorities: University Police, Foundation Hall, 931-372-3234; Cookeville Police Department, 931-526-2125
- Even if you do not report the incident to law enforcement, you can still access medical care, counseling, and other support from the University. The Title IX office can help you access resources.
- You can report an incident to law enforcement before, during, or after an investigation or a resolution of the incident by the University. You have the right to decline to report the incident to law enforcement.

TENNESSEE TECH'S RESPONSE TO SEX DISCRIMINATION OR SEXUAL HARASSMENT

When a person reports sex discrimination or sexual harassment committed against a person while in the United States, Tennessee Tech will follow its rules, procedures, and processes used for Title VII sex discrimination allegations, which provide for the prompt and equitable resolution of complaints alleging sex discrimination.

If Tennessee Tech has actual knowledge of sex discrimination or sexual harassment in an education program or activity committed against a person while in the United States, Tennessee Tech will respond promptly and follow its grievance procedures in a manner that is not deliberately indifferent. Tennessee Tech's grievance procedures are set forth in Tennessee Tech Policy 144, Title IX Policy and Grievance Procedures.

If the allegations in a formal complaint do not meet the definition of sexual harassment or did not occur in the school's education program or activity against a person while in the United

States, Tennessee Tech will dismiss such allegations for purposes of Title IX but may still address the allegations in any manner deemed appropriate under all Tennessee Tech policies.

Where a person alleges both sex discrimination and sexual harassment committed against a person while in the United States, Tennessee Tech will follow its rules, procedures, and processes for responding to a formal complaint of sexual harassment. If the formal complaint is dismissed at any point in the process, Tennessee Tech will follow its rules, procedures, and processes used for Title VII sex discrimination allegations.

As required by law, Tennessee Tech will not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment.

How to File a Formal Complaint

A. Only a complainant or the Title IX Coordinator may file a formal complaint.

B. If Title IX Coordinator files a formal complaint, the Title IX Coordinator is not considered a complainant or a party during a grievance process.

C. A formal complaint must contain:

1. the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint; and
2. a written notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time; sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.

D. Upon receipt of the formal complaint, Tennessee Tech will provide the parties written notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.

E. In addition, the written notice to the parties shall include statements that:

1. The respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
2. The parties may have an advisor of their choice, who may be, but is not required to be, an attorney; however, the advisor may not participate in any investigative interview or proceeding other than to render advice to the party or to cross examine the other party or witnesses during the live hearing;
3. The parties may inspect and review evidence; and
4. Identifies any provision in its codes of conduct that prohibits knowingly making

false statements or knowingly submitting false information during the grievance process.

F. If, during the course of an investigation, Tennessee Tech decides to investigate allegations about the complainant or respondent that were not included in the initial written notice, Tennessee Tech will provide notice of the additional allegations to the parties.

G. Tennessee Tech may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Tennessee Tech may dismiss a formal complaint or any allegations therein, if at any time during the investigation, a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein, the respondent is no longer enrolled or employed by Tennessee Tech; or specific circumstances prevent Tennessee Tech from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

I. If Tennessee Tech dismisses a formal complaint during the investigation, Tennessee Tech will promptly send written notice of the dismissal and reason(s) therefore simultaneously to the parties.

J. If the conduct alleged in a formal complaint would not constitute sexual harassment even if proved, did not occur in Tennessee Tech's education program or activity, or did not occur against a person in the United States, Tennessee Tech must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX; such a dismissal does not, however, preclude action under another provision of Tennessee Tech's codes of conduct or other policies.

Supportive Measures

In sexual harassment cases – those involving alleged dating violence, domestic violence, sexual assault, or stalking, Tennessee Tech will:

- A.** Upon receipt of a report of sexual harassment, including those involving alleged dating violence, domestic violence, sexual assault, or stalking or upon the filing of a formal complaint the Title IX Coordinator will promptly contact the complainant and:
 - 1. Discuss the availability of supportive measures;
 - 2. Consider the complainant's wishes with respect to supportive measures;
 - 3. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint;
 - 4. Explain the process for filing a formal complaint.
- B.** In cases where a formal complaint is filed, and an investigation is commenced, Tennessee Tech will offer supportive measures to the respondent as well.
- C.** Mutual restrictions on contact between the parties may be obtained through the Title IX Coordinator.
- D.** In cases where a formal complaint is filed, Tennessee Tech may remove a respondent from an education program or activity on an emergency basis only after the Title IX Coordinator, in consultation with appropriate personnel, undertakes an individualized safety and risk analysis, determining that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and providing the respondent with notice and an opportunity to challenge the decision immediately following the removal.
- E.** Tennessee Tech may place a non-student employee respondent on administrative leave during the pendency of a grievance process.
- F.** The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Confidentiality of Supportive Measures

Tennessee Tech will maintain as confidential any supportive measures provided to the complainant or respondent to the extent that maintaining such confidentiality does not impair Tennessee Tech's ability to provide the supportive measures.

Written Notification to Complainants

Tennessee Tech will provide written notification to complainants about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures.

Grievance Process

Regarding its grievance procedures, Tennessee Tech will:

- 1. Apply its grievance procedures and requirements equally to both parties;
- 2. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process;

3. Apply a preponderance of the evidence standard throughout the grievance process;
4. Assume the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility;
5. Require an objective evaluation of all relevant evidence — including both inculpatory and exculpatory evidence and prohibit credibility determinations based on a person's status as a complainant, respondent, or witness;
6. Treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following its grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent;
7. Design remedies to restore or preserve equal access to Tennessee Tech's education program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent;
8. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney; however, the advisor may not participate in the proceeding other than to render advice to the party or to cross examine the other party or witnesses during a live hearing;
9. Provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate;
10. Provide parties written notice of the grievance process, including informal resolution; and
11. Ensure that the Title IX Coordinator, investigator, hearing officer, or decision maker does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Timeframe for the Grievance Process

Tennessee Tech will make reasonable efforts to conclude the grievance process, including the investigation, hearing and appeal, within one hundred and twenty (120) calendar days following receipt of the complaint, absent good cause. The anticipated timeframe for the investigation hearing appeal or informal resolution are:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Investigation
60 calendar days 2. Hearing
45 calendar days | <ol style="list-style-type: none"> 3. Appeal (if applicable)
15 calendar days 4. Informal Resolution (if applicable)
30 calendar days |
|--|---|

Standard of Evidence

Tennessee Tech will use the preponderance of evidence standard in any disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking.

Advisors

In Title IX cases, including those involving alleged dating violence, domestic violence, sexual assault, or stalking which may or may not fall within the scope of Title IX:

- Tennessee Tech will provide both parties the same opportunities to have an advisor of their choice present during any investigative interview, meeting, or institutional disciplinary proceeding;
- Tennessee Tech will not limit the choice of the advisor for either party; and
- Such advisor may be, but is not required to be, an attorney; however, the advisor may not participate in any investigative interview, meeting, or proceeding other than to render advice to the party or to cross examine the other party or witnesses during the live hearing.

Disciplinary Proceedings

For any disciplinary proceedings involving cases of alleged dating violence, domestic violence, sexual assault, or stalking Tennessee Tech will:

- Include a prompt, fair, and impartial process from the initial investigation to the final result;
- Ensure the proceedings are 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;
- Provide complainant and respondent with the same opportunities to have others present during any disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice;
- Not limit the choice of advisor or presence for either complainant or respondent in any meeting or institutional disciplinary proceeding; however, Tennessee Tech may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- Require simultaneous notification, in writing, to both parties, of the following:
 1. The result of any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking;
 2. The institution's procedures for the parties to appeal the result of the institutional disciplinary proceeding, if such procedures are available;
 3. Any change to the result; and
 4. When such results become final.

Disciplinary Sanctions

Tennessee Tech may impose any of the following sanctions as the result of any disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking.

The disciplinary sanctions for students are those set forth in Tennessee Tech Policy 302, Student Conduct. These include:

- Informal Warning
- Official Warning
- No Contact Order
- Restitution
- Restriction of Privileges
- Educational Action
- Disciplinary Probation
- Housing Probation, Suspension, or Cancellation of Housing Contract
- Other Interim Measures
- Expulsion

The disciplinary sanctions for employees are those set forth in Tennessee Tech Policy 650, Disciplinary Action. These include:

- Verbal or Written Warning
- Suspension with Pay
- Suspension without Pay
- Demotion
- Disciplinary Probation
- Termination

Students or employees found guilty of violating this policy may also face criminal prosecution.

Appeals

In Title IX cases, and cases involving alleged dating violence, domestic violence, sexual assault, or stalking which may or may not fall within the scope of Title IX:

A. Both parties may appeal a determination of responsibility or the dismissal of a formal complaint or any allegations therein.

hearing officer that affected the outcome of the matter.

B. A party wishing to appeal a determination or the dismissal must file a written appeal with the Title IX Coordinator within 10 business days of the date of the determination or dismissal. The written appeal must identify the basis or bases for the appeal and explain with specificity the facts supporting the basis or bases of the appeal.

D. As to all appeals, the Title IX Coordinator will:

1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
2. Ensure that the decision-maker(s) for the appeal is not the same person as any investigator(s) or the hearing officer that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator; and
3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in Section X.

C. The following are the only bases for an appeal:

1. A procedural irregularity affected the outcome of the matter;
2. New evidence that could affect the outcome of the matter that was not reasonably available at the time the determination or dismissal was made; and
3. A conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent by the Title IX Coordinator, investigator(s), or

E. If a party is a student, the Vice President for Student Affairs is the appeal decision maker. If a party is an employee, the Vice President for Planning and Finance is the appeal decision maker.

The respective Vice President will issue a written appeal decision describing the result of the appeal and the rationale for the result within the anticipated timeframe, absent good cause.

The Title IX Coordinator will provide the written appeal decision simultaneously to both parties.

Receipt of the respective Vice President's written appeal decision terminates the appeal process.

Simultaneous Notification

For disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking:

- If Tennessee Tech dismisses a complaint during the investigation, Tennessee Tech will promptly send written notice of the dismissal and reason(s) therefore simultaneously to complainant and respondent.
- If Tennessee Tech dismisses a complaint during the investigation, Tennessee Tech will promptly send written notice of the dismissal and reason(s) therefore simultaneously to complainant and respondent.
- All determinations regarding responsibility, will be in writing and will be sent simultaneously to complainant and respondent.
- All appeal determinations will be sent simultaneously to complainant and respondent.

Victim Rights and Options

When the complainant reports to Tennessee Tech that the complainant has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, Tennessee Tech will provide the complainant a written explanation of the complainant's rights and options.

Primary Prevention Programs

Tennessee Tech's Primary Sexual Misconduct Prevention and Awareness Training

Under Federal law, all incoming students and new employees at universities and colleges that receive federal funds must complete primary sexual misconduct prevention and awareness training.

For Incoming Students

Tennessee Tech defines incoming student as anyone enrolled in a Tennessee Tech course or program for the first time. This includes freshman, transfer students, and graduate students. Tennessee Tech's new student sexual misconduct prevention and awareness training is through an iLearn course, Understanding Power-Based Violence. The course contains eight modules for students to work through. Each module has one or more video lectures along with quizzes to ensure that students are actively following along. These videos range from three minutes to eight minutes long. Each module has optional materials for students who want to broaden their understanding and engage further.

For New Employees

Tennessee Tech provides monthly training for all new staff and faculty. This training includes information on the prevention of sex discrimination, sexual harassment, and sexual violence including dating violence, domestic violence, sexual assault, and stalking in addition to bystander intervention.

DEFINITIONS

Complainant

An individual who is alleged to be the victim of conduct that could constitute sexual harassment. Complainant does not mean the Title IX Coordinator when the Title IX Coordinator signs a formal complaint or is not otherwise an alleged victim of sexual harassment. References in this rule to the singular “complainant” include the plural, as applicable.

Respondent

As defined under federal law an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. References in this rule to the singular “respondent” include the plural, as applicable.

Consent

A clear and unambiguous agreement, expressed outwardly through mutually understandable words or actions, to engage in agreed upon sexual activity. An individual who is asleep, unconscious, mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or who is under duress, threat, coercion, or force cannot give consent. Past consent does not imply future consent. Consent can be withdrawn at any time.

The Tennessee Code Annotated does not define “consent.”

SEXUAL MISCONDUCT EDUCATION AND PREVENTION

Tennessee Tech has developed a comprehensive educational program designed to prevent sexual misconduct through prevention and awareness training for all incoming students and employees as well as ongoing instruction and related public events for the campus community. The goal of this program is to:

- Identify behavior that constitutes domestic violence, dating violence, sexual assault, and stalking
- Provide a clear definition and understanding of consent
- Develop safe and positive options for bystander intervention to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, and stalking against another
- Ensure all relevant and required information is contained in the ASR in compliance with Clery
- Provide information so students and employees may recognize warning signs of abusive behavior and learn how to avoid potential attacks to reduce the risk of sexual misconduct
- Obtain additional sexual misconduct prevention resources and services
- Collaborate with local agencies from different fields, such as medical, law enforcement, and prosecutors to advance the issue of sexual violence prevention

Additional sexual misconduct prevention programming includes:

- SOAR: Every new student and transfer student attends a mandated orientation to learn about Tennessee Tech's sexual misconduct policies, prevention, and awareness programs
- The presentation of training seminars to individual departments, offices, groups, and residents of on-campus housing facilities by the Title IX Coordinator regarding sexual misconduct, harassment, the law, and Tennessee Tech policy
- Annual training of the Title IX Coordinator and other responsible members of the campus community in investigating and responding to sexual misconduct
- Distributing sexual assault information pamphlets in on-campus residence facilities and University buildings
- Online Title IX training for employees
- Annual, mandatory online training for those employees designated as Responsible Employees
- Participation in such national and international programs as the Clothesline Project and the Take Back the Night march
- Coffee with a Cop event, which allows students and law enforcement the opportunity to connect

BYSTANDER INTERVENTION

Tennessee Tech's Bystander Intervention Program is a sexual violence prevention strategy that seeks to educate students and employees on how to recognize and respond to potentially harmful situations.

Bystander Intervention Model & Tips

1. Notice the Incident

If you see something, do something. Obviously, bystanders can't help if they do not take note of the situation.

2. Interpret Incident as Emergency

Bystanders should evaluate the situation and determine whether it is an emergency or at least one in which someone needs assistance.

3. Assume Responsibility

Bystanders must decide whether to assume

responsibility for providing help. Research shows that a bystander is less likely to help if there are other bystanders around. If a lone bystander is present, he or she is more likely to assume responsibility.

4. Provide Assistance

Assistance can include helping the person leave the situation, confronting a behavior, diffusing a situation, or calling for additional support.

Tips for Intervening

In a situation potentially involving sexual assault, relationship violence, or stalking:

- Approach everyone in a calm and friendly manner
- Avoid using violence
- Be honest and direct whenever possible
- Recruit help if necessary
- Keep yourself safe
- If the situation escalates, contact the University Police or other law enforcement

DRUGS AND ALCOHOL

Drugs and alcohol can impair judgment, lower inhibitions, and cloud memories of past events. Below are a few things you can do to minimize your risks of being a victim of drug or alcohol-facilitated sexual misconduct.

- Watch your drink when socializing and keep it covered
- Avoid drinking anything out of a shared punch bowl
- Help your friends stay safe, especially if they seem more intoxicated than their consumption would warrant
- Make agreements with your friends to check with each other during and after social events to ensure everyone's safety
- Stick together
- Avoid accepting a drink from someone you don't know

What to do if you think you've been sexually assaulted:

- Get safe – Call a friend or the University Police to assist you
- Get medical attention – As soon as possible, go to the hospital or to Tennessee Tech Health Services to be examined
- Report the assault to the University Police, college officials, or local law enforcement
- Get help and support – Seek crisis intervention counseling or therapy from the Tennessee Tech Counseling Center

CONFIDENTIAL RESOURCES

These resources are not required to report an incident of sexual violence if you disclose to them.

- **Tennessee Tech Counseling Services:**
Roaden University Center 307,
Monday-Friday, 8 a.m.-4:30 p.m.;
931-372-3331
- **Eagle Eye Crisis Hotline (24/7):**
1-855-206-8997
- **Tennessee Tech Health Services:**
Bell Hall 105,
Monday-Friday, 8 a.m.-4:30 p.m.;
931-372-3320
- **The National Domestic Violence Hotline:**
1-800-799-7233
online chat at www.thehotline.org
- **Rape, Abuse, Incest National Network (RAINN):**
1-800-856-4673
online chat at www.rainn.org

- **Women's Center:**
Roaden University Center 339,
Monday-Friday, 8 a.m.-4:30 p.m.;
931-372-3850
- **Psych Hub**
with free educational video contact about a
plethora of topics, [click here](#)

NON-CONFIDENTIAL RESOURCES

These resources are required to report an incident of sexual violence if you disclose to them.

- **University Police**
Foundation Hall; 931-372-3234
- **Putnam County Sheriff's Office**
421 E. Spring St.; 931-528-8484
- **Cookeville Police**
10 E. Broad St.; 931-526-2125

SEX OFFENDER REGISTRY

The law requires that sex offenders who become employees, students, or volunteers at Tennessee Tech to register with the University Police and the Tennessee Bureau of Investigation (TBI) sexual offender registry. Sexual offenders are people convicted of committing a sexual offense. The jurisdiction where the incident occurred does not matter as long as the offense constitutes a crime under Tennessee law.

Information concerning registered sex offenders supersedes the Family Educational Rights and Privacy Act (FERPA) and other laws prohibiting the disclosure of such personal information. Publication of this information does not constitute grounds for a grievance or complaint under Tennessee Tech policies.

The most recent TBI information concerning sex offenders employed, enrolled, or volunteering at Tennessee Tech is available from the University Police. Additional information is available at:

- **National Sexual Offender Registry**
www.nsopw.gov
- **Tennessee Bureau of Investigation Sexual Offender Registry**
www.tn.gov/tbi/general-information/tennessee-sex-offender-registry.html

ALCOHOL AND DRUG ABUSE PREVENTION

Tennessee Tech is committed to creating an environment that enables students to succeed in the global economy. The possession and use of illegal drugs, the abuse of legal substances, and the illegal and abusive use of alcohol dramatically and negatively affect this commitment.

Tennessee Tech Alcohol and Drug Prevention Policy

Pursuant to [Tennessee Tech Policy 172, Alcohol and Drugs](#)

- The unlawful manufacture, distribution, possession, or use of any drug on Tennessee Tech property or at any Tennessee Tech-Sponsored Activity is prohibited.
- The unlawful manufacture, distribution, possession, or use of alcohol at any Tennessee Tech sponsored activity is prohibited.
- The manufacture, distribution, possession, or use of alcohol on Tennessee Tech property is prohibited unless specifically allowed by Tennessee Tech policy.

STANDARDS OF CONDUCT

The following standards govern the conduct of all students and employees:

- To the extent alcohol may be allowed pursuant to Tennessee Tech Policy 172, alcohol will not be abused by individuals of legal drinking age, nor used, possessed, or distributed to individuals who have not attained legal drinking age.
- Students and employees must comply with all applicable local, state, and federal laws pertaining to the possession and use of drugs and alcohol. Students or employees who violate these laws may be referred for criminal prosecution.

The distribution, possession, or use of alcohol is allowed under Tennessee Tech policy:

- When authorized by the President or the President's designee at specific locations and events
- When permitted pursuant to Tennessee Tech Policy 320, Greek Life
- When used for laboratory or classroom instruction or experiments

DISCIPLINARY SANCTIONS

Any student who violates Tennessee Tech Policy 172 is subject to the disciplinary sanctions set forth in Tennessee Tech Policy 302, up to and including:

- Informal Warning
- Official Warning
- Restitution
- Restriction of Privileges
- Educational Action
- Disciplinary Probation

- Housing Probation, Suspension or Cancellation of Housing Contract
- Expulsion

Any employee who violates Tennessee Tech's Policy 172 is subject to the disciplinary sanctions set forth in Tennessee Tech Policy 650, Disciplinary Action, up to and including:

- Verbal or Written Warning
- Suspension with Pay
- Suspension without Pay
- Demotion
- Disciplinary Probation
- Termination

Students or employees may be referred for criminal prosecution in appropriate cases.

CRIMINAL PENALTIES

Alcohol

It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his or her employment), or consume alcoholic beverages, wine, or beer. Such offenses are classified as Class A misdemeanors punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2,500, or both. It is further an offense to provide alcoholic beverages to any person under the age of twenty-one (21), such offense being classified as a Class A Misdemeanor. The offense of public intoxication is a Class C misdemeanor punishable by imprisonment of not more than 30 days or a fine of not more than \$50, or both.

Public intoxication is a Class C Misdemeanor punishable by 11 hours of community service, possible revocation of driver's license, imprisonment of not more than thirty (30) days or a fine of not more than \$50, or both. Possession or casual exchange of a controlled substance is considered a Class A Misdemeanor. For the second or greater offense, punishment is one (1) to six (6) years of imprisonment and a fine of up to \$3,000.00.

Controlled Substances

Various federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance.

Under state law, the offense of possession or casual exchange of a controlled substance is punishable as a Class A misdemeanor. If there is an exchange between a minor and an adult at least two years the minor's senior and the adult knew that the person was a minor, the offense is classified as a felony.

FEDERAL TRAFFICKING PENALTIES

Drug/Schedule	Quantity	Penalties	Quantity	Penalties
Cocaine (Schedule II)	500-4,999 grams mixture	<p>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.</p> <p>Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.</p>	5 kgs or more mixture	<p>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.</p> <p>Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.</p>
Cocaine Base (Schedule II)	28-279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40-399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10-99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100-999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1-9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5-49 grams pure or 50-499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10-99 grams pure or 100-999 grams mixture		100 grams or more pure or 1 kg or more mixture	

FEDERAL TRAFFICKING PENALTIES

Drug/Schedule	Quantity	Penalties
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>
Flunitrazepam (Schedule IV)	1 gram	
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>
Flunitrazepam (Schedule IV)	Other than 1 gram or more	
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

FEDERAL TRAFFICKING PENALTIES: MARIJUANA

Drug	Quantity	1st Offense	2nd Offense*
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants;		
Hashish (Schedule I)	10 kg or less	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

HEALTH RISKS ASSOCIATED WITH SUBSTANCE ABUSE¹

Alcohol

Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Amphetamines

Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Cannabis

(Marijuana, Hashish) – The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Frequent users often have a lowered immune system and an

increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Cocaine/Crack

The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

Hallucinogens

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

SUBSTANCE ABUSE PREVENTION

Tennessee Tech's Alcohol and Drug Program (Program) is designed to help students and employees make healthy decisions regarding the use of alcohol and other drugs.

Through Tennessee Tech's Counseling Center, the Program:

- Provides accurate, helpful information about alcohol and other drugs
- Helps raise awareness of alcohol abuse and other drug issues
- Supports recovery from substance abuse disorders
- Promotes responsible use
- Offers compassionate and confidential consultation and referral for students with concerns about alcohol and other drug use

¹Additional information concerning the health risks associated with commonly abused drugs can be found at www.drugabuse.gov/sites/default/files/cadchart.pdf

The Counseling Center's substance abuse prevention training includes:

- e-CHUG – An interactive, confidential web assessment tool that allows students to enter information about their drinking patterns and receive feedback about their use of alcohol
- e-TOKE – An interactive, confidential web assessment tool for students regarding the use of marijuana
- Alcohol, Tobacco, and Drug Jeopardy - a fun way to test players' knowledge about the effects of alcohol and drugs on the body

The Counseling Center also offers alcohol education workshops and outreach programs. The Counseling Center is located in the Roaden University Center, 3rd Floor, Room 307, 931-372-3331.

RESOURCES

Substance Abuse Counseling, Treatment, and Rehabilitation

Tennessee Tech does not currently provide drug or alcohol counseling, treatment, or rehabilitation programs for students. Referral to community treatment facilities may be made in appropriate cases.

The State of Tennessee's Employee Assistance Program, or EAP, is a counseling service for Employees and their eligible dependents who may be experiencing personal or work place problems including issues with substance abuse. For specific details regarding EAP, refer to the state website at www.here4tn.com or call 1-855-437-3486.

Additional counseling services and treatment centers are available throughout Tennessee related to substance abuse. Although most counseling and treatment centers charge for their services, some programs are free of charge.

The following is a list of some of the treatment and counseling centers located in Tennessee. This list is not an endorsement of these facilities by Tennessee Tech:

Al-Anon

www.al-anon.org

Plateau Mental Health Center New Leaf Recovery

www.vbhcs.org
931-432-4123

Bradford Health Services

www.bradfordhealth.com
888-577-0012

Cumberland Plateau Recovery

931-403-3577

The Ranch

www.recoveryranch.com
888-317-0967

Cumberland Heights

www.cumberlandheights.org
615-352-1757

Mirror Lake Recovery Center

www.mirrorlakerecovery.com
855-400-5147

Narcotics Anonymous

www.na.org

National Institute on Alcohol Abuse and Alcoholism

<https://www.niaaa.nih.gov/>

Substance Abuse and Mental Health Service Administration

www.samhsa.gov/prevention

ALCOHOL AND DRUG POLICY NOTIFICATION

In accordance with the Drug-Free Schools and Communities Act, Tennessee Tech will ensure that all students and employees receive written notification of:

- The standards of conduct required under this policy
- A description of the applicable legal sanctions and enforcement under federal, state, and local law for the unlawful manufacture, unlawful distribution, unlawful possession and unlawful use of drugs and alcohol
- A description of the health-risks associated with the use and abuse of drugs and alcohol
- A description of the alcohol counseling, treatment, rehabilitation, and re-entry programs available to students and employees
- A clear statement that Tennessee Tech will discipline students and employees who violate this policy and a description of the possible disciplinary actions, up to and including expulsion or termination

Notification is delivered biannually to all students and employees via electronic mail. New employee hires will receive a printed copy of the notification at the time of their benefit enrollment. The Office of Compliance is responsible for ensuring the notification is delivered to all faculty, staff, and students.



BIENNIAL REVIEW AND REPORTING REQUIREMENTS UNDER FEDERAL LAW

Pursuant to federal law, Tennessee Tech is required to perform a biennial review of its Alcohol and Drug Policy and abuse prevention programs.

This Biennial Review will include:

- A determination as to the effectiveness of the Alcohol and Drug Policy and substance abuse prevention programs with recommendations for any necessary changes
- The number of reported drug and alcohol-related violations and fatalities that occur on Tennessee Tech property or during any Tennessee Tech-sponsored activities
- The number and type of sanctions imposed as a result of any drug or alcohol-related violations and fatalities that occur on Tennessee Tech property or during any Tennessee Tech-sponsored activities that are reported to Tennessee Tech officials
- A written certification, maintained by the Vice President for Planning and Finance, that this policy is in compliance with all applicable federal laws and regulations
- The names of the Biennial Review Committee members chosen by the Vice President for Planning and Finance and the Vice President for Student Affairs

Tennessee Tech retains Biennial Review records for at least three (3) years following the relevant fiscal year. A copy of these records are available, upon request, to the Secretary of the U.S. Department of Education and the general public.



STUDENT COMPLAINTS

Tennessee Tech developed a complaint process to ensure the concerns of students or prospective students are resolved fairly and promptly.

INFORMAL RESOLUTION

Whenever possible, students are encouraged to seek an informal resolution of the matter. However, if an informal approach is neither successful nor advisable, students may file a formal written complaint.

SPECIFIC COMPLAINTS

Complaints or concerns regarding the following specific issues must be filed in accordance with the procedures set forth in the applicable Tennessee Tech policies:

- | | |
|--|--|
| 1. Undergraduate Academic Fresh Start
Tennessee Tech Policy 1205 | 5. Student Conduct
Tennessee Tech Policy 302 |
| 2. Graduate Academic Fresh Start
Tennessee Tech Policy 275 | 6. Prohibited Discrimination and Harassment
Tennessee Tech Policy 141 |
| 3. Grade Appeals Policy
Tennessee Tech Policy 218 | 7. Process for Filing Title VI Complaints
Tennessee Tech Policy 142 |
| 4. Traffic, Parking, and Safety Enforcement
Tennessee Tech Policy 415 | 8. Title IX Policy and Grievance Procedures
Tennessee Tech Policy 144 |

OTHER COMPLAINTS

Complaints not covered by one of the policies set forth above may be filed in accordance with [Tennessee Tech Policy 301, Student Complaint](#).

Please note the complaint must be filed within ten (10) business days of the event giving rise to the complaint, absent extraordinary circumstances.

HOW TO FILE A COMPLAINT

To file a complaint, a student should complete the online [Student Complaint Form](#).

At a minimum, the complaint should contain:

- The student's name and official Tennessee Tech email address
- The date of the alleged action or occurrence
- A summary of the grievance or objection
- A list of other persons who may provide information
- Any supporting documentation
- The resolution or outcome sought

ANONYMOUS COMPLAINTS

Students may file an anonymous complaint by typing the word “Anonymous” in the identification section of the student complaint form. However, students should be aware that anonymous complaints are often more difficult to resolve.

COMPLAINT RESOLUTION PROCESS

1. Within five (5) business days of receiving the complaint, absent good cause, the student will meet with a staff member from the Executive Director for Student Affairs office.
2. The student must submit all relevant documentation within ten (10) business days of the date the student files the complaint.
3. The staff member will notify appropriate persons and request any information or further documentation needed to resolve the complaint.
4. The staff member may attempt to resolve the complaint by encouraging discussion between the student(s) and other students or third party members of the university community or by taking the appropriate action to resolve the complaint.
5. A review of the complaint with the supervisor(s) or others in the line of supervision of third parties, if applicable, may be used when deemed appropriate and beneficial to the process.
6. Absent good cause, the staff member assigned to the complaint will file a final written resolution or a finding of “unresolved” in the Executive Director for Student Affairs office within fifteen (15) business days of the date the student submits the relevant documentation. If there are circumstances requiring an extension of this deadline, the staff member assigned to the complaint will notify the parties involved.

APPEALS

1. If a student is dissatisfied with the outcome of the complaint, the student may appeal the outcome within five (5) business days of receiving the final written resolution or finding of “unresolved.” The student must file with the Executive Director for Student Affairs a Written Request for an appeal committee review.
2. The appeal committee will consist of five representatives who will serve a one-year term. These representatives will comprise: two student members appointed by the SGA president; one member appointed by the Vice President for Academic Affairs; one member appointed by the Vice President for Student Affairs; one member appointed by the Vice President for Planning and Finance.
3. Absent good cause, the appeal committee will issue a final written decision within twenty (20) business days of the date the student submits the appeal. If there are circumstances requiring an extension of this deadline, the chair of the committee will notify the parties involved. The committee’s decision will be final.

ANNUAL FIRE SAFETY REPORT

Tennessee Tech is committed to fostering a safe environment for all members of the campus community, particularly for those who reside in on-campus housing facilities. The majority of University residential facilities are protected by modern sprinkler systems which have been demonstrated to have a positive effect on fire survivability and property loss. All of these facilities are monitored 24 hours a day by the University Police through emergency notification equipment that not only serves to evacuate personnel during a fire but also notifies occupants about other hazards that may exist or emergency procedures that need to be followed (i.e. lock down, severe weather sheltering, etc.)

The Annual Fire Safety Report can be found online at:

www.tntech.edu/safety/fire-reports/index.php

The [Campus Fire Log](#) can be reviewed 24 hours a day. The fire log contains information related to current year fires.

[Tennessee Tech's Fire Safety Guidelines](#)

FIRE EMERGENCY PROCEDURES

In the Event of a Fire

Any person seeing or suspecting a fire should pull the nearest fire alarm and contact 9-1-1. If the fire is small, such as a wastebasket fire, a reasonable attempt to extinguish the flames should be made. Even though the fire may be completely extinguished, the incident must be reported to the University Police and the Cookeville Fire Department as the underlying cause for the fire may still exist.

Fire Evacuation

- Never use elevators to evacuate a burning building
- Note the Posted Evacuation Routes and follow them to the nearest exit
- Go immediately to the designated assembly area and wait for further instructions
- Stay clear of emergency response personnel and equipment
- Do not re-enter the building until emergency response officials have declared that it is safe to do so
- Emergency fire drills shall be conducted for each building at least once per year

Residential Life Fire Drills/Evacuation Procedures

Each residence hall staff member conducts four fire drills annually to acquaint residents with the proper evacuation procedures in case of an actual fire emergency. The staff will inspect the building to ensure all residents have evacuated. Failure to leave the premises during a fire drill will result in disciplinary action. Fire drills are conducted to prepare you in case of an emergency.

After being alerted, students should:

- Keep low to the floor if there is smoke in the room
- Before passing through any doorway, feel the door; if it is hot, do not open the door
- Before opening a door, brace themselves against the door and open it slightly. If heat or smoke is present, close the door and stay in the room
- If they cannot leave the room, open the window
- If they are trapped, try to attract the fire department's attention by waving an object out the window. If there is a phone in the room, students should call the University Police and give the room number and specific location
- If students can leave a room, they should close all doors behind them as they exit
- Student should then go to the nearest exit or stairwell
- If the nearest exit is blocked by fire, heat, or smoke they should go to an alternate exit
- After evacuating a building, students should proceed to the parking lot area; emergency apparatus will be maneuvering around the building
- Follow the directions of fire, police, and hall personnel

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The procedures established for the annual testing of the fire safety system, drilling for emergency response, and safe evacuation of personnel from the facility/building in the case of a fire or other emergency is documented in the following pages. This Standard applies to Tennessee Tech for the safe on-site implementation of the Emergency Response and Evacuation programs and is publicized through the Environmental Health & Safety (EHS) website. The list of disasters covered for any area of the University includes fire, earthquake, floods, and storms and also are extended to other catastrophes. A hazard is the way in which an object or a situation may cause harm. A hazard exists where an object, substance, or situation has a built-in ability to cause an adverse effect. A hazard initiates an emergency response. Emergency responses are in place before a hazard becomes a disaster.

1. Purpose

- a. The purpose of this procedure is to establish a plan for the testing of the fire safety system, drilling for emergency response, and safe evacuation of personnel from the facility/building in the case of a fire or other emergency.

2. References

The following IS standards and codes should be adhered:

- a. 1641:1988 – Code of practice for fire safety of buildings (general): General principles of fire grading and classification
- b. 2171:1999 – Specification for portable fire extinguishers, dry powder (cartridge type)
- c. 2546:1974 – Specification for galvanized mild steel fire buckets
- d. 2878:2004 – Fire extinguisher, carbon dioxide type (portable and trolley mounted) – specification

- e. 4308:2003 – Dry chemical powder for fighting B and C class fires – specification
- f. 7673:2004 – Firefighting equipment
- g. 10204:2001 – Specification for portable fire extinguisher, mechanical foam type
- h. 14609:1999 – Dry chemical powder fighting A, B, C class fires – specification
- i. OSHA CFR 1910.157(d) – Selection, and installation of first aid fire extinguishers – code of practice
- j. OSHA CFR 1910.157(e) – Inspection, maintenance and testing of first aid fire extinguishers – code of practice
- k. OSHA Lab Standard 29 CFR 1910.1450
- l. OSHA PPE Standard 29 CFR 1910.132

3. Responsibilities

- a. The Facility Safety Officer, under the supervision of EHS, is responsible for establishing a Fire Evacuation Plan at each facility and to ensure their staff is familiar with this plan.
- b. EHS is available to assist the supervisor with completing an Emergency Plan.

4. Pre-Planning

General Considerations

- a. Each facility site is to have a fire evacuation map posted by the entry doors and by all fire extinguishers within the facility. The map should be a floor plan of the facility with the location of exit doors and fire extinguishers identified. Arrows should be drawn on the map through the corridors indicating the quickest exit route.
- b. Faculty, staff, and students shall be trained as to the quickest exit from the building based on their room assignments. Research staff shall be informed of fire evacuation procedures and all exit locations during their orientation to the animal facility.
- c. A workplace must have at least two permanent exit routes to permit prompt evacuation of occupants during an emergency, and egress routes must be maintained during building construction, repairs, or alterations.
- d. Exit routes must be located as far away as practical from each other in case one is blocked by fire or smoke.
- e. Exit doors must permit unimpeded passage from the inside.
- f. Exit routes must be free of explosives, flammable/combustible furnishings, and decorations.
- g. Exit routes should not require employees to travel toward or through high-hazard areas.
- h. Exit routes must not be obstructed by materials, equipment, locked doors, or dead-end corridors.
- i. Exit signs must never be obscured by decorations or signs.
- j. Doors or passages along an egress route that could be mistaken for an exit should be marked or labeled, such as “Storage” or “Closet.”
- k. Doors to hazardous locations (i.e., science laboratories, shops, etc.) must be posted with emergency and hazard information. See EHS SOP ***Door Posting for Potentially Hazardous Locations***.
- l. Shelter-in-place locations as well as points of refuge for mobility-impaired persons must be designated.
- m. In the event of a fire alarm, it is the Building Coordinator’s responsibility to ensure that all personnel have evacuated the building, including faculty, staff, or students. If a member of the campus population refuses to leave, note the room number they are in and notify someone from the fire department.

5. Gathering Locations

- a. Following evacuation, building occupants should convene at the predetermined gathering location. An alternate location should also be predetermined in the event that the primary location is not safe (i.e., smoke, vapors, etc., are blowing toward the gathering location). Designated gathering locations should be at least 100 feet from the building, but may need to be extended further based on the severity of the hazard. All persons should be made aware of the evacuation routes from their work places.
- b. To the extent possible, account for all building occupants following evacuation and notify on-site emergency responders of persons that are not accounted for. Generally, employees should gather and stay with their supervisors; and supervisors should conduct a head count and report missing persons.

6. Returning to the Building

- a. Occupants are not to return to the building until given permission to do so by the Incident Commander (generally the Cookeville Fire Department) or other on-site emergency response authority (i.e., University Police).
- b. **EVERY ALARM SHOULD BE TAKEN SERIOUSLY.** Do not re-enter the building until an official of the fire department has granted permission.

7. Written Emergency Plans

In addition to the requirements discussed above, certain areas on campus pose increased hazard because of the presence/use of flammable/combustible chemicals or open flames/hot processes. Science laboratories and shops generally fall into this category. These types of hazardous locations are required to maintain a written building specific emergency response plan, and update as necessary to remain current. A Building Plan template is available from EHS.

The plan should contain the following information:

- Description of the type of emergency equipment available, its location, and a brief description of applicable testing or maintenance programs.
- Description, location, and approximate quantities of chemicals and other hazards (i.e., biological agents, lasers, radioactive materials, etc.) within the building (or the location where this information is readily available in the building lockbox or from EHS).
- Designated evacuation route maps and gathering locations, which should also be posted at strategic locations within the building. These maps should also include designated safe havens for mobility-impaired persons.
- Description of the building alarm system, method of activation, and conditions under which the alarm should be activated to initiate evacuation.
- Description of actions to be taken by personnel in addition to evacuation (e.g., turn off flames and other ignition sources).

This plan is supplemented by general emergency procedures applicable to Tennessee Tech. These procedures are available on the university's emergency planning and preparedness web site ([Emergency Operations Plan](#)) and discussed in the online training program, Emergency Preparedness, available on the EHS website.

8. Training

Life Safety and Fire Protection Codes require that employees receive instruction in emergency evacuation plans and procedures. Instruction can be achieved by participation in the EHS Emergency Preparedness training (classroom or web based), with supplemental building-specific instruction related to evacuation routes, alarms, designated gathering locations, etc., provided by the employee's supervisor. This instruction should occur immediately upon hire and be reviewed on a periodic basis. If the employee is assigned to a building with hazardous locations, training should include review of the written building-specific emergency response plan.

9. Drills

- a. Life Safety and Fire Protection Codes require that employees participate in periodic drills. Drills should be held at least annually, which is the same frequency that the alarm systems are tested by Facilities Management. For ease, departments may coordinate drills to coincide with annual fire alarm testing conducted by Environmental Health & Safety (EHS), which is scheduled in advance. If a department elects to schedule drills at another time, advance coordination with EHS to activate alarms will be required. Call the EHS office to schedule drills.
- b. Housing Drills are held multiple times a year.
 - I. Initial fire drills are to be scheduled within the first 10 days of each semester and within five days for each summer session.
 - II. Fire drills will also be done for each summer camp staying four nights or longer.
 - III. Additional drills are conducted in the residence halls and Tech Village four times a year:
 1. At the beginning of each term.
 2. At least one after dark.

Evacuation Plan

Evacuation of the University, if necessary, will generally fall into two categories:

- Limited or partial evacuation: A building or buildings may be evacuated for a specific period of time (for example, a fire alarm).
- General evacuation: The entire campus is evacuated for an indefinite period of time.

It is very important, regardless of the type or duration of an evacuation, that everyone listens carefully to official information and evacuation orders issued from University administration, the TTU Police Department, the Cookeville Fire Department, and EHS.

General Guidelines

1. Plan ahead. Know evacuation routes from your room or office and campus.
2. If the building fire alarm is activated, leave without delay.
3. Remain calm and listen for specific evacuation instructions.
4. Do not return for personal items. Take everything you need when you leave.
5. Walk, do not run. Once outside the building, move away from the exits.
6. Do not go into restrooms.
7. Do not use elevators.

8. Direct visitors or anyone needing assistance to the stairwell.
9. It is imperative that you check in with your supervisor or other department personnel, so everyone can be accounted for.
10. An evacuation could last from a few minutes to several days.
11. Make sure you have personal and University identification with you.

In the Event of an Authorized General Evacuation

- Faculty, staff, and campus guests should leave campus and return home or to another safe and appropriate destination unless told otherwise. Before you leave, secure your work area by following the office preparation checklist.
- Students who can provide their own transportation should leave campus and return to their homes or other safe and appropriate destination unless told otherwise. Be sure to sign out with your RA or fill out the online form.
- Residential students who cannot provide their own transportation should wait for an update from Residential Life.
- As soon as possible, all students should:
 - Make plans for evacuations. Where will you go? How will you get there? What is the phone number? Be sure to share this information.
 - Keep motor vehicles fueled whenever there is a warning that a severe storm may come into the area.
 - Be certain that fresh batteries are in radios and flashlights.
 - Try to carpool as much as possible to a designated storm or emergency shelter.
 - View the student checklist for severe weather tips, information on what to do before leaving campus and at the shelter.

Office Preparation Checklist

If a Tornado Warning is issued for the Putnam County area, evacuate immediately to the designated storm shelter nearest you.

If a Tornado Watch is issued for the Putnam County area and the Emergency Operations Plan is activated, the following checklist provides some recommended actions to prepare and preserve your work area.

1. Move desks, file cabinets, worktables, and bookcases away from windows and open doorways.
2. Clear desktops, tables, and other exposed horizontal surfaces of materials that may be susceptible to high winds and water.
3. Protect books, valuable papers, and equipment by storing them inside cabinets or boxes or transferring them to an interior room.
4. Back up computer hard drives.
5. Take laptop computers home.
6. Unplug computers, printers, and all other electrical appliances. Disconnect the network cable from the wall outlet.
7. If you have a UPS (battery back-up system), turn it off and unplug it.

8. Protect equipment from water damage by placing them inside thick plastic and sealing the ends with tape.
9. If your computer is located on the first floor, elevate it.
10. Occupants in areas susceptible to flooding should remove contents from bottom drawers of desks and file cabinets.
11. Secure lab and research operations.
12. Secure chemicals on workbenches and place them in storage cabinets or store in storerooms if available.
13. Provide a means of contact with your supervisor in case damage occurs in the laboratory or work area.
14. Protect apparatus and glassware in lab areas.
15. Clean refrigerators and remove food. If responsible for animals or continuing research projects, make arrangements for necessary protective care.
16. Close and latch all windows.
17. Drop all blinds and close all shades.
18. Stay tuned to the radio/television stations for information or monitor the TTU website.

During Tornado season it is imperative that each employee and each department have a plan of protective action for their work or laboratory area. This will minimize the potential damage and loss of work should a Tornado strike the area.

SEVERE WEATHER STUDENT CHECKLIST

Be Prepared

- It is sometimes possible to forecast the arrival of severe weather sufficiently in advance to implement precautionary measures. When forecasts indicate that severe weather will affect the campus, all students and staff should take timely and necessary action to minimize the possibility of injury or damage to personal property.
- Staying informed and being prepared is everyone's personal responsibility.
- Weather advisory definitions:
 - **WATCH:** Conditions are favorable for the development of severe weather in the area. Everyone should closely monitor the situation in case of deterioration.
 - **WARNING:** Severe weather has actually been observed and is imminent or is occurring in the area.

General Precautions

- Keep a good flashlight on hand.
- Avoid exposure to any severe weather. Plan ahead and stay informed when severe weather is anticipated. Do NOT call 911 unless you have an emergency and need immediate assistance.

Tornadoes

- Most tornadoes in Tennessee occur in spring.
- Most tornadoes are often accompanied by high winds and heavy rains.
- No place outside is safe during a Tornado. The interior of a substantially constructed building offers the best chance for protection.
- Plan for the worst. Have adequate clothing, food, medications, and water ready before it is needed.
- The University will keep residents informed.
- View [Appendix E in the Emergency Operations Plan](#) for more information.

Lightning

- Stay away from telephones, electrical appliances, and plumbing.
- If you can hear thunder, you are close enough to the storm to be struck by lightning. Go indoors immediately.
- Stay inside for at least 30 minutes after hearing the last clap of thunder.

Items to have in case of an emergency:

- Flashlight with batteries
- Drinking water
- Snack foods and non-perishable foods (high energy foods – peanut butter, crackers, granola bars, etc., and comfort foods – cookies, candy, etc., are great to have!)
- Any prescription medications
- Pillow and blanket
- Cards and/or board games
- Battery operated radio
- Cash (without power, banks may be closed, checks and credit cards unaccepted, and ATMs may not work)

Residential Students

The University is not responsible for damages to or for the loss of personal property as a result of a Tornado.

Before you leave your room:

- Do not tape your windows
- Remove furniture from the vicinity of windows
- Close your blinds
- Turn lights off
- Leave air conditioning on low
- Remove valuables
- Unplug all electronics
- Disconnect computer from the network and cover it with a plastic bag, if possible
- Lock your door and take your key with you

At the shelter:

- In the event of campus evacuation and you cannot return to your home, transportation will be provided to a designated Shelter.

- Maps and Shelter information will be available online and at each residence hall front desk.
- You may bring all of the items listed below:
 - You will be allowed only one bag
 - Three meals per day will be provided
 - No pets, alcohol, drugs, or weapons will be permitted in the shelter



TTU FIRE DRILLS & TESTING 2020

Building Name	Date of Drill	Time of Drill	AED 9V Batteries Replaced	Announced	Unannounced
Bruner Hall	Under Renovation	N/A	N/A		✓
Marc Burnett Fitness Center	Tested by Fire Marshall	N/A	✓		✓
Memorial Gym	6/15/20	8:13 a.m.	✓		✓
Derryberry Hall	6/15/20	7:25 a.m.	✓		✓
T.J. Farr Building	6/15/20	7:16 a.m.	N/A		✓
Henderson Hall	6/15/20	7:28 a.m.	N/A		✓
Bartoo Hall	6/15/20	7:45 a.m.	N/A		✓
Military Science Building	6/30/20	7:57 a.m.	N/A		✓
Matthews / Daniels Hall	6/30/20	8:06 a.m.	N/A		✓
Oakley (South) Hall	7/7/20	7:31 a.m.	N/A		✓
Jere Whitson Building	7/7/20	7:15 a.m.	✓		✓
Kittrell Hall	7/7/20	7:27 a.m.	N/A		✓
Brown Hall	8/13/20	7:09 a.m.	N/A		✓
Prescott Hall	8/13/20	7:35 a.m.	N/A		✓
Clement Hall	8/13/20	6:48 a.m.	N/A		✓
Ag. Pavilion	9/29/20	9:21 a.m.	✓		✓
Ag. Pavilion Barn	9/30/20	11:40 a.m.	✓		✓
Lewis Hall	10/19/20	7:02 a.m.	N/A		✓
Foundry	10/20/20	8:35 a.m.	N/A		✓
Old Maintenance Building	Demolished	N/A	N/A		N/A
Facilities Complex	10/20/20	6:37 a.m.	✓		✓
Athletic Performance Center	11/16/20	7:35 a.m.	✓		✓
University Services	11/16/20	7:00 a.m.	N/A	✓	
Southwest Hall	11/17/20	6:46 a.m.	✓		✓
Southwest Hall - Child	11/17/20	6:46 a.m.	✓		✓
Pennebaker Hall	11/23/20	7:05 a.m.	N/A		✓
Bryan Fine Arts Building	12/3/20	6:36 a.m.	N/A		✓
Johnson Hall	12/3/20	7:14 a.m.	N/A		✓
Varsity Alumni Building	12/4/2020 (No Panel)	N/A	✓		N/A
S.T.E.M. Center	12/7/20	6:45 a.m.	✓		✓
Academic Wellness Center	12/8/20	7:04 a.m.	✓		✓
Foster Hall	12/15/20	7:00 a.m.	N/A		✓
Stadium West	12/15/20	7:56 a.m.	N/A		✓
Volpe Library	12/15/20	7:45 a.m.	✓		✓
Foundation Hall / Univ. Police	12/15/20	6:52 a.m.	N/A		✓
Bell Hall and Health Services	12/16/20	6:30 a.m.	N/A		✓
Hooper Eblen Center	12/16/20	7:01 a.m.	✓	✓	
Roaden University Center	12/17/20	6:43 a.m.	✓		✓
Stadium East	12/17/20	7:20 a.m.	N/A	✓	

RESIDENTIAL LIFE FIRE DRILLS & TESTING 2020

Building Name	Date of Drill	Time of Drill	AED 9V Batteries Replaced	Announced	Unannounced
Browning/Evins	1/28/20	7:56 p.m.	N/A	✓	
Browning/Evins	9/9/20	8:01 p.m.	N/A	✓	
Crawford	1/29/20	7:50 p.m.	N/A	✓	
Crawford	2/17/20	6:38 p.m.	N/A		✓
Crawford	9/9/20	8:36 p.m.	N/A	✓	
Ellington/Warf	1/29/20	6:00 p.m.	N/A	✓	
Ellington/Warf	9/9/20	9:00 p.m.	N/A	✓	
Jobe/Murphy	2/11/20	10:30 p.m.	N/A		✓
Jobe/Murphy	9/8/20	6:30 p.m.	N/A		✓
Maddux/McCord	1/28/20	7:25 p.m.	N/A	✓	
Maddux/McCord	9/8/20	8:15 p.m.	N/A	✓	
MS Cooper/Pinkerton	2/13/20	8:56 p.m.	N/A	✓	
MS Cooper/Pinkerton	9/9/20	9:16 p.m.	N/A	✓	
New Hall North	2/14/20	9:04 a.m.	N/A	✓	
New Hall North	6/8/20	7:05 p.m.	N/A	✓	
New Hall North	9/8/20	9:15 p.m.	N/A	✓	
New Hall North	9/24/20	8:48 a.m.	N/A		✓
New Hall North	9/30/20	10:03 a.m.	N/A		✓
New Hall North	11/17/20	6:11 a.m.	N/A		✓
New Hall South	2/12/20	8:45 p.m.	N/A	✓	
New Hall South	9/10/20	5:57 p.m.	N/A	✓	
Tech Village	2/11/20	6:47 p.m.	N/A	✓	
Tech Village	9/10/20	8:15 p.m.	N/A	✓	

FIRE SAFETY STATISTICS

Incident Date	Incident Time	Nature of Fire	Building	Location	Deaths	Value of Property Damage
11/13/19	7:55 p.m.	Dryer	New Hall South	2nd Floor laundry area	0	\$56,968.62
03/23/18	1:58 p.m.	Dryer	New Hall South	laundry area	0	\$900.00

Building Name	Fire Safety System	2020 Fire Drills	Number of recordable fire(s)			Injuries			Deaths		
			2018	2019	2020	2018	2019	2020	2018	2019	2020
Browning-Evins Hall	a,b,c	5	0	0	0	0	0	0	0	0	0
Cooper-Dunn Hall	a,b,c	Closed	0	0	0	0	0	0	0	0	0
Crawford Hall	a,b,c	5	0	0	0	0	0	0	0	0	0
Jobe-Murphy Hall	a,b,c	1	0	0	0	0	0	0	0	0	0
Maddux-McCord Hall	a,b,c	2	0	0	0	0	0	0	0	0	0
MS Cooper-Pinkerton Hall	a,b,c	1	0	0	0	0	0	0	0	0	0
New Hall (North)	a,b,c	2	1	0	0	0	0	0	0	0	0
New Hall (South)	a,b,c	2	0	0	1	0	0	0	0	0	0
Tech Village Apartments	b, c	1	0	0	0	0	0	0	0	0	0
Ellington-Warf Hall	a,b,c	2	0	0	0	0	0	0	0	0	0

a. 24/7 centrally monitored for all building smoke/ heat detection equipment

b. Individual detectors, strobes, and audible alarms in all sleeping spaces

c. Automatic wet sprinklers in all sleeping spaces and public areas

Tennessee Tech continues to upgrade and improve fire systems in its buildings and will continue to enhance existing systems or install new systems as necessary. In addition, policies and procedures will continue to be reviewed for safety improvements and situational or legal (fire code) changes.

TENNESSEE TECH CRIME STATISTICS

Crime statistics compiled in this report are Clery specific crimes. Crimes are compiled based on reported crimes/incidents committed within Tennessee Tech's geography, as defined by Clery prior to being investigated, and some crimes are reported on a confidential basis.

The statistics in this report come from several different sources including University Police reports, Student Affairs disciplinary records, Residence Life disciplinary records, Campus Security Authorities, and Environmental Health & Safety records as well as crime statistics from each of the jurisdictional authorities regarding crime occurring on or near properties affiliated with Tennessee Tech. Non-campus statistics are collected from the relevant law enforcement agencies.

Tennessee Tech provides these statistics to the United States Department of Education (DOE). These statistics, along with those of other universities receiving federal funds, are available at the DOE's Campus Crime and Security Survey website. <https://ope.ed.gov/campussafety/#/>

CLERY GEOGRAPHY

On-Campus Geography

- Any building or property owned or controlled by Tennessee Tech within the same reasonably contiguous geographic area and used by the University in direct support of, or in a manner related to, Tennessee Tech's educational purposes. (e.g., All buildings and property on the Main Campus, Hyder-Burks Agricultural Pavilion, Tech Farm, Appalachian Center for Craft, or Oakley Farm); and
- Any building or property that is within or reasonably contiguous to the properties or buildings owned by Tennessee Tech but controlled by another person, is frequently used by students, and supports the University's purposes (such as a food or other retail vendor).

Non-Campus Buildings or Property

- Any building or property owned or controlled by a student organization that is officially recognized by Tennessee Tech. (e.g., Baptist Collegiate Ministry, fraternity houses, or The Wesley Foundation); or
- Any building or property owned or controlled by Tennessee Tech that is used in direct support of, or in relation to, Tennessee Tech's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the University. (e.g., Tennessee Tech Indoor Tennis Courts, Golden Eagle Golf Club, Regions Bank, or Bowling World)

Public Property

Public property includes thoroughfares, streets, sidewalks, and parking facilities within property owned or controlled by Tennessee Tech or immediately adjacent to and accessible from property owned or controlled by the University.

Other Properties Owned or Controlled by Tennessee Tech

Tennessee Tech must disclose information for non-campus buildings or property it owns or controls.

CLERY CRIMES AND DEFINITIONS

Criminal Offenses

1. Criminal Homicide. These offenses are separated into two categories: Murder and Non-Negligent Manslaughter, and Manslaughter by Negligence.
 - a. Murder and Non-Negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another. This includes any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.
 - b. Manslaughter by Negligence is defined as the killing of another person through gross negligence. This includes any death caused by the gross negligence of another. In other words, it's something that a reasonable and prudent person would not do.
2. Sexual Assault (Sex Offenses). Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
 - a. Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
 - b. Fondling is 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 incapacity.
 - c. Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - d. Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.
3. 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.
4. 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.
5. Burglary – the unlawful entry of a structure to commit a felony or a theft.

6. Motor Vehicle Theft – the theft or attempted theft of a motor vehicle.
7. 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

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, for Clery purposes, only the following eight categories are reported:

- Race. A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- Religion. A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- Sexual Orientation. A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- Gender. A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- Gender Identity. A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
- Ethnicity. A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
- National Origin. A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
- Disability. A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

For Clery purposes, Hate Crimes include any of the following offenses that are motivated by bias:

- Murder and Non-Negligent Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

For Clery purposes, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are only included if they are Hate Crimes.

- Larceny-Theft – unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
- Simple Assault – unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- 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 is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody and control of it.

The Violence Against Women Act (VAWA) Offenses

Dating Violence is defined as 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. For the purposes of this definition –

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed –

- 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 victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- Fear for the person's safety or the safety of others;
- Suffer substantial emotional distress.

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Unfounded Crimes

The VAWA/Campus SaVE Act requires institutions to provide statistics on crime reports that were unfounded. Only law enforcement is permitted to unfound a report that would otherwise be submitted as a Clery statistic. If the campus police or local law enforcement deem the report false or baseless, the officer(s) must be able to articulate why the report was given that status. No other university affiliates have the legal authority to unfound a report and thus must submit any and all Clery crime reports they received no matter what the outcome of the investigation was and no matter if a dean or other university official did or did not take disciplinary action.



TENNESSEE TECH 2020 CRIME STATISTICS

MAIN CAMPUS

Crime Statistics

Offense	Year	On-Campus Property	Student Housing (subset of on-campus property) †	Non-Campus Property	Public Property
Murder & Non-Negligent Manslaughter	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Negligent Manslaughter	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Rape	2018	2	1	0	0
	2019	2	2	0	0
	2020	0	0	0	0
Fondling	2018	1	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Incest	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Dating Violence	2018	1	0	0	0
	2019	3	2	0	0
	2020	1	1	0	0
Domestic Violence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Stalking	2018	2	1	0	0
	2019	7	2	0	0
	2020	3	1	0	0
Robbery	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Aggravated Assault	2018	2	2	0	0
	2019	1	0	0	0
	2020	0	0	0	0
Burglary	2018	7	1	1	0
	2019	3	0	1	0
	2020	13	2	2	0

Offense	Year	On-Campus Property	Student Housing (subset of on-campus property) †	Non-Campus Property	Public Property
Motor Vehicle Theft	2018	3	1	0	0
	2019	0	0	0	0
	2020	4	0	0	0
Arson	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARRESTS					
Weapon Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Drug Law Violations	2018	9	5	0	0
	2019	2	0	0	1
	2020	1	0	0	0
Liquor Law Violations	2018	5	4	0	0
	2019	7	0	0	0
	2020	3	1	0	0
DISCIPLINARY REFERRALS					
Weapon Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Drug Law Violations	2018	9	9	0	0
	2019	19	16	0	0
	2020	8	8	0	0
Liquor Law Violations	2018	12	11	0	0
	2019	4	3	0	0
	2020	3	2	0	0

†Crimes reported in the student housing column are included in the on-campus category.

APPALACHIAN CENTER FOR CRAFT

Crime Statistics

Offense	Year	On-Campus Property	Student Housing (subset of on-campus property) †	Non-Campus Property	Public Property
Murder & Non-Negligent Manslaughter	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Negligent Manslaughter	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Fondling	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Incest	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Dating Violence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Domestic Violence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Stalking	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Robbery	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Burglary	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

Offense	Year	On-Campus Property	Student Housing (subset of on-campus property) †	Non-Campus Property	Public Property
Motor Vehicle Theft	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Arson	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARRESTS					
Weapon Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Drug Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Liquor Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS					
Weapon Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Drug Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Liquor Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

†Crimes reported in the student housing column are included in the on-campus category.

HYDER-BURKS PAVILION/TECH FARM

Crime Statistics

Offense	Year	On-Campus Property	Student Housing (subset of on-campus property) †	Non-Campus Property	Public Property
Murder & Non-Negligent Manslaughter	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Negligent Manslaughter	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Fondling	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Incest	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Dating Violence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Domestic Violence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Stalking	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Robbery	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Burglary	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

Offense	Year	On-Campus Property	Student Housing (subset of on-campus property) †	Non-Campus Property	Public Property
Motor Vehicle Theft	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Arson	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARRESTS					
Weapon Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Drug Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Liquor Law Violations	2018	0	0	1	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS					
Weapon Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Drug Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Liquor Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

†Crimes reported in the student housing column are included in the on-campus category.

OAKLEY FARM

Crime Statistics

Offense	Year	On-Campus Property	Student Housing (subset of on-campus property) †	Non-Campus Property	Public Property
Murder & Non-Negligent Manslaughter	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Negligent Manslaughter	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Fondling	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Incest	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Dating Violence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Domestic Violence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Stalking	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Robbery	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Aggravated Assault	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Burglary	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

Offense	Year	On-Campus Property	Student Housing (subset of on-campus property) †	Non-Campus Property	Public Property
Motor Vehicle Theft	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Arson	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
ARRESTS					
Weapon Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Drug Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Liquor Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
DISCIPLINARY REFERRALS					
Weapon Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Drug Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Liquor Law Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

†Crimes reported in the student housing column are included in the on-campus category.

HATE CRIMES AND UNFOUNDED CRIMES

Hate Crimes

- There were no hate crimes in 2018 or 2019. There was one hate crime in 2020.
- At Oakley Farm, no hate crimes reported in 2018, 2019, or 2020.
- At Appalachian Center for Craft, no hate crimes reported in 2018, 2019, or 2020.
- At Hyder-Burks Agricultural Pavilion-Tech Farm, no hate crimes reported in 2018, 2019, or 2020.

Unfounded Crimes

- There were no unfounded reports in 2018, 2019, or 2020.
- At Oakley Farm, no reports were unfounded in 2018, 2019, or 2020.
- At Appalachian Center for Craft, no reports were unfounded in 2018, 2019, or 2020.
- At Hyder-Burks Agricultural Pavilion-Tech Farm, no reports were unfounded in 2018, 2019, or 2020.

CLERY MAP

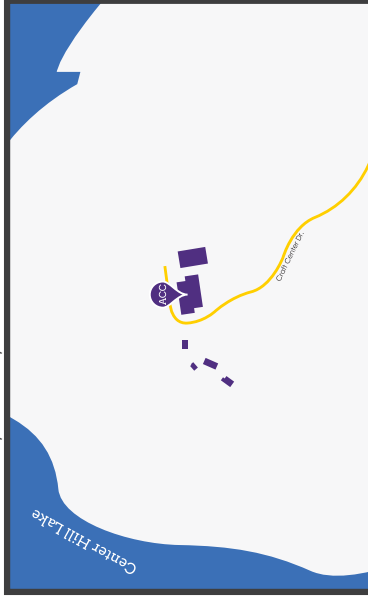
Tennessee Tech University Campus Location Map



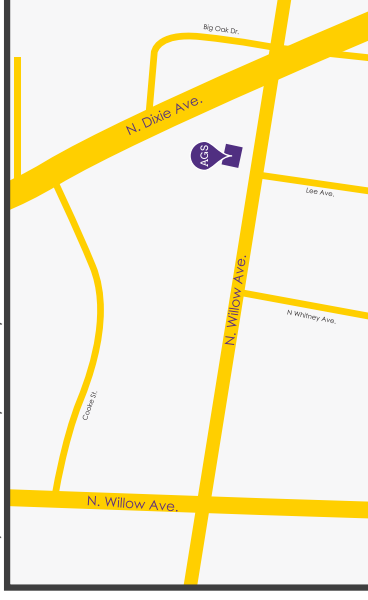
Tennessee Tech University

Off Campus Locations Maps

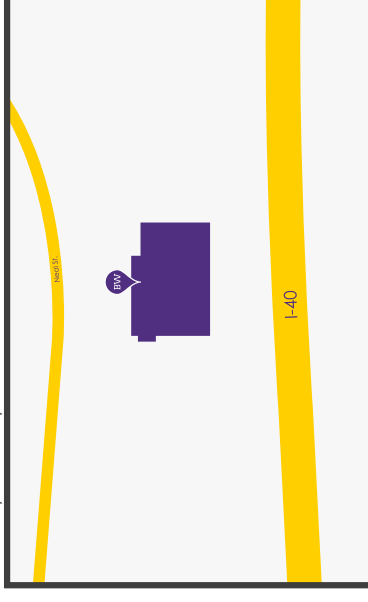
Appalachian Center for Craft
1560 Craft Center Dr, Smithville, TN 37166



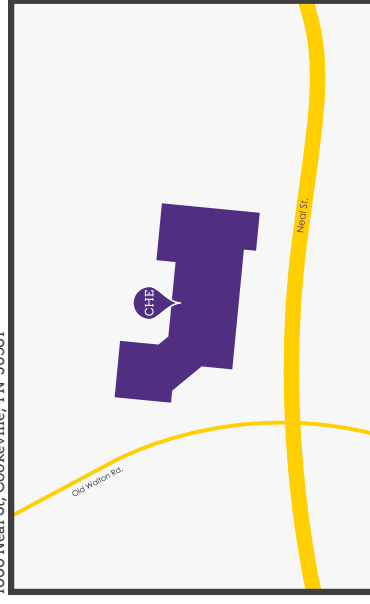
Alpha Gamma Sigma Fraternity
221 W. Jere Whitson Rd, Cookeville, TN 38501



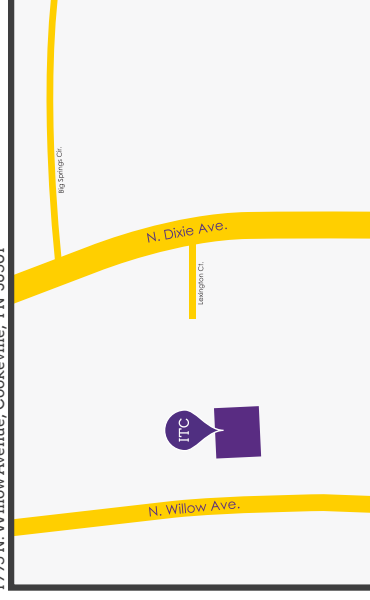
Bowling World
545 Neal St, Cookeville, TN 38501



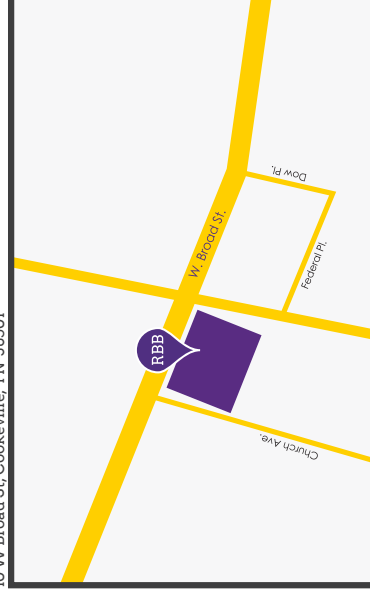
Cookeville Higher Education
1000 Neal St, Cookeville, TN 38501



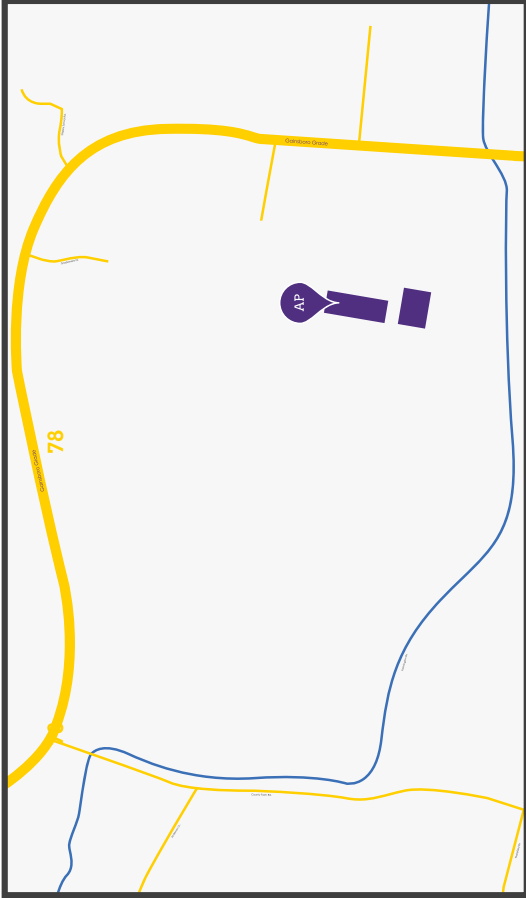
Tennessee Tech Indoor Tennis Center
1995 N. Willow Avenue, Cookeville, TN 38501



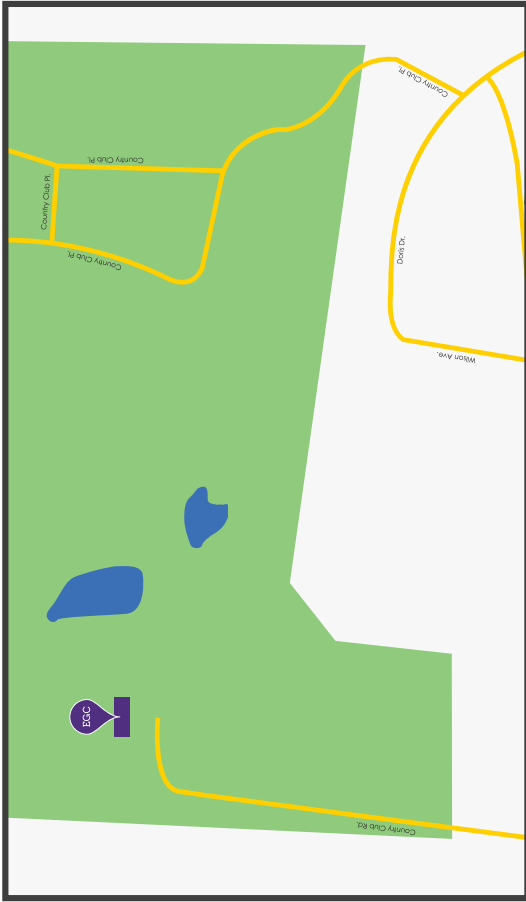
Tennessee Tech Regions Bank Building
10 W Broad St, Cookeville, TN 38501



Hyder-Burks Agricultural Pavilion/Shipley Farm
2390 Gamesboro Grade, Cookeville, TN 38501



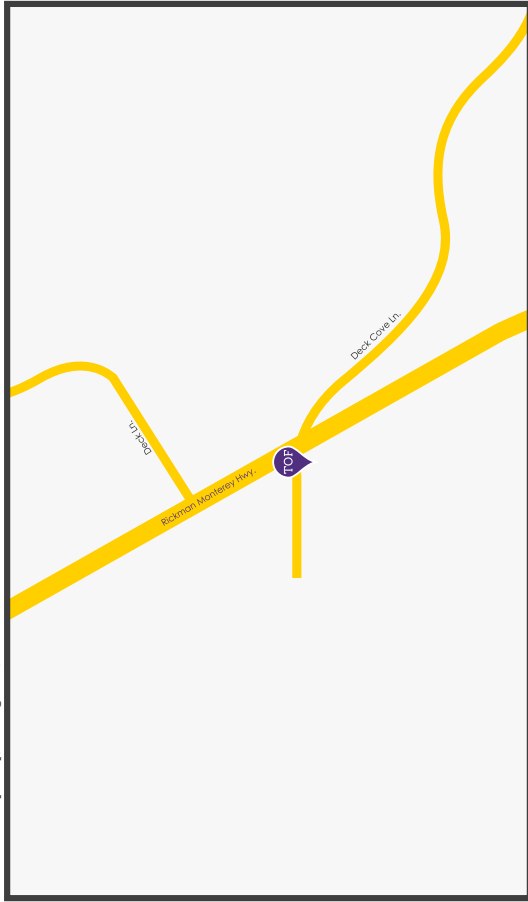
Tennessee Tech Golden Eagle Golf Club
1500 Country Club Road, Cookeville, TN 38501



- Kappa Sigma Fraternity**
525 N. Walnut Ave, Cookeville, TN 38501
- Phi Delta Theta Fraternity**
626 N Walnut Ave, Cookeville, TN 38501
- Pi Kappa Phi Fraternity**
421 N Walnut Ave, Cookeville, TN 38501
- Pi Kappa Alpha Fraternity**
511 N. Peachtree Ave, Cookeville, TN 38501
- Sigma Alpha Epsilon Fraternity**
68 W 5th Street, Cookeville, TN 38501
- Sigma Chi Fraternity**
507 N. Walnut Ave, Cookeville, TN 38501
- Phi Gamma Delta**
527 N. Peachtree Ave, Cookeville, TN 38501
- Sigma Phi Epsilon**
642 N Peachtree Ave., Cookeville, TN 38501



Tennessee Tech Oakley Farm
1198 Monterey Hwy, Livingston, TN 38570





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