

Wentworth

INSTITUTE OF TECHNOLOGY



2025

Annual Security & Fire Safety Report

Jeanne Clery Disclosure of Campus Crime Statistics Act

Includes Crime & Fire Statistics for
Calendar Years 2022, 2023, and 2024

Prepared by the Wentworth Police Department



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Message from the AVP/Chief of Police

The Wentworth Institute of Technology Police Department is committed to enhancing and preserving the quality of the learning opportunities and life experiences of each member of the University community by actively working together to provide a safe and secure environment on our campus. We recognize that effective law enforcement and crime prevention efforts are achieved by establishing mutual respect, trust, and transparent collaboration with our diverse community.

To achieve this goal, the Wentworth Police Department offers a comprehensive and integrated program that encompasses police, security, crime prevention, safety and security assessments, fire safety, emergency medical care, and other related public safety services.

While we are committed to creating and maintaining a setting that fosters mutual respect, caring, and safety, our mission can only be achieved through the active participation of everyone. More clearly, public safety is everyone's responsibility, not just those officially and formally enforcing laws, policies, and rules. The entire community must do its part to achieve these common goals. We believe this process begins by becoming an active member of the campus community. We encourage everyone to get involved by attending safety education programs and, when necessary, reporting suspicious activity to the Wentworth Police Department.

Most of the crimes that occur at WIT are commonly referred to as "crimes of opportunity." The people who commit these acts take advantage of the opportunities provided to them. The most frequently occurring example of a crime of opportunity at WIT is the theft of personal property that was left unattended or unprotected. Each of us must make a conscious effort to minimize such opportunities.

We ask for your help and support as our "extra eyes and ears." Never hesitate to notify the police when you believe that a crime has or is about to occur.

We highly encourage all members of the Wentworth community, whether you have been here for many years or are new to Wentworth, to read our Annual Security & Fire Safety Report. The Wentworth Police Department works diligently with the community to maintain a safe environment. One way of accomplishing this is through education. Your safety is our top priority, and participation in this endeavor is paramount. This report will help you acquire the knowledge necessary to stay safe both on and off campus.

In compliance with the Clery Act, the Wentworth Institute of Technology Police Department publishes and distributes this information annually, by October 1st, in our Annual Security & Fire Safety Report. The 2025 Annual Security & Fire Safety Report may be found by visiting the Wentworth Police Department website at <https://wit.edu/student-life/public-safety/clery>.

Introduction

About This Report – The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as The Clery Act, requires colleges and universities that receive federal funding to disclose information about crime on and around their campuses.

The purpose of the Clery Act is to provide the campus community with timely, accurate, and complete information about crime and campus safety, enabling them to make informed decisions to keep themselves safe.

Wentworth publishes an annual report by October 1st each year, which contains three years of campus crime and fire safety statistics, as well as certain campus security policy statements. The report is distributed to all enrolled students and all employees by October 1st of each year.

The Wentworth Institute of Technology Police Department (WITPD) fulfills this distribution requirement by posting the report on the department's website. A posting is made to the University community via email, advising all students and employees of the report's availability and location.

- 1) The Clery Act also requires Wentworth to inform all prospective students and employees about the availability of the Annual Security & Fire Safety Report. To comply with this aspect of the law, a notice has been placed on the University's Admissions and Employee Relations websites.
- 2) Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from Wentworth Police, local law enforcement, and other University officials with "significant responsibility for student and campus activities."
- 3) Provide "Timely Warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees."
- 4) Implement emergency notification procedures in the event of an immediate threat to the health or safety of students or employees on campus.
- 5) Disclose in a public crime log "any crime that occurred on campus or within the patrol jurisdiction of the campus police/campus security department and is reported to the campus police/security department," and maintain in a public fire log a record of any fire that occurred in an on-campus student housing facility.

Preparation of the Annual Security and Fire Safety Report

The Wentworth Institute of Technology Police Department (WITPD) coordinates the preparation of the Annual Security and Fire Safety Report (ASFSR) each year. This process involves collaboration with the Dean of Students, the Title IX Office, Human Resources, Residence Life, Facilities, and other campus partners, as well as external law enforcement agencies.

In preparation for the annual disclosure of crime statistics, WITPD collects information reported directly to the Department and solicits data from other Campus Security Authorities (CSAs) with responsibility for students and campus activities, including the Dean of Students Office, the Title IX Office, and Human Resources. In addition, WITPD requests information on Clery-reportable crimes from the Boston Police Department, MBTA Transit Police, Massachusetts State Police, MassArt Police, MCPHS Police, Northeastern University Police,

Tufts University Police, and other law enforcement agencies with jurisdiction over University-owned, controlled, or recognized non-campus property, both domestically and internationally.

All statistics are reviewed, classified, and included in the University's Annual Security and Fire Safety Report, which is submitted to the U.S. Department of Education (DOE) by October 1 each year. The DOE makes this data publicly available at <https://ope.ed.gov/campusafety/>.

Clery Act Geography

The Clery Act requires institutions of higher education to disclose statistics for certain crimes that occur within specific geographic categories, known collectively as the institution's Clery geography. Wentworth Institute of Technology reports crimes from the following locations:

- **On-Campus Property** – Any building or property owned or controlled by Wentworth that is used to support the University's educational purposes, including classrooms, administrative offices, libraries, laboratories, and facilities frequently used by students.
- **On-Campus Student Housing Facilities** – Any residence hall or other housing facility owned or controlled by Wentworth and located within the campus boundary. Statistics for student housing are reported both separately and as part of the overall on-campus category.
- **Non-Campus Property** – Buildings or properties owned or controlled by Wentworth, or by an officially recognized student organization, that are not within the main campus boundary but are used in direct support of educational purposes or student activities. Examples include leased classroom or office spaces and University-sponsored travel programs when locations are under the institution's control.
- **Public Property** – All public property, including streets, sidewalks, and parking facilities, that is immediately adjacent to and accessible from campus.

Wentworth works with the Boston Police Department, Massachusetts State Police, MBTA Transit Police, and other agencies to collect crime data for public property and non-campus locations where the University maintains control or student activity occurs.

Campus Security Policies and Procedures

Law Enforcement Authority & Jurisdiction

The Wentworth Institute of Technology Police Department consists of 25 full-time personnel who report to the Associate VP of Public Safety/Chief of Police. Fifteen sworn police officers provide 24-hour emergency police and medical response to the University's students, employees, and visitors. All police officers are armed with a firearm and trained as First Responders in accordance with the Massachusetts Police Training Committee (MPTC) standards. All police officers have a certification from the Massachusetts Police Officer Standards and Training Commission (POST-C).

All police officers are graduates of a police academy conducted or sanctioned by the MPTC. In addition to basic police academy training, officers receive annual in-service training as prescribed by the MPTC. Topics include domestic violence, criminal law and procedure, sexual assault investigations, first-aid, CPR, use of

force, duty to intervene, crime scene response, and officer wellness, among many others. Personnel are also sent to select external training and applicable online training/webinars and attend regular roll-call information sessions. All armed personnel qualify annually in the use of firearms and participate in practical applications of active shooter training.

Some of the primary functions of the Department include responding to incident calls, addressing disturbances, taking reports of missing and stolen property, responding to alarms, investigating trespassers or unwanted guests, and maintaining security and control over seven campus parking facilities. In addition to these activities, officers present safety and security information at community meetings, make presentations at student and parent orientations, and initiate informal contact with students and employees while performing patrols. Officers are committed to keeping the Wentworth community safe and secure.

The Wentworth Police Department is a member of Wentworth's Critical Incident Response Team (CIRT) and the Behavioral Intervention Team (BIT).

Wentworth Police Officers are sworn as Special State Police Officers under Massachusetts General Law, Chapter 22C, Section 63, and as Suffolk County Deputy Sheriffs. These appointments grant them full law enforcement powers, including the authority to investigate crimes, respond to incidents, enforce municipal and state laws, and uphold Institute regulations.

In addition to sworn officers, Wentworth employs non-sworn Public Safety Ambassadors. While not police officers, Public Safety Ambassadors are authorized to enforce Institute policies and procedures. Their duties include roving and stationary patrols, responding to alarms, assisting with the locking and unlocking of campus facilities, enforcing parking regulations, and performing dispatch functions in the Communications Center.

Arrest Authority

Sworn Wentworth Police Officers have full arrest authority on property owned, occupied, or used by the University. Public Safety Ambassadors do not possess arrest authority. Instead, they support the University's safety mission by maintaining a visible presence, monitoring calls for service, coordinating responses from sworn officers, and enforcing Institute policies. Any incidents requiring an arrest or law enforcement action are referred to sworn Wentworth Police Officers or, when appropriate, local or state law enforcement agencies.

Jurisdiction

The jurisdiction of sworn Wentworth Police Officers includes all University-owned, occupied, or controlled property. Public Safety Ambassadors' jurisdiction is limited to university-owned, occupied, or controlled property, where they perform their security, dispatch, and policy enforcement responsibilities in support of the Police Department.

Working Relationships with Local, State, and Federal Agencies

The Wentworth Institute of Technology Police Department maintains a close and cooperative working relationship with local, state, and federal law enforcement agencies. The Wentworth Police collaborate regularly with the Boston Police Department, the Massachusetts State Police, the MBTA Transit Police, and neighboring university police departments, including those within the Colleges of the Fenway consortium. Crime information is exchanged daily, and the Wentworth Police continuously monitor off-campus activity in the surrounding area. These relationships ensure timely communication, coordination, and support when addressing incidents that impact the safety of the Wentworth community.

Memoranda of Understanding (MOUs)

Wentworth Police maintains a written memorandum of understanding (MOU) with the Boston Police Department. This agreement outlines the process by which Boston Police investigate, with the consent of the victim, any allegations of sexual assault, sexual harassment, domestic violence, dating violence, or stalking incidents that occur within the City of Boston. The MOU provides clear investigative responsibilities and promotes coordinated responses to these crimes.

Daily Crime and Fire Log

The Wentworth Institute of Technology Police Department (WITPD) maintains a single Daily Crime and Fire Log in compliance with the Clery Act. This log provides the campus community with timely and transparent information about reported criminal incidents and fires occurring in on-campus student housing facilities.

Each entry includes:

- The nature of the incident,
- The date and time the incident was reported,
- The date and time the incident occurred,
- The general location of the incident, and
- The disposition of the case, if known.

Entries are made within two business days of the initial report to WITPD, unless disclosure may jeopardize an ongoing investigation, the identity of a victim, or the safety of an individual.

The log contains crimes reported to WITPD, as well as all reported fires in on-campus student housing.

Access to the Log

The Daily Crime and Fire Log is available for public inspection in the lobby of the Wentworth Police Department, located at 610 Huntington Ave. The most recent 60 days of log entries are available immediately upon request; older entries are available within two business days.

Reporting Crimes and Emergencies

Reporting to the Wentworth Police

Wentworth Institute of Technology strongly encourages all students, faculty, staff, visitors, and guests to promptly report any criminal activity, suspicious behavior, medical emergencies, or hazardous conditions occurring on campus. Reports can be made in several ways, including contacting any member of the Wentworth Police Department, visiting the 24-hour Police Communications Center, using one of the blue-light emergency call boxes located throughout campus, or by calling 617-989-4444 (or x4444 from a campus phone).

When a report is received, Wentworth Police respond promptly and investigate all criminal and safety-related incidents. Officers enforce state and federal law, University policies, parking regulations, and the Student Code of Conduct. Crime reports are evaluated to determine if a timely warning or emergency notification is required,

documented in the Daily Crime Log, and included in the University's Annual Security and Fire Safety Report when applicable.

Wentworth Institute of Technology encourages accurate and prompt reporting of all crimes to Wentworth Police and, when appropriate, to local or state law enforcement agencies. This includes situations where the victim of a crime elects to, or is unable to, make such a report on their own. Prompt reporting supports community safety, assists in investigations, and ensures compliance with federal Clery Act requirements.

Campus Security Authorities (CSAs)

Federal law requires Wentworth Institute of Technology to disclose statistics concerning the occurrence of certain crimes enumerated in the Clery Act that occur within the University's Clery geography and are reported to campus security authorities (CSAs) or local law enforcement. The function of a CSA is to report allegations of Clery Act crimes to the Wentworth Police Department for the purpose of making timely warning reports and for inclusion in the University's annual statistical disclosure.

The following individuals and offices are designated as Campus Security Authorities at Wentworth Institute of Technology:

- Wentworth Police Department
- General Counsel's Office
- Dean of Students
- Vice President of Human Resources
- Title IX Coordinator
- Housing & Residential Education: Staff; Community Directors; and Community Advisors
- Athletic Directors, Coaches, and Athletic Trainers
- Residence Hall Desk Attendants
- Student Group/Club Advisor
- Center for Wellness: Associate Dean; Associate Director of Counseling; and Associate Director of Health Promotion and Education
- Assistant Provost of Co-ops & Careers
- Student Accessibility Services
- FitWell Employees

Any CSA who receives a report of an incident involving a crime or campus security matter must immediately notify the Wentworth Police Department. While CSAs do not conduct investigations, their role in reporting ensures that the University meets its obligations under the Clery Act to issue timely warnings when appropriate and to include accurate statistics in the Annual Security and Fire Safety Report.

Confidential and Anonymous Reporting Options

Wentworth Institute of Technology offers options for victims and witnesses to report crimes on a voluntary and confidential basis. These reports allow the University to include the information in the annual disclosure of crime statistics without revealing the identity of the reporting party.

Confidential Reporting by Campus Security Authorities (CSAs)

Campus Security Authorities are not required to disclose personally identifying information when reporting incidents to the Wentworth Police. If a reporting party does not consent to disclosure of identity, the CSA must

still notify Wentworth Police of the incident so that it can be counted for statistical purposes and evaluated for timely warning notifications.

Counselors and Confidential Resources

Pastoral and professional counselors acting in their counseling roles are not considered CSAs and are not required to report crimes for inclusion in the University's annual statistics. These counselors are encouraged, when appropriate, to inform persons being counseled of the procedures to voluntarily and confidentially report crimes for inclusion in the annual statistical disclosure.

Anonymous Reporting Options

Community members may report criminal or suspicious activity anonymously by calling Wentworth Police at 617-989-4400. Anonymous reports may also be submitted through EthicsPoint (wit.ethicspoint.com) or through the University's Maxient reporting system for incidents involving sexual misconduct, sex-based discrimination, harassment, dating violence, domestic violence, or stalking. Anonymous reports should be as detailed as possible to facilitate effective follow-up and investigation.

Reporting Threatening Behavior or Other Behavioral Concerns

Wentworth Institute of Technology encourages all members of the campus community to report behaviors or situations that may pose a threat to themselves or others. Whether on or off campus, anyone who witnesses or is the victim of an assault, threat, or other concerning behavior is strongly encouraged to contact the Wentworth Police Department immediately at **617-989-4444**.

In addition to the Wentworth Police, the following campus resources are available to assist in reporting concerns:

- **Dean of Students Office / Student Affairs** – 617-989-4702
- **Office of Residential and Commuter Life** – 617-989-4160
- **Center for Wellness** – 617-989-4390
- **Office of Human Resources** – 617-989-4190

Community members may also submit a **CARE Report** if they are concerned about a student's well-being. CARE Reports are reviewed by the Dean of Students Office and the CARE Team, who determine the best plan for outreach and support. Please note: **CARE Reports are not for emergencies**. If a situation poses a threat to an individual's safety, contact the Wentworth Police immediately at 617-989-4444. For more information about CARE reporting, please visit: <https://wit.edu/about/reporting>.

Faculty, staff, and students are encouraged to report any individual exhibiting potentially threatening, intimidating, or dangerous behavior, including:

- Talk of harming oneself or others;
- Access to weapons that could be used for harm;
- Self-destructive or destructive behavior; or
- Other unusual or concerning behavioral patterns.

No single indicator necessarily predicts harmful behavior, but multiple observations from different community members at other times can be critical. Wentworth Police and campus officials strongly encourage early reporting so appropriate intervention and support can be provided.

Care and Behavioral Intervention Team (BIT)

Wentworth has established a Care Team and Behavioral Intervention Team (BIT) dedicated to improving safety and well-being across the campus community. The Team takes a proactive, collaborative, and coordinated approach to the prevention, identification, assessment, intervention, and management of situations that may pose a threat to the community.

The Team serves as the central hub for connecting existing University resources to support students and employees who may be experiencing distress or exhibiting harmful or disruptive behaviors. It develops individualized intervention and support strategies, provides case coordination, and ensures appropriate follow-up. The Team meets weekly and as often as needed when urgent situations arise.

The BIT is composed of professionals with expertise in student affairs, human resources, law enforcement, Title IX, and mental health services. It includes members who are specifically trained in threat assessment. In addition to its case management role, the Team hosts training for students, faculty, and staff on how to identify concerning behaviors and how to make referrals. Team members also participate in orientation sessions and other educational programs throughout the year to increase awareness and promote early intervention.

Timely Warnings, Emergency Response, Evacuations, and Emergency Notifications

Timely Warning Notices (TWN)

In compliance with the Clery Act, Wentworth Institute of Technology issues Timely Warning Notices (TWNs) to alert the campus community about crimes listed in the Clery Act and to provide information that will aid in the prevention of similar occurrences.

Timeliness, Confidentiality, and Purpose

Timely Warning Notices are issued as soon as pertinent information becomes available. These notices withhold the names and personally identifying information of victims to maintain confidentiality. The purpose of a TWN is to aid in the prevention of similar occurrences by providing safety information and recommended precautions to the University community.

Circumstances for Issuance

Timely Warning Notices are issued campus-wide for any Clery Act crime that occurs within Wentworth's Clery geography (on campus, on public property adjacent to campus, or on non-campus property controlled by the University) and that, in the judgment of the AVP/Chief of Police or their designee, may present a serious or ongoing threat to the safety of students, employees, or visitors. At the University's discretion, TWNs may also be issued for other crime categories or off-campus crimes when deemed necessary to protect the Wentworth community.

Authority and Content Development

The AVP/Chief of Police or their designee reviews crime reports and determines if a TWN is warranted. The AVP/Chief of Police or their designee also develops the initial content of the notice. In some instances, the

Office of Marketing and Communications (MarCom) may assist in drafting the message to ensure consistency and clarity. The AVP/Chief of Police, or their designee, is responsible for disseminating the TWN.

Methods of Dissemination

Timely Warning Notices are distributed campus-wide through the University-wide email system as the primary method of communication. Depending on the circumstances, additional dissemination methods may include postings on the Wentworth website, distribution of flyers, in-person communications, and use of the University's RAVE mass notification system.

Counselor Exemption

In accordance with federal law, crimes reported to a pastoral or professional counselor, while the counselor is acting in that role, are not subject to Timely Warning Notice requirements.

Emergency Response and Evacuations

Wentworth's Emergency Response Plan has been developed to ensure the University is prepared to respond effectively to any emergency affecting the campus. The top priority in all situations is the protection of the life and safety of students, faculty, staff, and visitors, followed by the security of Institute property and assets. The plan addresses the following critical elements:

- Identification of an emergency response organization;
- Establishment of a protocol for declaring an emergency and mobilizing the response organization;
- Development of plans for communicating emergency procedures to students, families, faculty, and staff; and
- Implementation of training and drills to ensure readiness.

These elements are supported by the procedures that follow, which outline Wentworth's approach to emergency response, evacuation, communication, and testing.

Emergency Response Procedures

Wentworth Police are responsible for responding to reported emergencies and confirming the existence of a significant emergency or dangerous situation. In some cases, confirmation may occur in consultation with campus administrators, local first responders, or public health agencies. Once confirmed, Wentworth Police determines the appropriate segment(s) of the campus community to notify, the content of the notification, and the method of dissemination. Emergency response procedures are supported by training, drills, and exercises designed to prepare the campus community.

Evacuation and Shelter-in-Place Procedures

Wentworth Institute of Technology conducts evacuation drills to prepare building occupants for an organized response in the event of a fire or other emergency. **Evacuation procedures are tested at least once each year. Drills may be announced or unannounced and are documented with a description of the exercise, the date, time, and whether the test was announced or unannounced.** These tests are designed to familiarize students, faculty, and staff with evacuation routes, the sound of alarms, and the importance of following instructions from first responders.

During an evacuation, community members are expected to:

- Remain calm and follow the directions of Wentworth Police, local first responders, or University officials;
- Use the nearest safe exit and assist individuals with disabilities or those needing additional help;
- Proceed to designated assembly areas and remain there until cleared to re-enter; and
- Keep walkways and roadways clear for emergency vehicles to ensure prompt response times.

Wentworth Police may adjust evacuation gathering points based on the nature, time, and location of the incident. Occupants will be directed to the designated area in the event of an emergency.

Shelter-in-Place procedures are used when it is safer to remain indoors than to evacuate, such as during severe weather or hazardous material incidents. In such situations, community members should:

- Immediately move indoors to the nearest sturdy building;
- Stay away from windows and unsecured objects.
- Seek shelter in interior rooms or corridors; and
- Remain sheltered until notified by emergency officials that it is safe to leave.

For more detailed instructions on evacuation and shelter-in-place procedures, including guidance for individuals with disabilities, please refer to Wentworth's Emergency Response Plan, posted on the University's website and distributed through training and safety awareness programs.

Evacuation Notifications

If an evacuation is required due to a significant emergency or dangerous situation, Wentworth Police will notify the campus community using the same methods outlined for emergency notifications. These include the RAVE mass notification system (text, phone call, email, and digital signage), University-wide email, public address systems, the University website and social media, and local press when appropriate. The AVP/Chief of Police or their designee determines the need for an evacuation notification, identifies the appropriate segment(s) of the community to be notified, develops the initial content, and initiates the notification system. Follow-up evacuation instructions and updates will be provided as additional information becomes available until the emergency has been resolved.

Reporting Emergencies

Members of the Wentworth community are strongly encouraged to report emergencies immediately by calling Wentworth Police at 617-989-4444 (or x4444 from a campus phone), using one of the 17 blue-light emergency phones located throughout campus, or reporting in person at the Police Communications Center. Prompt and accurate reporting ensures an effective emergency response and appropriate notification to the campus community.

Testing of Emergency Response and Evacuation Procedures

Wentworth Institute of Technology publicizes its emergency response and evacuation procedures through regular testing conducted annually. These tests may be announced or unannounced and include scheduled drills, exercises, and follow-through activities designed to evaluate emergency/evacuation plans and capabilities. Each test is documented, including a description of the exercise, the date, time, and whether it was announced or unannounced. These exercises are designed to assess the University's readiness, educate community members on evacuation and response procedures, and evaluate opportunities for improvement.

Emergency Notifications

While it is impossible to predict every significant emergency or dangerous situation that may occur, Wentworth has identified certain types of events that may warrant an immediate notification to the campus community after confirmation. Examples include, but are not limited to:

- Armed intruder/active shooter
- Hostile intruder
- Bomb or explosives threat
- Communicable disease outbreak or biological threat
- Severe weather
- Terrorist incident
- Civil unrest or riot
- Natural disaster
- Hazardous materials incident
- Structural fire or explosion

In the event of an emergency, Wentworth will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the University community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, or visitors. Wentworth Police are responsible for responding to reported emergencies, confirming the situation (sometimes in consultation with campus administrators, first responders, or public health agencies), determining the content of the notification, and activating the University's communication systems.

Wentworth Institute of Technology will, without delay, and taking into account the safety of the community, determine the content of the emergency notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the AVP/Chief of Police or their designee, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Wentworth uses the **RAVE mass notification system** as the primary method of emergency communication. Authorized University officials can broadcast messages within minutes by:

- Text message
- Telephone call
- Email
- Digital signage

Depending on the situation, additional methods may be used, including police vehicles equipped with public address systems, in-person communication, postings, the University website, University-managed social media, and local news media (radio and television). These channels also help disseminate information to the larger community, including neighbors, parents, and other interested parties.

In addition to students, faculty, and staff, **visitors, guests, and contractors** may opt in to receive RAVE notifications while on campus:

- **Short-Term Access** – Text **“WITEVENT”** to **226787**. Enrollment is valid for three days and is recommended for events or short visits.
- **Long-Term Access** – Text **“WITALERT”** to **226787**. Enrollment is valid for 180 days and is recommended for contractors, vendors, or affiliates who regularly work on campus.

Emergency notifications describe the nature of the emergency, provide safety instructions, and direct recipients to additional information. Follow-up updates are distributed using one or more of the communication methods listed above until the situation is resolved.

Relationship to Timely Warnings

If an immediate threat to the health or safety of students or employees is confirmed and an emergency notification is issued, a separate timely warning is not required for the same incident. However, follow-up information will be provided as needed to keep the community informed.

Dissemination to the Larger Community

Emergency information that affects not only the campus but also the surrounding community will be shared with the broader community beyond the Wentworth population. In addition to campus-based systems, Wentworth will disseminate emergency information to the larger community through local news media outlets, the University website, and University-managed social media channels. These methods ensure that neighbors, parents, and other interested parties receive timely and accurate updates during significant emergencies.

Monitoring and Recording of Off-Campus Student Activity

The Wentworth Institute of Technology does not have officially recognized student organizations that operate at non-campus locations or utilize non-campus housing facilities. As such, the University does not maintain non-campus student residences affiliated with recognized student organizations.

The Wentworth Police Department, however, works closely with the Boston Police Department and other local law enforcement agencies to monitor and document criminal or inappropriate activity by Wentworth students that occurs off campus. Information received from these agencies is shared with the University as appropriate. Information may be referred to the Dean of Students for disciplinary action or follow-up under the Student Code of Conduct.

Security of and Access to Campus Facilities

Wentworth Institute of Technology is committed to maintaining a safe and secure campus environment through policies that govern the security of and access to campus facilities, including student residences, and through careful consideration of security needs in the maintenance of facilities and grounds.

Residence Halls

All residence halls are locked and secured twenty-four hours a day. Entry is restricted to residents using their University-issued identification card. Guests arriving after 6:00 p.m. must be signed in by a building resident and are required to present proper identification to the Desk Attendant on duty. Desk Attendants provide evening and overnight monitoring in residence halls and maintain visitor logs.

Academic & Administrative Buildings

Several academic and administrative buildings are locked 24 hours a day, 7 days a week. Authorized entry is provided by card access or by contacting the Wentworth Police for assistance. Faculty and staff requiring after-hours access must sign in at the Communications Center and present their University identification card.

Maintenance and Security Considerations

The Facilities Department is responsible for the upkeep of campus buildings and grounds. Staffed from **6:00 a.m. until 10:00 p.m., Monday through Friday**, Facilities provides limited weekend coverage and maintains an on-call system for after-hours emergencies. Unsafe conditions affecting security—such as malfunctioning

locks, broken lights, hazardous walkways, unsecured equipment, or weather-related hazards—should be reported immediately to the Facilities Department at **617-989-4550** during business hours, or to the Wentworth Police Department Communications Center at **617-989-4400** outside of business hours.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions and promotes a secure campus environment. Wentworth Police regularly patrol the campus and report maintenance issues that may affect safety so they can be corrected promptly. Community members are also encouraged to report any equipment or safety concerns directly to Facilities or Wentworth Police.

Security Awareness and Crime Prevention Programs

Wentworth Institute of Technology offers a range of programs throughout the year to educate students and employees about campus security procedures and practices, promote individual and community responsibility for safety, and prevent crime.

Type and Frequency of Security Awareness Programs

Wentworth Police offer security awareness and crime prevention programming on an ongoing basis. Examples include:

- **New Student Orientation:** A one-hour crime prevention presentation is provided each fall for all incoming students, along with brochures and resource materials.
- **New Employee Orientation:** Crime prevention presentations and printed materials are provided to employees throughout the year.
- **Active Shooter Preparedness Training:** Delivered online and by request, to employees and students.
- **Crime Prevention Presentations:** Offered at campus events, orientations, and open houses.
- **Residence Hall Talks and Safety Fairs:** Held periodically to address safety in residence halls, alcohol and drug awareness, and crime prevention strategies.

Encouraging Responsibility for Security

The Wentworth Police Department takes a proactive approach to security through community policing and ongoing education. The University emphasizes that all members of the Wentworth community share responsibility for maintaining a safe and secure environment. Security awareness programs are designed not only to inform participants about campus safety policies and procedures, but also to encourage students and employees to be responsible for their own security and the security of others.

Recognizing Suspicious Behavior

Wentworth Police encourage all community members to trust their instincts and report unusual or concerning behavior immediately. Being alert to signs of suspicious activity is an important way to support a safe campus environment. Examples include, but are not limited to:

- A stranger carrying property at an unusual hour or location, especially electronics or bicycles.
- A person going door-to-door in a building when no one is around.
- Any individual forcibly entering a locked vehicle or building.
- One or more persons sitting in a parked car for an extended period and scanning the area.
- Anyone being forced into a vehicle or secluded area.

- A person exhibiting unusual behavior, appearing out of place for the time or location, or wearing inappropriate clothing for the weather.
- Unusual noises such as screaming, gunshots, or sounds of fighting.

By learning to recognize these behaviors and acting on instincts, community members play a vital role in crime prevention and campus safety.

Crime Prevention Education

Wentworth Police offers a range of crime prevention initiatives to reduce opportunities for crime and increase personal safety awareness. Programs include sexual assault awareness and prevention presentations each semester, violence prevention and response training, distribution of safety guides and brochures, blue-light emergency phones, and safety escort services. Officers also provide safety and security information at community meetings, orientations, and other campus events. These efforts are supported by visible patrols, community engagement, and educational campaigns that reinforce the University's commitment to preventing crime and promoting a culture of shared responsibility.

Alcohol and Drug Policies and Programs

Wentworth Institute of Technology is committed to maintaining a safe, healthy, and productive learning and working environment. In accordance with the Drug-Free Schools and Communities Act of 1989, the University prohibits the unlawful possession, use, and distribution of alcohol and illegal drugs on its property or as part of any University-sponsored activity.

The University provides educational programs and resources on the prevention of alcohol and drug abuse, as well as information on counseling, treatment, and rehabilitation services available to students and employees.

In compliance with the DFSCA, Wentworth distributes information about its Drug and Alcohol Abuse Prevention (DAAP) program to all students and employees annually. The DAAP includes standards of conduct, applicable legal sanctions, health risks, available resources, and institutional disciplinary sanctions.

The University's DAAP program, including policies, resources, and related information, is available [online](#) for review.

<https://wit.edu/student-life/student-handbook/student-rights/drug-free-schools>

Alcohol Policy

The possession, use, or sale of alcoholic beverages on campus is subject to federal, state, and local laws, as well as University policies. Wentworth prohibits underage possession and consumption of alcohol and enforces Massachusetts underage drinking laws. Members of the Wentworth community found to be in violation of these laws or University alcohol policies are subject to discipline under University rules and may also face action by state or local law enforcement.

Drug Policy

The possession, use, manufacture, or sale of illegal drugs is prohibited under both state and federal law, and Wentworth enforces these laws. Although Massachusetts law allows limited personal use of marijuana, federal law continues to classify marijuana as a controlled substance. Because Wentworth is subject to federal

requirements, the use or possession of marijuana in any form is prohibited on campus or at any University-sponsored activity. Employees are likewise prohibited from manufacturing, distributing, dispensing, possessing, or using illegal drugs in the workplace or while fulfilling their job duties. Violations of these policies may result in disciplinary action up to and including termination or dismissal, as well as referral for criminal prosecution.

Drug and Alcohol Abuse Education Programs

Wentworth provides ongoing drug and alcohol abuse education programs for students and employees. These include mandatory online prevention courses for incoming students, such as Alcohol and Other Drugs, DEI for Students, and Sexual Assault Prevention. Additional prevention programming and awareness campaigns are offered throughout the academic year, including orientation sessions, residence hall programs, and training for residence life staff. Employees have access to confidential support and online education through the University's Employee Assistance Program, [UpriseHealth](#) (code: worklife).

In compliance with the Drug-Free Schools and Communities Act, the University conducts a [biennial review](#) of its alcohol and drug prevention programs to assess effectiveness and ensure consistent enforcement of disciplinary sanctions. The review, along with program information and resources, is available through the Office of Health Promotion and Education, the Dean of Students Office, and the University's Website.

<https://wit.edu/student-life/student-handbook/student-rights/drug-free-schools>

Amnesty Policy

Wentworth Institute of Technology is committed to promoting a culture of responsibility and help-seeking. The health and safety of the community are a top priority, and students are expected to look out for one another in situations involving alcohol, prescription drug, or illegal substance use.

Students may be reluctant to seek medical assistance in emergencies due to concerns about potential disciplinary action. To remove this barrier, Wentworth has adopted an **Amnesty Policy**. In cases of a serious or life-threatening medical emergency involving alcohol, prescription drugs, or illegal substances:

- Students are expected to immediately contact Wentworth Police (617-989-4444) or dial 911 and remain with the individual until help arrives.
- Students who seek emergency assistance for another individual will not face formal Institute disciplinary action or sanctions for their own personal use of alcohol or drugs that occurred immediately before or during the incident.
- The individual requesting medical assistance will also not face disciplinary action for personal use.
- While no formal sanction will be imposed, the personal use will be documented, and an educational response may be required.

This policy does **not** apply to violations other than personal use of alcohol and/or drugs, to situations where authorities have already intervened, or to instances where protections are abused through bad-faith reports.

Policies on Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Wentworth Institute of Technology prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined by the Clery Act, the Violence Against Women Act (VAWA), and applicable Massachusetts law. The University is committed to maintaining a campus environment free from these forms of violence and to providing prevention, education, and support resources to all members of the community.

Federal (VAWA) Definitions

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined by the reporting party's statement, considering the length, type, and 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. For the purpose of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for Clery Act reporting.

Domestic Violence: 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 under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as defined by the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape: 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.

Fondling: The touching of the private 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.

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

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Stalking: 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, or to suffer substantial emotional distress. For the purposes of this definition:

Course of Conduct: Two or more acts, including but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
Reasonable Person: A person under similar circumstances and with similar identities to the victim.
Substantial Emotional Distress: Significant mental suffering or anguish that may or may not, but not necessarily, require medical or other professional treatment or counseling.

Massachusetts Legal Definitions

Dating Violence: Massachusetts does not have a law pertaining to violence that occurs between people in a dating relationship. Instead, Massachusetts General Law chapter 265, section 13A would apply: “an assault or an assault and battery: (i) upon another and [the perpetrator] by such assault and battery causes serious bodily injury; (ii) upon another who is pregnant at the time of such assault and battery, [the perpetrator] knowing or having reason to know that the person is pregnant; or (iii) upon another who [the perpetrator] knows has an outstanding temporary or permanent vacate, restraining or no-contact order or judgment issued pursuant to [applicable law], in effect against him at the time of such assault or assault and battery.”

<https://malegislature.gov/Laws/GeneralLaws/PartIV/Title/Chapter265/Section13A>

Domestic Violence: Defined under Massachusetts General Law (M.G.L. c. 209A) as “the occurrence of one or more of the following acts between family or household members: (a) attempting to cause or causing physical harm; (b) placing another in fear of imminent serious physical harm; (c) causing another to engage involuntarily in sexual relations by force, threat or duress.”

Sexual Assault: Includes rape, indecent assault and battery, and other sex offenses as defined under Massachusetts criminal statutes.

- **Rape (M.G.L. c.265, §22):** Engaging in sexual intercourse or unnatural sexual intercourse with another person by force, threat of force, or against the will of the victim. This also applies when the victim is incapable of giving consent due to mental incapacity, intoxication, or other disabling condition.
- **Rape of a Child (M.G.L. c.265, §§22A–23)**
Sexual intercourse or unnatural sexual intercourse with a child under 16 years of age. Enhanced penalties apply if the child is under 12 years old, if force is used, or if the offender holds a position of authority over the child.
- **Indecent Assault and Battery (M.G.L. c.265, §§13B–13H)**
Any unwanted, indecent touching of a person's private areas (genitals, buttocks, breasts) without consent. Separate statutes exist for indecent assault and battery on:
 - A child under 14,
 - A person with an intellectual disability, and
 - A person 14 years or older.
- **Assault with Intent to Rape (M.G.L. c.265, §24)**
Attempting to engage in sexual intercourse with another person by force or threat of force, even if the act is not completed.
- **Statutory Rape (M.G.L. c.265, §23)**
Sexual intercourse with a person under the age of consent (16 years in Massachusetts), regardless of whether force or coercion is involved. Consent is not a defense.

Stalking: Massachusetts General Law chapter 265, section 43 defines “Stalking” as “(1) willfully and maliciously engag[ing] in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) mak[ing] a threat with the intent to place the person in imminent fear of death or bodily injury.”

<https://malegislature.gov/Laws/GeneralLaws/PartIV/Title/Chapter265/Section43>

Consent Definitions

- **Massachusetts Law:** Massachusetts law does not contain a single, comprehensive definition of “consent” for sexual activity. Instead, it defines circumstances where a person **cannot legally give consent**. Under Massachusetts law (M.G.L. c.265 and related statutes):

A person **cannot consent** if they are:

- **Forced or threatened** into sexual activity;
- **Incapacitated** due to drugs, alcohol, sleep, unconsciousness, mental disability, or other conditions that render them unable to make a rational judgment; or
- **Under the age of consent**, which is 16 years old in Massachusetts.

Massachusetts law also makes clear that **a lack of physical resistance does not, by itself, constitute consent**.

- **Wentworth Institute of Technology:** Wentworth defines consent as a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent must be clear and affirmative; silence, lack of resistance, or intoxication/incapacitation does not constitute consent. Consent can be withdrawn at any time, and prior consent does not imply future consent.

Wentworth’s definition of consent is used for purposes of prevention and education, as well as in the investigation, adjudication, and resolution of complaints of sexual misconduct, dating violence, domestic violence, sexual assault, and stalking under University policy and procedures.

Use of Terms

For clarity, Wentworth Institute of Technology uses the following terms in this section:

- **Victim:** Refers to an individual who has experienced dating violence, domestic violence, sexual assault, or stalking in the context of the criminal justice process. This term is used when describing rights, options, or resources related to law enforcement or external criminal proceedings.
- **Complainant:** Refers to an individual who has been reported to have been subject to conduct that could constitute dating violence, domestic violence, sexual assault, or stalking under the University’s Title IX or Sexual Misconduct policies.
- **Respondent:** Refers to an individual who has been reported to be the perpetrator of conduct that could constitute dating violence, domestic violence, sexual assault, or stalking under the University’s Title IX or Sexual Misconduct policies.

Bystander Intervention

Wentworth Institute of Technology encourages all community members to take an active role in preventing dating violence, domestic violence, sexual assault, and stalking by engaging in safe and positive bystander intervention. Bystander intervention means recognizing situations of potential harm, understanding the institutional and cultural conditions that may facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action when appropriate.

Risk Reduction

Wentworth Institute of Technology provides information on risk reduction to help decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. Risk reduction strategies include being aware of your surroundings, trusting your instincts, avoiding isolated areas, and walking with friends whenever possible. Community members are encouraged to keep residence hall and apartment doors locked, watch their drinks at social gatherings, and seek assistance from Wentworth Police or other campus staff if they feel unsafe. These strategies are intended to promote safety while reinforcing that the responsibility for violence always rests with the perpetrator, not the victim.

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Wentworth Institute of Technology prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined by the Clery Act, the Violence Against Women Act (VAWA), and applicable Massachusetts law. The University is committed to providing comprehensive, intentional, and integrated prevention and awareness programs to end these forms of violence, support survivors, and foster a safe and respectful campus community. Programs are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, informed by research, and evaluated for value, effectiveness, and outcomes. They are designed to consider environmental risk and protective factors at the individual, relationship, institutional, community, and societal levels.

Primary Prevention and Awareness Programs

Wentworth provides primary prevention and awareness programs for all incoming students and new employees. These include mandatory online modules such as Alcohol and Other Drugs, DEI for Students, and Sexual Assault Prevention, as well as in-person sessions during New Student Orientation and New Employee Orientation. These programs:

- State that Wentworth prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking;
- Provide the federal (VAWA) definitions of these crimes;
- Provide the Massachusetts definitions of these crimes.
- Explain the definition of consent in Massachusetts and Wentworth's institutional definition of consent, which is used for prevention education and in the investigation and adjudication of complaints.
- Describe safe and positive options for bystander intervention.
- Provide risk reduction strategies designed to decrease perpetration and bystander inaction, and to increase empowerment for victims.

Ongoing Prevention and Awareness Campaigns

Beyond orientation, Wentworth offers ongoing prevention and awareness programming throughout the year. Examples include residence hall workshops, Title IX and Wellness Education events, educational campaigns, violence prevention workshops, and programs led by Wentworth Police and community partners. These campaigns are sustained, diverse, and delivered in multiple formats to reinforce prevention messages and build skills among students and employees.

Procedures Following a Report

When the University receives a report of dating violence, domestic violence, sexual assault, or stalking, Wentworth follows clear and equitable procedures to protect safety and provide support. These include:

- Immediate response to address safety and medical needs;
- Information on reporting options, including Wentworth Police and Title IX;
- Availability of supportive measures and accommodations;
- Prompt, fair, and impartial investigation and resolution through University disciplinary processes;
- Equal rights for complainants and respondents during proceedings;
- Disciplinary sanctions and protective measures, as appropriate, when policy violations are substantiated.

Procedures Victims Should Follow

Victims of domestic violence, dating violence, sexual assault, or stalking are strongly encouraged to take the following steps:

1. **Preserve Evidence:** Preserving evidence is crucial and may aid in proving that a criminal offense occurred or help obtain a protection order. Victims are encouraged not to shower, bathe, or change clothes before a medical examination, and to save text messages, emails, voicemails, photographs, or other communications that may be relevant. Preserving this evidence can be vital in both criminal investigations and campus disciplinary proceedings.
2. **Report the Incident:** Victims are encouraged to report incidents of domestic violence, dating violence, sexual assault, or stalking as soon as possible, whether or not they choose to pursue criminal charges. Reports can be made to:
 - **Wentworth Police Department** (617-989-4444 or x4444 from a campus phone);
 - **Title IX Coordinator**, who oversees the University's response to reports of sexual misconduct and related offenses; or
 - Other designated campus officials, such as the **Dean of Students** or **Human Resources**, depending on the status of the complainant.

Victims have the right to report incidents to both law enforcement and the University, to only one of these, or to neither. The University will provide written information on available reporting options, support services, and protective measures regardless of whether a victim pursues criminal or disciplinary action.

Victim Rights, Resources, and Services

When a student or employee reports to Wentworth Institute of Technology that they have been a victim of dating violence, domestic violence, sexual assault, or stalking—whether the offense occurred on or off campus—the University will provide the individual with a written explanation of their rights and options. This written notification includes:

- The procedures victims should follow if one of these crimes has occurred;
- Information on how the University will protect the confidentiality of victims and other necessary parties, consistent with applicable laws and Clery Act Obligations;
- A statement about available victim services within the University and in the larger community;
- Options for, and assistance in obtaining, accommodations and protective measures; and
- An explanation of the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, and stalking.

Wentworth provides written notification to students and employees who report being victims of dating violence, domestic violence, sexual assault, or stalking about resources available within the institution and in the larger community. These services are available regardless of whether the victim chooses to report the crime to campus or local law enforcement.

On-Campus Resources

- Counseling Services
- Health Services
- Center for Wellness
- Title IX Office
- Student Financial Services
- Wentworth Police Department

Community Resources

- Local counseling and mental health services
- Boston Area Rape Crisis Center (BARCC)
- Victim Rights Law Center
- Local hospitals and clinics
- Legal aid organizations
- Immigration assistance agencies
- Office of Student Financial Aid (state and federal programs)

These resources include, but are not limited to, counseling, health, and mental health services; victim advocacy; legal assistance; visa and immigration assistance; student financial aid; and other supportive services.

Law Enforcement and Protective Orders

Victims of domestic violence, dating violence, sexual assault, or stalking have the right to decide whether they wish to involve law enforcement or campus authorities. Wentworth Institute of Technology will provide written

information to victims outlining the following options:

- **Notify Law Enforcement:** Victims may choose to notify the Wentworth Police Department or the local law enforcement agency in their area.
- **Assistance with Notification: If a victim chooses, campus authorities will assist in notifying law enforcement.**
- **Decline Notification:** Victims have the right to decline to notify law enforcement authorities.

In addition, victims have the right to seek and obtain orders of protection, restraining orders, no contact orders, or similar lawful orders issued by a criminal, civil, or tribal court. Wentworth will comply with and enforce such orders. The Wentworth Police Department will enforce court-issued protective orders in coordination with the Boston Police Department, as appropriate. The University may also issue institutional no-contact directives or other supportive measures to help ensure the safety and well-being of the victim.

Confidentiality

Wentworth Institute of Technology will protect the confidentiality of victims and other necessary parties to the greatest extent possible. Publicly available recordkeeping, including Clery Act reporting and disclosures, will be completed without the inclusion of personally identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)). In addition, the University will maintain the confidentiality of any accommodations or supportive measures provided to a victim, unless doing so would impair the institution's ability to provide those accommodations or supportive measures.

Institutional Disciplinary Procedures for Cases of Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Wentworth Institute of Technology is committed to providing disciplinary proceedings that are prompt, fair, and impartial in cases involving allegations of dating violence, domestic violence, sexual assault, or stalking. The following procedures and rights apply to all such cases.

Types of Disciplinary Proceedings and Filing a Complaint

- Complaints may be filed with the Title IX Coordinator, the Dean of Students Office, or the Wentworth Police Department.
- The University uses investigative and hearing procedures designed to address these allegations. Proceedings may include fact-finding investigations, informal or formal meetings, and hearings.
- The type of proceeding used is determined by the circumstances of the allegation, applicable University policy, and federal or state law requirements.

Steps, Timelines, and Decision-Making

- Investigations are initiated promptly upon receipt of a complaint.
- Proceedings are completed within reasonably prompt timeframes designated by University policy. Extensions may be granted for good cause, provided written notice is given to both parties, explaining the delay and the reason.
- Both the complainant and respondent receive timely written notice of meetings or hearings at which their presence may be requested.
- Both parties are provided timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings.

- Decisions are made by trained officials who base their findings on the preponderance of the evidence standard (whether it is more likely than not that a violation occurred).

Training and Impartiality

- Investigators, hearing officers, and decision-makers receive annual training on issues relating 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.
- Officials involved in proceedings do not have a conflict of interest or bias for or against the complainant or respondent.

Advisors

- Both the complainant and respondent may be accompanied to any related meeting or proceeding by an advisor of their choice.
- The University does not limit the choice of advisor. The institution may, however, establish restrictions on the extent to which the advisor may participate in the proceedings, as long as such restrictions apply equally to both parties.

Notification of Results and Appeals

- Both parties are notified simultaneously, in writing, of the result of any institutional disciplinary proceeding, including any sanctions imposed and the rationale for the decision.
- Both parties are informed of the University's procedures for appeal, if available.
- Both parties are notified simultaneously, in writing, of any changes to the result before it becomes final, as well as of the final outcome once it is finalized.

Sanctions

Possible sanctions following a finding of responsibility for dating violence, domestic violence, sexual assault, or stalking include, but are not limited to:

- Warning or written reprimand
- Disciplinary probation
- Loss of privileges
- Removal from University housing
- Suspension or dismissal (for students)
- Termination of employment (for employees)
- Other remedies as deemed appropriate under University policy

Supportive Accommodations and Protective Measures

Wentworth Institute of Technology will provide written notification to victims of dating violence, domestic violence, sexual assault, or stalking about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations, or the implementation of protective measures. The University will make such accommodations or provide such protective measures if they are reasonably available, regardless of whether the victim chooses to report the crime to the Wentworth Police Department or to local law enforcement.

In addition to disciplinary sanctions, Wentworth may implement a range of supportive and protective measures for victims, including:

- No-contact directives
- Changes to academic, housing, transportation, or work arrangements

- Escorts on campus or adjustments to campus safety measures
- Access to counseling, advocacy, health, or mental health services
- Other measures designed to protect the safety and well-being of the victim

Hazing Policy, Prevention, and Reporting

Statement of Policy

Wentworth Institute of Technology strictly prohibits hazing by any individual or group. All students, faculty, staff, and affiliates are responsible for understanding this policy, complying with applicable laws, and reporting suspected incidents of hazing.

Definition of Hazing

Wentworth Institute of Technology defines hazing as:

“Any action or activity directed at a student or employee that a reasonable person would view as intending to endanger the physical or mental health of a person for initiation, admission into, affiliation with, or as a condition for maintaining membership in a group, organization, or living community. Knowledge of, indifference toward, or acquiescence in the presence of hazing are not neutral acts and may be construed as violations of this policy. Students or employees who perpetrate, plan, or witness (without reporting) hazing, or have knowledge or withhold information of an incident or incidents of hazing, are subject to conduct action. This definition shall apply regardless of location or consent of participants. Hazing includes, without limitation, behaviors that violate Massachusetts General Laws Chapter 269, Sections 17–19 and/or the Stop Campus Hazing Act.”

Examples of Hazing

Examples of hazing include, but are not limited to, physical abuse (beating, striking, or forced calisthenics), forced or coerced consumption of alcohol or drugs, sexual simulation or acts, social isolation or silence periods, exposure to unsafe conditions, threats, coerced illegal activity, or deprivation of privileges.

Definition of Student Organization

In accordance with the Stop Campus Hazing Act, a **student organization** includes every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities, is known by the institution to exist as an unaffiliated student group, student team, or student organization, or who represents the university.

Applicable Laws

Hazing is prohibited under **Massachusetts General Laws (M.G.L. Chapter 269, §§ 17–19)**:

- **Section 17** defines hazing as conduct that willfully or recklessly endangers the physical or mental health of a person in connection with initiation or membership in an organization. Consent is not a defense.
- **Section 18** requires anyone present at a hazing incident to report it to law enforcement if they can do so without danger or peril. Failure to report is punishable by a fine of up to **\$1,000**.

- **Section 19** requires colleges and universities to distribute a copy of the law to students and file an annual compliance report with the Board of Higher Education.

Penalties for organizers or participants include fines of up to **\$3,000** and/or imprisonment of up to one year.

The City of Boston does not have a municipal ordinance regarding hazing; therefore, Massachusetts state law governs. Wentworth Institute of Technology is not subject to tribal law.

Reporting Procedures

Wentworth requires all members of the community to report hazing.

- **Students** should report incidents to the **Dean of Students Office** using the [Student Conduct Reporting Form](#) or directly to the **Wentworth Police Department**.
- Faculty and staff should report incidents to **Human Resources** or through the EthicsPoint reporting system.
- **Anyone present** at a hazing incident is required by Massachusetts law to report the crime to law enforcement, provided it is safe to do so.

Individuals who report hazing in good faith will generally not face disciplinary action for minor conduct violations revealed during the investigation.

Investigation of Hazing

All reports of hazing are promptly reviewed and investigated in a **fair, thorough, and impartial manner**:

- The Dean of Students Office investigates reports involving students or student organizations.
- Human Resources investigates reports involving employees.
- Reports involving criminal violations may be referred to the Wentworth Police Department or other law enforcement agencies.

Investigations typically include interviews, a review of evidence, and a determination of whether the conduct constitutes hazing under university policy or law. Sanctions may include suspension, expulsion, termination of employment, organizational de-recognition, or referral for criminal prosecution.

Campus Hazing Transparency Report

In accordance with state and federal law, Wentworth publishes a **Campus Hazing Transparency Report**. This report summarizes findings concerning any recognized or established student organization found responsible for hazing. The report includes the name of the organization, date of the incident, a description of the violation, and the outcome or sanction.

- The report is **published on the university's website**, accessible to the public.
- It is **updated twice per year**.
- Hazing violations are also reported in the **Annual Security and Fire Safety Report**.

Prevention and Awareness Programs

Wentworth provides research-informed, campus-wide prevention and awareness programs to educate all students, faculty, and staff on hazing prevention. All programs will contain the University's definition of Hazing

and the SCHAs definition of Student Organization, how to report incidents of hazing, the process used to investigate hazing, and information on applicable local, State, and Tribal laws on hazing. These programs include:

Programs for Students

- Mandatory prevention education during New Student Orientation.
- Annual training for all recognized student organizations, club sports, and varsity athletics.
- Ongoing prevention campaigns and workshops throughout the year.

Programs for Employees

- Training is offered through Human Resources on recognizing, preventing, and reporting hazing.
- Specialized education for advisors, coaches, and supervisors working directly with student organizations or athletics.
- Professional development opportunities that emphasize safe student engagement and risk management.

Primary Prevention Strategies

All programs include primary prevention approaches intended to stop hazing before it occurs:

- Skill-building for bystander intervention, teaching community members how to recognize and safely intervene in potential hazing situations.
- Information on ethical leadership, accountability, and positive role modeling.
- Promotion of safe group cohesion strategies, such as team-building retreats, service projects, and inclusive bonding activities that do not involve hazing.

Ongoing Awareness

Campus-wide campaigns—including posters, social media, educational events, and Hazing Prevention Week—reinforce community expectations and resources throughout the year, promoting a culture of accountability and responsibility.

Continuous Education

Wentworth reviews prevention and awareness programming annually, incorporating research, national best practices, and community feedback to ensure effectiveness.

Missing Student Notification Policy

Wentworth Institute of Technology has established procedures to respond to reports of missing students, in compliance with the Higher Education Opportunity Act of 2008. These procedures apply to students who reside in on-campus housing.

Reporting a Missing Student

Any individual on campus who has information that a resident or other student may be missing must immediately notify the Wentworth Police Department at 617-989-4444 (or ext. 4444 from a campus phone). Wentworth Police will gather all essential information from the reporting party and the student's acquaintances (including physical description, clothing last worn, vehicle information, class schedule, and recent activities). If initial efforts to locate the student are unsuccessful or if circumstances indicate that the student may be

missing (e.g., suspected abduction), the Wentworth Police will immediately notify the Boston Police Department to initiate a concurrent investigation.

Designation of a Confidential Contact

Students residing in on-campus housing have the opportunity each year, through the housing agreement process, to designate a confidential contact person (or persons) who will be notified if the student is determined to be missing. This contact information is registered confidentially, will be accessible only to authorized campus officials and law enforcement, and will not be disclosed outside of a missing person investigation.

Notification Requirements

If a student who resides in on-campus housing is determined to have been missing for 24 hours, Wentworth will carry out the following notifications within 24 hours of that determination:

1. **Designated Contact** – If the student has identified a confidential contact person(s), the Dean of Students will notify that individual.
2. **Parent/Guardian** – If the student is under 18 years of age and not emancipated, Wentworth is required to notify both a custodial parent or guardian and any designated contact person.
3. **Law Enforcement** – Regardless of whether the student is over the age of 18, is an emancipated minor, or has a designated contact person, Wentworth Police will notify the Boston Police Department or the local law enforcement agency with jurisdiction.

If a student who resides off campus (commuter student) is determined to be missing, Wentworth will carry out the following notifications within 24 hours of that determination:

1. **Law Enforcement** – Wentworth Police will notify the Boston Police Department or the local law enforcement agency with jurisdiction for the student's last known location.
2. **Emergency Contact** – If the student has provided an emergency contact to the University, the Dean of Students will notify that individual.
3. **Parent/Guardian** – If the student is under 18 years of age and not emancipated, Wentworth is required to notify a custodial parent or guardian in addition to any emergency contact provided.

Follow-Up and Support

All official missing student reports will be referred immediately to the Wentworth Police. Wentworth Police may request assistance from local, state, or federal law enforcement as appropriate. Information about missing students may also be shared with the Dean of Students' Office for the purpose of providing support and assistance to the student's friends and family.

Disclosure of Disciplinary Proceeding Results

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

Sex Offender Registration Information

In accordance with the Campus Sex Crimes Prevention Act and the Adam Walsh Child Protection and Safety Act, Wentworth Institute of Technology advises the campus community that information concerning registered sex offenders is maintained by the Massachusetts Sex Offender Registry Board (SORB). The SORB is responsible for maintaining the Commonwealth's database of designated Level 2 and Level 3 sex offenders. This information is available to the public and may be accessed online at www.mass.gov/orgs/sex-offender-registry-board.

Preparation and Disclosure of Crime Statistics

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Wentworth Institute of Technology prepares an Annual Security and Fire Safety Report each year that includes crime statistics for the three most recent calendar years.

The Wentworth Police Department is responsible for collecting and compiling these statistics. Information is gathered from multiple sources, including:

- Reports made directly to the Wentworth Police Department;
- Reports from Campus Security Authorities (CSAs) with significant responsibility for student and campus activities, including the Dean of Students Office, the Title IX Office, and Human Resources; and
- Crime statistics are requested from local, state, and federal law enforcement agencies with jurisdiction over locations where the University owns, controls, or recognizes non-campus property, including the Boston Police Department, MBTA Transit Police, Massachusetts State Police, and area college and university police departments.

The collected data are reviewed, classified, and included in the University's annual disclosure of crime statistics, which is submitted to the U.S. Department of Education by October 1 each year and published for distribution to students and employees.

Clery Act Crime Categories and Definitions

Wentworth Institute of Technology is required to disclose statistics for certain crimes defined by the Clery Act if they are reported and occur within the University's Clery geography. The Clery Act recognizes the following categories of reportable crimes:

1. **Criminal Offenses**
2. **Arrests and Referrals for Disciplinary Action**
3. **VAWA Offenses**
4. **Hate Crimes**
5. **Hazing** (Stop Campus Hazing Act, 2024)
6. **Unfounded Crimes**

Definitions for these crimes are taken from the Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) Program, including the Summary Reporting System (SRS) and National Incident-Based

Reporting System (NIBRS), the FBI's Hate Crime Data Collection Guidelines and Training Manual, the Violence Against Women Act of 1994 (VAWA), and the Stop Campus Hazing Act, 2024.

Criminal Offenses

- **Murder/Non-Negligent Manslaughter** – The willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence** – The killing of another person through gross negligence.
- **Sexual Assault** – Any sexual act directed against another person, without the consent of the victim, including when the victim is incapable of giving consent. Includes:
 - **Rape** – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ, without consent.
 - **Fondling** – Touching of the private parts of another person for sexual gratification, without consent, including when the victim is incapable of giving consent.
 - **Incest** – Non-forcible sexual intercourse between persons related within degrees prohibited by law.
 - **Statutory Rape** – Non-forcible sexual intercourse with a person under the statutory age of consent.
- **Robbery** – Taking or attempting to take anything of value from a person by force, threat of force, or by putting the victim in fear.
- **Aggravated Assault** – Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury, usually involving a weapon.
- **Burglary** – Unlawful entry of a structure to commit a felony or theft.
- **Motor Vehicle Theft** – Theft or attempted theft of a motor vehicle.
- **Arson** – Willful or malicious burning or attempt to burn property (dwelling, building, vehicle, aircraft, or personal property).

Arrests and Referrals for Disciplinary Action

Institutions must also disclose statistics for arrests and disciplinary referrals for the following law violations:

- **Weapons Law Violations** – Carrying, possessing, or furnishing deadly or illegal weapons; unlawful sale or manufacture of weapons.
- **Drug Abuse Violations** – Unlawful possession, use, sale, manufacture, or distribution of controlled substances.
- **Liquor Law Violations** – Violations of laws related to the manufacture, sale, furnishing, or possession of alcohol (excluding public intoxication and driving under the influence).

VAWA Offenses

(Defined by the Violence Against Women Act of 1994, as amended.)

- **Domestic Violence** – A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner, by a cohabitant, by a person with whom the victim shares a child, or by any other person protected under local domestic violence laws.
- **Dating Violence** – Violence committed by a person who is or has been in a romantic or intimate relationship with the victim, considering the length and nature of the relationship and the frequency of interaction. Includes sexual or physical abuse or threats of such abuse.
- **Stalking** – A course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress.

(Note: Sexual Assault is also a VAWA offense, but is counted under “Criminal Offenses” for Clery reporting purposes.)

Hate Crimes

A **Hate Crime** is any Clery Act crime, or certain other crimes listed below, that manifests evidence the victim was intentionally selected because of the perpetrator’s bias. Bias categories are: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

In addition to the criminal offenses above, the following crimes are included only when motivated by bias:

- Larceny/Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property (except arson)

Hazing

(Required beginning with the 2026 ASFSR pursuant to the Stop Campus Hazing Act, 2024.)

- **Hazing** – Any action or situation directed against a student or employee that recklessly or intentionally endangers the mental or physical health or safety of an individual for the purpose of initiation, admission into, or continued affiliation with a group, organization, or student living community.
- The participant's consent to participate is not a defense.
- Hazing is prohibited by both federal law and Massachusetts General Laws, Chapter 269, §§17–19.

Unfounded Crimes

Under FBI UCR guidelines, a reported offense may be classified as “**unfounded**” only if a sworn law enforcement authority has thoroughly investigated the incident and determined that the offense did not occur. Such cases must be reported separately as unfounded but excluded from crime statistics.

Annual Disclosure of Crime Statistics (Tables – past 3 years)

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Wentworth Institute of Technology reports statistics for the crimes required under federal law that were reported to the Wentworth Police Department, other Campus Security Authorities (CSAs), or local law enforcement agencies and that occurred within the University’s Clery geography. Clery geography includes on-campus property, on-campus student housing facilities, non-campus property owned or controlled by the University, and public property immediately adjacent to and accessible from campus. The following tables disclose these statistics for the most recent three calendar years, as required by federal regulation.

Criminal Offenses Reporting Table

		GEOGRAPHIC LOCATION			
OFFENSE	YEAR	ALL ON CAMPUS PROPERTY	ON CAMPUS RESIDENTIAL FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
RAPE	2024	5	3	0	0
	2023	2	2	0	0
	2022	3	2	0	0
FONDLING	2024	0	0	0	0
	2023	1	1	0	0
	2022	0	0	0	0
INCEST	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
STATUTORY RAPE	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
ROBBERY	2024	1	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
AGGRAVATED ASSAULT	2024	5	5	2	2
	2023	0	0	0	1
	2022	1	1	0	1
BURGLARY	2024	1	1	1	0
	2023	2	0	0	0
	2022	1	0	0	0
MOTOR VEHICLE THEFT – including electric scooters and bicycles	2024	4	0	1	0
	2023	9	0	0	0
	2022	0	0	0	0
ARSON	2024	2	2	0	1
	2023	0	0	0	0
	2022	0	0	0	0

Note: Reported crimes may involve individuals not associated with Wentworth Institute of Technology.

Arrests & Disciplinary Referrals Offenses Reporting Table					
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ALL ON CAMPUS PROPERTY	ON CAMPUS STUDENT HOUSING FACILITIES	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC. LAW VIOLATIONS	2024	0	0	0	0
	2023	0	0	0	0
	2022	1	1	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC. LAW VIOLATIONS	2024	2	2	0	0
	2023	1	1	0	0
	2022	2	2	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2024	0	0	0	0
	2023	0	0	0	0
	2022	1	1	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2024	0	0	0	0
	2023	0	0	0	0
	2022	1	1	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2024	0	0	0	0
	2023	0	0	0	0
	2022	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2024	122	122	0	0
	2023	87	87	0	0
	2022	67	67	0	0

Note: Reported crimes may involve individuals not associated with Wentworth Institute of Technology.

Note: Massachusetts decriminalized the recreational use of marijuana on December 15, 2016. Use and possession of marijuana on-campus is a Code of Conduct violation; however, it is not a criminal offense in the Commonwealth of Massachusetts. Only Arrests and Disciplinary Referrals for violations of criminal law are reported under the Jeanne Clery Act. Those underage in possession may be issued a civil citation, but it is not a criminal penalty.

VAWA Offenses Reporting Table

		GEOGRAPHIC LOCATION			
OFFENSE	YEAR	ALL ON CAMPUS PROPERTY	ON CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2024	3	0	1	0
	2023	1	1	0	0
	2022	0	0	0	1
DATING VIOLENCE	2024	4	3	0	0
	2023	5	5	0	0
	2022	0	0	0	0
STALKING	2024	14	10	0	0
	2023	12	7	0	0
	2022	4	1	0	0

Note: Reported crimes may involve individuals not associated with Wentworth Institute of Technology.

Hate Crime Statistics

YEAR	
2024	<ol style="list-style-type: none"> 1. An incident of Vandalism occurred on campus, characterized by bias towards sexual orientation and gender identity. 2. An incident of Intimidation occurred in an on-campus residential facility characterized by racial bias. 3. An incident of Vandalism occurred in an on-campus residential facility characterized by religious bias. 4. Two (2) incidents of Intimidation occurred on public property characterized by racial bias.
2023	An incident of Intimidation occurred on public property, characterized by a national origin issue.
2022	<ol style="list-style-type: none"> 1. Four (4) incidents of Intimidation occurred in an on-campus residential facility characterized by gender bias. 2. An incident of Destruction/Damage/Vandalism occurred at an on-campus residential facility characterized by racial bias.

Note: Reported crimes may involve individuals not associated with Wentworth Institute of Technology.

Hazing Reporting Table	
YEAR	
2024	N/A
2023	N/A
2022	N/A

NOTE: The Stop Campus Hazing Act was passed on December 23, 2024. Reporting requirements do not take effect until the 2025 reporting year, meaning hazing reports will be included in the 2026 Annual Security and Fire Safety Report.

Unfounded Crime Reporting Table	
YEAR	
2024	Zero (0) unfounded crimes for the calendar year 2024.
2023	Zero (0) unfounded crimes for the calendar year 2023.
2022	Zero (0) unfounded crimes for the calendar year 2022.

Note: Reported crimes may involve individuals not associated with Wentworth Institute of Technology.

Fire Safety

Wentworth Institute of Technology is committed to promoting fire safety in its student housing facilities and across campus. In compliance with the Clery Act, the University provides the following information regarding fire safety systems, policies, procedures, education programs, and fire statistics.

Annual Fire Safety Report

This Fire Safety Report is published as part of the University's **Annual Security & Fire Safety Report**. The combined report ensures that information about both campus security and fire safety is provided in one document, consistent with federal requirements.

Fire Safety Systems in Student Housing

All on-campus student housing facilities are equipped with fire safety systems that may include emergency lighting, exit signage, fire extinguishers, sprinkler systems, heat detectors, smoke detectors, and carbon monoxide detectors. A facility-specific description of fire safety systems is provided in the table within this section.

Fire Drills and Evacuation Procedures

Two fire drills are conducted annually in each of Wentworth's fourteen residence halls, typically once during the fall semester and once during the spring semester. These drills may be announced or unannounced and are designed to educate residents about fire safety and train them on evacuation procedures. Each drill is documented, including the date, time, description of the drill, and whether it was announced or unannounced.

All students and staff are required to evacuate immediately upon hearing the sound of a fire alarm or receiving notification from the University or emergency officials. Re-entry into a building is not permitted without authorization from the Boston Fire Department or the Wentworth Police. Emergency evacuation routes are posted on the inside of each room door in the residence halls.

Residential Building Evacuation Locations are:

- Apartments@525 – Evans Way Park
- Baker Hall – 610 Area Quad
- Evans Way – Evans Way Park
- Tudbury Hall – Evans Way Park
- Louis Prang and Vancouver Apts. – Evans Way Park
- 555 Huntington Avenue – Evans Way Park
- 610 Huntington Avenue – 610 Area Quad
- Edwards/Rodgers Hall – West Lot

Policies on Appliances, Smoking, and Open Flames

To reduce the risk of fire, the University prohibits the use of certain portable electrical appliances, smoking inside residence halls, and the use of open flames. Students are prohibited from tampering with, covering, or otherwise interfering with smoke detectors, heat detectors, or sprinkler systems. Violations of these rules are considered serious safety violations and may result in disciplinary action.

Fire Safety Education and Training

Fire evacuation drills and education sessions are used to train occupants on building-specific fire safety concerns, familiarize them with the location of exits, and ensure they recognize the sound of fire alarms. Staff members receive additional training to support effective evacuation and response during fire emergencies.

Procedures in the Event of a Fire

In the event of a fire, students and employees should:

- Activate the nearest fire alarm pull station if it is not already sounding.
- Evacuate the building immediately using the nearest safe exit.
- Avoid elevators;
- Assist individuals with disabilities or those needing additional help;
- Notify the Wentworth Police (617-989-4444) once you are safe, or call 911.

Reporting a Fire

All fires, regardless of size or whether they have been extinguished, must be reported to the Wentworth Police Department, which monitors alarms and coordinates with the Boston Fire Department. Reports may be made by calling 617-989-4444, using a campus emergency phone, or reporting directly to the Police Communications Center.

Plans for Future Improvements

Wentworth continually evaluates the effectiveness of its fire safety systems and procedures. Planned improvements in fire safety will be identified and implemented as necessary to enhance the safety of students, employees, and campus facilities.

Fire Statistics (Tables – past 3 years)

In compliance with the Clery Act, Wentworth reports fire statistics for each on-campus student housing facility for the three most recent calendar years. The following tables disclose the number of fires, their causes, the number of injuries resulting in treatment at a medical facility, the number of deaths, and the estimated value of property damage caused by fire.

Fire Safety Systems – Table

Residence Hall	Throughout Building		Each Floor	Common Areas / Each Room					Each Bedroom					
	Emergency Lighting	Exit Signage	Fire Extinguishers	Sprinklers	Heat Detectors*	Smoke Detectors* (Local)	Local CO Detectors**	CO Detectors	Sprinklers	Heat Detectors*	Smoke Detectors* (Local)	CO Detectors	Local CO Detectors**	Fire Drills
Edwards Hall – 574 Huntington Ave	X	X	X	X	X	X	X		X	X	X		X	2
Rodgers Hall – 572 Huntington Ave	X	X	X	X	X	X	X		X	X	X		X	2
Baker Hall – 620 Huntington Ave	X	X	X	X	X	X		X	X	X	X	X		2
525 Huntington	X	X	X	X	X	X		X	X	X	X	X		2
555 Huntington	X	X	X	X	X	X		X	X	X	X	X		2
610 Huntington	X	X	X	X	X	X		X	X	X	X	X		2
Tudbury Hall – 30-40 Evans Way	X	X	X	X	X	X		X	X	X	X	X		2
Evans Way Hall – 20-26 Evans Way	X	X	X	X	X	X		X	X	X	X	X		2
60 Louis Prang	X	X	X	X	X	X	X		X	X	X		X	2
62 Louis Prang	X	X	X	X	X	X	X		X	X	X		X	2
66 Louis Prang	X	X	X	X	X	X	X		X	X	X		X	2
68 Louis Prang	X	X	X	X	X	X	X		X	X	X		X	2
7 Vancouver	X	X	X	X	X	X	X		X	X	X		X	2
9 Vancouver	X	X	X	X	X	X	X		X	X	X		X	2
15 Vancouver	X	X	X	X	X	X	X		X	X	X		X	2

*Trigger Audible Alarms and Strobe Lighting When Activated

**As Required by NFPA 70 and 72

Fire Statistics Reporting Table – 2024

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities 2024						
Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Baker Hall – 620 Huntington Ave	2	1	Intentional – Fireworks	0	0	\$0 - \$99
		2	Intentional - Fireworks	0	0	\$0 - \$99
610 Huntington	0	0	N/A	0	0	N/A
555 Huntington	0	0	N/A	0	0	N/A
525 Huntington	0	0	N/A	0	0	N/A
Edwards Hall – 572 Huntington Ave	0	0	N/A	0	0	N/A
Rodgers Hall – 574 Huntington Ave	0	0	N/A	0	0	N/A
Tudbury Hall – 30-40 Evans Way	0	0	N/A	0	0	N/A
Evans Way – 20-26 Evans Way	0	0	N/A	0	0	N/A
60 Louis Prang	0	0	N/A	0	0	N/A
62 Louis Prang	0	0	N/A	0	0	N/A
66 Louis Prang	0	0	N/A	0	0	N/A
68 Louis Prang	0	0	N/A	0	0	N/A
7 Vancouver	0	0	N/A	0	0	N/A
9 Vancouver	0	0	N/A	0	0	N/A
15 Vancouver	0	0	N/A	0	0	N/A

Fire Statistics Reporting Table – 2023

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities 2023						
Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Baker Hall – 620 Huntington Ave	0	0	N/A	0	0	N/A
610 Huntington	1	1	Unintentional Cooking	0	0	\$0 - \$99
555 Huntington	0	0	N/A	0	0	N/A
525 Huntington	1	1	Unintentional Cooking	0	0	\$100-999
Edwards Hall – 572 Huntington Ave	0	0	N/A	0	0	N/A
Rodgers Hall – 574 Huntington Ave	0	0	N/A	0	0	N/A
Tudbury Hall – 30-40 Evans Way	0	0	N/A	0	0	N/A
Evans Way – 20-26 Evans Way	0	0	N/A	0	0	N/A
60 Louis Prang	0	0	N/A	0	0	N/A
62 Louis Prang	0	0	N/A	0	0	N/A
66 Louis Prang	0	0	N/A	0	0	N/A
68 Louis Prang	0	0	N/A	0	0	N/A
7 Vancouver	0	0	N/A	0	0	N/A
9 Vancouver	1	1	Unintentional Cooking	0	0	\$100-999
15 Vancouver	0	0	N/A	0	0	N/A

Fire Statistics Reporting Table – 2022

Statistics and Related Information Regarding Fires in On-Campus Residential Facilities 2022						
Residential Facility	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Baker Hall – 620 Huntington Ave	0	0	N/A	0	0	N/A
610 Huntington	0	0	N/A	0	0	N/A
555 Huntington	1	1	Unintentional Cooking	0	0	\$0 - \$99
525 Huntington	0	0	N/A	0	0	N/A
Edwards Hall – 572 Huntington Ave	0	0	N/A	0	0	N/A
Rodgers Hall – 574 Huntington Ave	0	0	N/A	0	0	N/A
Tudbury Hall – 30-40 Evans Way	0	0	N/A	0	0	N/A
Evans Way – 20-26 Evans Way	0	0	N/A	0	0	N/A
60 Louis Prang	0	0	N/A	0	0	N/A
62 Louis Prang	0	0	N/A	0	0	N/A
66 Louis Prang	0	0	N/A	0	0	N/A
68 Louis Prang	0	0	N/A	0	0	N/A
7 Vancouver	0	0	N/A	0	0	N/A
9 Vancouver	0	0	N/A	0	0	N/A
15 Vancouver	0	0	N/A	0	0	N/A

Appendix A: WIT Sexual Misconduct & Sex-based Discrimination Policy

Wentworth Institute of Technology Sexual Misconduct & Sex-based Discrimination Policy for Students and Employees

(Updated 11/16/2020)

I. Statement of the Policy

Wentworth Institute of Technology (University) is committed to maintaining a safe and inclusive living, learning, and working environment for all members of the community. All members of the University are responsible for maintaining an environment free from sexual discrimination and harassment and are expected to commit themselves to be examples of the highest standards of personal and professional conduct.

As provided for in Title IX of the Higher Education Amendments of 1972, the University prohibits discrimination and discriminatory harassment in all of its educational and employment programs and activities on the basis of any individual's sex, including admission and employment. Additionally, this policy complies with the regulations provided for in the Violence Against Women Reauthorization Act of 2013 ("VAWA"), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), and Title VII of the Civil Rights Act of 1964.

Pursuant to the University's commitment to provide an inclusive learning environment, this Policy prohibits a broad continuum of behaviors, including those which may not be prohibited by law. This policy prohibits discrimination and discriminatory harassment that occurs within the educational programs and activities that is based on sex, including admission and employment.

The University will respond to all allegations of Prohibited Conduct in a prompt, fair, and impartial manner. Retaliation against those who make a complaint or participate in a related grievance process, is strictly prohibited and will be addressed under the [Policy on Non-retaliation](#).

There is a presumption that a Respondent is not responsible for the alleged conduct. If upon conclusion of the grievance process, an employee or student is found responsible for violating University policy, the University will issue sanctions pursuant to established sanctioning guidelines.

Inquiries regarding the application of this Policy and the respective grievance procedures used to resolve complaints may be referred to the recipient's Title IX Coordinator, to the U.S. Department of Education's Office for Civil Rights, or both.

II. Purpose of the Policy:

The purpose of this Policy is to:

1. explicitly prohibit discrimination and discriminatory harassment based on sex;
2. identify and define Prohibited Conduct;
3. outline the process for reporting an allegation of discrimination based on sex or gender

4. provide a fair and impartial resolution process;
5. identify on and off-campus resources and supportive measures available regardless if a formal complaint is filed; and
6. describe on-going and prevention and awareness programs.

III. Related Policies

- [Non-Discrimination Policy for Students and Employees](#)
- [Family Education and Privacy Act \(FERPA\)](#)
- [Student Code of Conduct](#)
- [Consensual Relations Policy](#)
- [Non-Retaliation](#)
- [Employee Code of Conduct](#)

IV. Applicability and Jurisdiction

This Policy applies to all University students, employees, vendors, visitors, and volunteers affiliated with the University. Third Parties are both protected by and subject to this policy. A third-party may make a report of a violation of this policy committed by a member of the University community. A third-party may also be permanently barred from the University or subject to other restrictions for failing to comply with this policy.

This policy applies to conduct that occurs on University property (i.e., on campus) and in the local vicinity. This policy also applies to conduct that occurs off University property (i.e., off campus) when the conduct is associated with a University-sponsored program or activity, such as travel, research, or internship programs or when such conduct may have a continuing adverse effect or could create a hostile environment on campus. Judgments about these matters will depend on facts of an individual case.

All actions by a member of the University community that involve the use of the University's computing and network resources from a remote location, including but not limited to accessing email accounts, will be deemed to have occurred on campus. On-line and/or social media conduct may violate this Policy if it meets the definition of Prohibited Conduct. Online postings are in the public sphere and are not private. These postings may subject an individual to allegations of Prohibited Conduct or other misconduct. The University does not regularly search for this information nor does it monitor any particular social media site, but it may take action if and when such information is brought to its attention. See the [Information Technology Resource Acceptable Use Policy](#).

Individuals are encouraged to report any violation of this policy as soon as possible in order to maximize the University's ability to respond promptly and effectively. Reports and Complaints may be made at any time without regard to how much time has elapsed since the reported incident(s).

If the Respondent is no longer a student or employee at the time of the report or Complaint, the University may not be able to take disciplinary action against the Respondent, but it will still seek to offer supportive measures for the Complainant and take steps, if necessary and possible, to end the prohibited behavior, prevent and address its recurrence, and address its effects.

For a party to file a formal Title IX complaint, the reported conduct must have occurred within the scope of the University's programs or activities as defined as locations, events, or circumstances over which Wentworth exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also

includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution.

Students who cross-register for courses at other Colleges of the Fenway institutions are expected to follow the policy and resolution process of the host institution.

V. Application of Law and Policy to Allegations of Sex Discrimination and Sexual Misconduct

This Policy governs the University's response to allegations of sexual misconduct, including sexual harassment and/or sex-based discrimination. This Policy covers behaviors that fall both within and outside the jurisdiction required for response by Title IX.

Allegations of misconduct that, as reported, implicate the Department of Education's definition "sexual harassment" *and* are reported to have occurred in a University Program or activity shall proceed pursuant to the Title IX Grievance Procedures.

Allegations of sex discrimination or sexual misconduct that do not rise to the level of a policy violation under Title IX will proceed pursuant to the appropriate institutionally established grievance procedure.

The Title IX Coordinator is the University official designated to evaluate reports to determine which law(s) apply and which policies are implicated by the reported conduct, and which grievance process to utilize to resolve such reported behavior.

VI. Notice of the Title IX Coordinator

The Title IX Coordinator is charged with coordinating the University's efforts to comply and carry out its responsibilities pursuant to Title IX. In this role, the Title IX Coordinator monitors the University's response to complaints to provide a prompt, fair, and equitable resolution process; and provides appropriate education and training.

The Title IX Coordinator, or designee, provides information and education to community members and applicants for admission and employment about the Policy; implements supportive measures and remedies; is involved in decisions regarding emergency removals and administrative leave; evaluates requests for confidentiality; files formal complaints on behalf of the University; oversees the dismissal, consolidation, and referral of complaints as appropriate; assists persons in filing complaints with law enforcement (when requested); and provides or facilitates training for faculty, staff, and students; and may investigate complaints.

Any person may contact the Title IX Coordinator to report Prohibited Conduct. The Title IX Coordinator can be contacted in person, by telephone, email, or in person during regular business hours (Monday-Friday 8:15 AM to 4:45 PM):

Catlin Wells
Executive Director of Equity and Compliance/Title IX Coordinator
CEIS 204
wellsc1@wit.edu
(617) 989-4119

VII. Employee Responsibilities

A. Campus Security Authorities (CSA)

Campus Security Authorities (CSAs) are individuals who by virtue of their University responsibilities and under the Clery Act, are designated to receive and report criminal incidents to the Wentworth Institute of Technology

Department of Public Safety so that they may be included and published in the University's Annual Security and Fire Safety Report. All Employees who are designated as Campus Security Authorities for the purposes of the Clery Act must immediately provide the Wentworth Institute of Technology Department of Public Safety with non-identifying statistical information regarding all reported incidents of sexual assault, dating violence, domestic violence, and stalking.

B. Employees' Duty to Cooperate

Exclusive of the Complainant and Respondent, University employees are encouraged to cooperate fully and unconditionally in an investigation conducted pursuant to this Policy. This duty includes, among other things, speaking with the Title IX Coordinator, Investigator, Decision-maker(s) or appellate body, and voluntarily providing all documentation that relates to the claim being investigated.

VIII. Definitions related to Grievance Procedures:

- A. Actual knowledge :** Notice of Prohibited Conduct to the Title IX Coordinator or any official who has the authority to institute corrective measures.

Under Title IX, the University must "respond promptly" when the Title IX Coordinator and other employees have actual knowledge of a report of sexual harassment.

Upon receipt of a report, the Title IX Coordinator, or designee, will promptly contact the Complainant and provide the following: information on the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, the ability to receive supportive measures with or without filing a report, and information about the process for filing a formal complaint.

- B. Advisor:** Any person who accompanies a Respondent or Complainant in any meeting or grievance proceeding. This is a separate role from that of a support person. Except for conducting cross-examination at a hearing for a Title IX-related violation at a Title IX-related grievance proceeding, the Advisor's role is limited to providing support and guidance to their advisee, and the Advisor may not speak or otherwise represent their advisee throughout the process, including opening or closing statements, object to questions, or engage in any advocacy other than permitted herein.

If a party's Advisor does not attend the hearing OR is removed by the University for failure to follow the Rule of Decorum, the University will provide an Advisor to conduct cross-examination, as necessary and appropriate.

The University will not restrict the choice of an Advisor, and reasonable requests to change proposed meetings to accommodate an Advisor's schedule will be considered. The parties must inform the Title IX Coordinator the name of the Advisor prior to any meeting or hearing described in this Policy.

- C. Business day:** Any day, Monday through Friday, that the University is open.
- D. Complainant:** The individual who is alleged to be the victim of conduct that could constitute Prohibited Conduct.
- E. Conduct file:** The printed, written, and/or electronic file which may include, but is not limited to, all information obtained as part of an investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions and/or remedies; any appeal, including

the result of the appeal; and any informal resolution and the result therefrom.

- F. Decision-maker(s):** Individuals who are annually trained *and* who are authorized to determine emergency removals, conduct hearings, and/or review appeals. Decision-maker(s) may only serve one role within a case and are free from conflict of interest of bias.
- G. Designee:** Any employee who has responsibility for implementing or administering this Policy.
- H. Education program or activity:** locations, events, or circumstances over which the institution exercises substantial control over both the Respondent and the context in which the harassment occurs, and also includes any building owned or controlled by the University. This does not include education programs or activities outside of the United States.
- I. Employee:** All full and part time staff, including faculty. Vendors are not typically considered employees.
- J. Evidence**
 - i. Inculpatory evidence: Information that supports a finding of “Responsible”
 - ii. Exculpatory evidence: Information that supports a finding of “Not Responsible”
- K. Formal complaint:** A document filed by a Complainant or signed by the Title IX Coordinator alleging Prohibited Conduct against a Respondent and requesting that the recipient investigate the allegation of Prohibited Conduct.
- L. L. Institutionally established grievance process:** A grievance process established by the institution to address conduct that, as alleged:
 - i. Does not meet the Title IX definition of sexual harassment and/or
 - ii. Did not occur in a context that meets the Department of Education’s definition of a program or activity
- M. Personnel file:** The employee file which contains documents relating to an employee’s employment as maintained by the University’s ordinary course of business.
- N. Party:** Either the Complainant(s) or Respondent(s) in an investigation or action related to Prohibited Conduct.
- O. Preponderance of the evidence:** A standard of proof in which the totality of the evidence offered in support of a fact is greater or more convincing than the evidence which is offered in opposition to it; given the totality of information the version of events that is more likely than not. Preponderance of the evidence is understood to require more than 50 percent certainty to determine responsibility for a policy violation .
- P. Relevancy:** Information that is presented to establish if a fact is more or less true. Investigators and decision makers may make relevancy determinations.
- Q. Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- R. Student:** Any person who attends or has attended the University. Persons admitted but never matriculated may not be considered students.
- S. Supportive measures:** Non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available without fee or charge to the Complainant and Respondent, before or after the filing of a

formal complaint, or where no formal complaint has been filed. Supportive measures are designed to balance restoring or preserving access, without unreasonably unburdening the other party.

- T. Support person:** Any person who has been authorized by the University as an accommodation per Section XVI and attends meetings associated with this Policy. This is a separate role than that of the Advisor. Support persons may not play an active role in the process, including, but not limited to, asking questions, presenting evidence, or making statements. A support person may not have any additional role, such as a witness, in the University process. Only reasonable requests to change proposed meetings to accommodate a support person's schedule will be considered. The parties must inform the Title IX Coordinator the name of the support person prior to any meeting or hearing.
- U. Third party:** Any vendor, contractor, visitor, or guest.
- V. Title IX Grievance Process:** The grievance process used for allegations that meet the Title IX definition of Sexual Harassment *and* are alleged to have occurred in a University Program or Activity, as defined under Title IX.
- W. Witness:** Any individual who has relevant knowledge of an incident. Character witnesses are not allowed as part of this Policy.

IX. Definitions for Prohibited Conduct

- A. Prohibited Conduct:** Discriminatory conduct, including sexual misconduct, as prohibited by this policy. The University will treat attempts to commit any Prohibited Conduct as if those attempts had been completed.

Allegations of prohibited conduct that do not implicate Title IX will proceed under the appropriate institutionally established grievance process.

- B. Title IX Sexual Harassment:** conduct on the basis of sex that satisfies one or more of the following:
 - i. An employee conditioning the provision of an aid, benefit, or service on the individual's participation in unwelcome conduct
 - ii. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to their education
 - iii. Sexual assault, dating violence, domestic violence, or stalking, as defined by this policy.

A single instance of abuse of authority may constitute *quid pro quo* harassment. If a Complainant acquiesces to unwelcome conduct to avoid potential negative consequences, consent does not necessarily mean that the conduct was "welcomed" or that the harassment did not occur.

C. Gender Based Discriminatory Harassment: Any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal, electronic or physical conduct of a sexual nature when such conduct that is sufficiently serious, pervasive or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both a subjective and an objective standard.

Gender based discriminatory harassment may include unwanted sexual behaviors such as pressuring a person for dates, unwanted touching including hugging and kissing.

Gender based discriminatory harassment includes verbal, *written*, or physical behavior, directed at someone, or against a particular group, because of that person's or group's sex, gender identity, actual or perceived sexual orientation, or based on gender stereotypes. Such conduct does not need to be directed at or to a specific individual in order to constitute discriminatory harassment, but may consist of generalized

unwelcome and inappropriate behaviors or communications based on sex, gender identity, actual or perceived sexual orientation, or gender stereotypes.

D. Sexual Exploitation: Any nonconsensual act or acts committed through exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or for the purpose of causing harm to another's reputation.

Sexual exploitation includes, but is not limited to, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person; causing the prostitution of another person; recording, photographing, or transmitting identifiable images of private sexual activity and/or the intimate parts of another person; allowing third parties to observe private sexual acts; manipulation of contraception; possessing, distributing, viewing or forcing others to view illegal pornography; forcing others to view legal pornography; engaging in voyeurism; exposing one's genitals or inducing one to expose their own genitals in nonconsensual circumstances; intentionally or knowingly exposing another individual to a sexually transmitted infection or virus without their knowledge, or facilitation of the sexual harm of another person.

E. Sexual Assault – Non-Consensual Sexual Penetration: The penetration, no matter how slight, of the vagina, anus, with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.

F. Sexual Assault – Non-Consensual Sexual Contact: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances in which the victim is incapable of giving consent because of their age or temporary or permanent mental incapacity.

G. Statutory Rape : Sexual intercourse with a person who is under the statutory age of consent, which is 16 in Massachusetts.

H. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In Massachusetts, this includes sexual contact with persons who are related by blood or adoption.

I. Dating Violence: Any act of violence or threatened violence against a person who is, or has been in, a social relationship of a romantic or intimate nature with that person. 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.

J. Domestic Violence: Any felony or misdemeanor crime of violence committed by those who:

- are or were married to one another;
- are or were residing together in the same household;
- are or were related by blood or marriage;
- have a child in common regardless of whether they have ever married or lived together; or
- are or have been in a substantive dating or engagement relationship

According to Section 16 of title 18 of the United States Code, the term "crime of violence" means:

- an offense under Massachusetts State law that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
- any other offense that is a felony in Massachusetts and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Domestic violence, as defined by Title IX is considered relationship violence and must be “on the basis of sex.” For purposes of this Policy, Domestic Violence does not include acts that meet the definition of domestic violence under Massachusetts laws that are based solely on cohabitation (e.g. roommates) or family relationship (e.g. parent/child).

- K. Stalking:** Any course of conduct directed at a specific person that places that person in reasonable fear for their safety or the safety of others. A course of conduct constitutes two or more direct or indirect acts. Stalking, as defined in this policy, applies only to behaviors that are directly related to the Complainant’s sex.
- L. Retaliation :** Wentworth will not tolerate retaliation against persons who report or charge discrimination, harassment or bias-motivated acts or behavior, or against those who testify, assist or participate in any investigation, proceeding or hearing involving a report of discrimination, harassment or bias-motivated acts or behavior.

Retaliation is speech or conduct that targets an individual or group because of their participation in a procedure related to this policy, where such conduct adversely impacts participation in a University program or activity and/or terms or conditions of employment. Reports of retaliation will be addressed in accordance with the [Policy on Non-retaliation](#).

- M. Discrimination Based on Sex:** An intentional or unintentional act that adversely affects employment and/or educational opportunities and is related to a pregnancy, sex, gender, marital status, sexual orientation, gender identity, or gender expression.

Discrimination may be classified as either disparate impact (facially neutral practices that fall more harshly on one group than another and cannot be justified by business necessity) or disparate treatment (treatment of an individual that is less favorable than treatment of others based on discriminatory reasons). A single act of discrimination may be based on more than one protected class status.

X. Statement on Consent

Consent is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in a mutually agreed upon sexual activity at a mutually agreed upon time.

Consent must be informed, freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative consent at each stage of sexual involvement.

Silence, previous sexual relationships or experiences, and/or a current relationship may not, in themselves, be taken to imply consent. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. An individual who is incapacitated cannot consent. Consent to sexual activity may be withdrawn at any time through clear communication.

Sexual conduct in the presence of force, coercion, and/or incapacitation is not consensual.

- A. Force** is the use of physical strength or action (no matter how slight), violence, threats of violence or intimidation, as a means to engage in sexual activity. While physical resistance by Complainant is not

germane to a finding of force, evidence of resistance by the Complainant will be viewed as a clear demonstration of a lack of consent.

- B. **Coercion:** Use of unreasonable pressure on another person to engage in sexual activity. A single sexual advance does not constitute coercion. Coercion begins when the initiator continues to pressure another, through the use of psychological/emotional pressure, alcohol, drugs, threat, intimidation, or force, to engage in sexual behavior, when a reasonable person would realize that the other does not want to engage in sexual activity.
- C. **Incapacitation** Physical and/or mental inability, whether temporary or permanent, of an individual to make rational, reasonable decisions, or judgments regarding one's well-being or welfare.

A person who is incapacitated lacks the capacity to understand or appreciate the fact, nature or extent of a sexual encounter. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Incapacitation may result from the voluntary or involuntary consumption of alcohol and/or other drugs. Incapacitation may also occur due to mental or cognitive impairment, injury, or sleep. Where alcohol or other substances are involved, incapacitation is determined by how the substance impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments.

The question of incapacitation is determined on a case-by-case basis using both objective and subjective standards. In evaluating whether a person was incapacitated for purposes of evaluating effective consent, the University will consider: (1) whether the person initiating the sexual activity knew that their partner was incapacitated; and if not (2) whether a reasonable person in the same situation would have known that their partner was incapacitated.

XI. Reporting Options

The University strongly encourages all who have experienced Prohibited Conduct to report the incident so that the University can provide support and pursue an appropriate resolution. The University encourages anyone who experiences or becomes aware of Prohibited Conduct to immediately contact one of the options listed below including law enforcement, school administrators and confidential options. Reports may be made by Complainants, or by a third-party, including, but not limited to, a friend, family member, advisor, or professor. The University prohibits and will not tolerate retaliation against anyone who makes a report.

A Complainant may pursue some or all these reporting options at the same time (e.g., one may simultaneously pursue a Formal Resolution Process with the University and a criminal complaint). When initiating any report, a Complainant does not need to know whether they wish to request any particular course of action, nor how to label what happened.

A. Immediate Needs: Safety and Preserving Evidence

If an incident occurs, the University encourages any impacted individual to report the incident and seek both police and medical assistance. Seeking police or medical assistance does not obligate a Complainant to make a complaint or take any further action, but the decision to seek medical help and gather evidence allows complainants to preserve the full range of available options. The University will assist any community member to get to a safe place, provide transportation for medical help and, if requested, contact law enforcement. For 24/7 help, contact the Department of Public Safety, or contact the Title IX Coordinator during normal University hours.

Any person impacted by Prohibited Conduct, including sexual misconduct, is encouraged to take steps to preserve evidence of the incident. Prior to making a report, the impacted individual should:

- Refrain from bathing, showering, brushing teeth, drinking, eating, douching or changing clothes until the evidence can be collected
- Place any garment or clothing worn during the alleged incident in a separate paper bag.
- Preserve copies of any related written or electronic communications (e.g., pictures/videos, texts, social media posts, etc.), taking care not to delete the originals.

Complainants may choose to file a report with both law enforcement and the University when the incident constitutes both a crime and a violation of University policy. In cases in which the Complainant chooses to report to law enforcement, the Title IX Coordinator may contact any law enforcement agency that is conducting its own investigation to inform that agency that a University investigation is also in progress; to ascertain the status of the criminal investigation; and to determine the extent to which any evidence collected by law enforcement may be available to the University in its investigation. At the request of law enforcement, the investigator may delay the University investigation temporarily while an external law enforcement agency is gathering evidence.

B. Reporting to Law Enforcement:

Conduct that violates this Policy may also violate state and local laws (Appendix A). The University encourages all individuals to immediately contact law enforcement in situations which may present imminent or ongoing danger by contacting:

- 9-1-1- for emergencies
- Wentworth Department of Public Safety (617) 989-4444
- Boston Police Department (District B-2), (617) 343-4270
- Boston Police Sexual Assault Unit, (617) 343-0044

While the University encourages Complainants to contact law enforcement, it is not required. Additionally, the Complainant is still entitled to supportive measures regardless if a report is filed. University officials will provide assistance in contacting law enforcement as needed.

C. Reporting to the University:

Complainants are encouraged to report the incident to the University by contacting the Title IX Coordinator. The Title IX Coordinator may be contacted by telephone, mail, email or in person during regular business hours (8:15am-4:45pm)

Catlin Wells
Executive Director of Equity and Compliance/Title IX Coordinator
CEIS 204
wellsc1@wit.edu
(617) 989-4119

An individual may report an incident via an online reporting form. The online form will not be considered a complaint that would trigger a full investigation. To access the Title IX Reporting Form, click here: https://cm.maxient.com/reportingform.php?Wentworth&layout_id=2

Complainants have the right not to file a report. Even if a Complainant chooses not to file a report, the Complainant is highly encouraged to seek medical attention and counseling. Complainants who wish to file a report at a later date, may do so by utilizing any of the options above. Delay in reporting could create obstacles to the University's process

for stopping harassment/discrimination, remedying its effects, and preventing recurrence as well as potentially weakening evidence that could be useful in determining whether Prohibited Conduct occurred.

D. Mandated Reporters:

Title IX Mandated Reporters (hereinafter "Responsible Employees") are designated University officials who must immediately report incidents of Prohibited Conduct to the Title IX Coordinator. Responsible Employees must report all relevant details of the incident including the name of the Complainant and Respondent, if known, dates, times, locations, and the names of witnesses. Responsible Employees are required to report alleged incidents that are reported to have occurred in on or off campus settings.

Reports are not required if the allegations are presented at public awareness events, in approved research projects, and as part of coursework assignments.

The following employees, including student employees, have an obligation to report all alleged prohibited conduct that they learn of involving students:

- Employees in a supervisory role;
- Employees in the Department of Public Safety; and
- All non-confidential administrators in Academic Affairs, Human Resources, the Division of Inclusive Excellence, Enrollment, and Student Affairs, including Athletics, Residence Life, Student Engagement, the Schumann Fitness Center, and the Dean of Students Office

Faculty members serving in a teaching role are not Responsible Employees under this policy, but *must* provide the name and contact information of the Title IX Coordinator to any student who reports an act of Prohibited Conduct to them.

E. Confidential Resources:

Several campus professionals are designated as Confidential. An individual who is not prepared to make a report, or who may be unsure how to label what happened, but still seeks information and support, is strongly encouraged to contact a Confidential Resource.

i. Students:

On-Campus:

- Carbon Health: (617) 879-5220
- BeWell@WIT: (after-hours and weekends) (617) 989-4390 Ext. 2
- Health Services: (24 hours a day) 617-989-4070. Off-Campus:
- Boston Area Rape Crisis Center: (24-hour free hotline) 1-800-841-8371
- Beth Israel Deaconess Medical Center: (617) 667-7000 (SANE)
- Boston Medical Center: (617) 638-8000 (SANE)
- Brigham and Women's Hospital: (617) 732-6462 (SANE)

ii. Employees:

- EAP (Employee Assistance Provider), Guardian (24 hours a day) at (800) 386-7055 or online at <https://worklife.uprisehealth.com>

F. Anonymous Reporting:

Those who wish to make an anonymous report may file an incident report online through wit.ethicspoint.com. Anonymous reports also are accepted and should be directed to the Title IX Coordinator. The University will respond promptly and equitably to anonymous reports, but the response may be limited if the report does not include identifying information and/or a description of the facts and circumstances.

Anonymous reports that provide sufficient information to constitute certain criminal offenses will be reported to Wentworth Department of Public Safety for purposes of inclusion in the University's Annual Security and Fire Safety Report and to assess whether the University should send a Timely Warning Notice as required by the Clery Act.

G. Off-Campus Reporting Options:

The University has identified a list of on and off-campus resources for community members to access regarding reports of prohibited conduct. Please click here for a list of resources <https://wit.edu/title-ix/reporting-options>

Additionally, all members of the University community may also contact the Office for Civil Rights (a division of the United States Department of Education) to file a complaint pertaining to Title IX.

- Office for Civil Rights Headquarters:
400 Maryland Avenue, SW, Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481 | Facsimile: (202) 453-6012 TTY#: (800) 877-8339 |
Email: OCR@ed.gov | Web: <http://www.ed.gov/ocr>
- U.S. Department of Education - Boston Office:
5 Post Office Square
Boston, MA 02109-3921
Telephone: (617) 289-0111 | Facsimile: (617) 289-0150 Email: OCR.Boston@ed.gov

Employees may also file a complaint with the following offices:

- U.S. Equal Employment Opportunity Commission (EEOC)
JFK Federal Building
15 New Sudbury Street, Room 475
Boston, MA 022-3-0506
- Massachusetts Commission Against Discrimination (MCAD)
1 Ashburton Place, Suite 601
Boston, MA 02108

XII. University Response to Reports

A. Privacy and Confidentiality

“Confidentiality” refers to the circumstances under which information will or will not be disclosed to others. “Privacy” refers to the discretion that will be exercised by the University in the course of any investigation or disciplinary processes under this policy or a separate grievance procedure.

All actions taken to investigate and resolve concerns raised under this policy shall be conducted in a way that respects the privacy of those involved, to the extent reasonably possible. The investigator will not discuss the matter with persons other than those involved in, affected by or having information about the matter, or those necessary to implement the investigative process or the disciplinary procedures under this policy.

Requests for confidentiality or use of anonymous reporting may limit the University's ability to investigate a matter. In limited circumstances, the Title IX Coordinator may choose to sign a formal complaint, initiating a grievance procedure. In those cases, the Complainant will not be required to participate in any University grievance proceeding.

Medical and counseling records, as well as those with a recognized legal privilege are confidential documents that parties will not be required to disclose. If one party chooses to provide written consent regarding disclosure, all parties will have access to those records.

B. Supportive Measures

Upon receipt of a complaint or a report of a violation of this Policy, the University will provide reasonable and appropriate supportive measures to all parties. Supportive measures include counseling, extension of deadlines or other course-related adjustments, modification of work or class schedules, campus escort services, mutual orders of no contact, changes in work or housing locations, leaves of absences, increased security and monitoring of certain area.

The University will maintain the privacy of any supportive measures provided under this Policy to the extent practicable and will promptly address any reports of retaliation or violations of mutual no contact orders. The University has the discretion to impose and/or modify any supportive measure based on all available information.

The University will provide reasonable remedial and protective measures to Third Parties as appropriate and available.

All individuals are encouraged to report concerns about the failure of another to abide by any restrictions imposed by a Supportive Measure. The University will take immediate action to enforce a previously implemented measure and disciplinary penalties can be imposed for failing to abide by a University-imposed measure utilizing the disciplinary process deemed appropriate by the Title IX Coordinator.

C. Amnesty/Immunity

The University is aware that individuals may not report Prohibited Conduct out of concern that they, or witnesses, might be charged with violations of the University's policies.

Accordingly, the University will not pursue discipline violations related to drug or alcohol use against an individual who, in good faith, reports, witnesses or possesses personal knowledge of Prohibited Conduct.

While amnesty is typically limited to violations involving the use of alcohol and drugs and any policies related to Covid-19, determinations regarding amnesty for other forms of prohibited conduct will be made on a case-by-case basis.

D. Timely Warning

If Public Safety becomes aware of a serious and continuing threat to the campus community, Campus Security will issue a timely notification to the University community. In all cases of Prohibited Conduct, the Title IX Coordinator will be notified. Campus Security, as required by law, may also be required to complete an incident report and publicly disclose the reported incident of Prohibited Conduct in the annual security report without personally identifying information. In addition, the University may also share non-identifying information, including data about outcomes and penalties, in aggregate form. At no time will the University release the name or other personally identifiable information of the Complainant to the general public without the express consent of the Complainant or as otherwise permitted or required by law.

E. Interim Action

a. Emergency Removal

The University may impose an interim emergency removal on a Respondent prior to or during a University grievance procedure. Such action may be taken when, after an individualized safety and risk analysis, a University official has determined that an immediate threat to the physical health or safety of any student or other individual exists. The Respondent will be provided with written notice including: information about the grievance process, including an opportunity to challenge the dismissal; identities of the parties involved in the incident, if known; the conduct allegedly constituting Prohibited

Conduct; the date and location of the alleged incident.

Respondents wishing to challenge an Emergency Removal must submit a written appeal of such decision within five business days. Grounds for appeal include the following:

- Procedural irregularity that affected the outcome;
- New evidence that was not readily available when the decision regarding an emergency removal was made that could affect the outcome; and
- A University official involved in the decision-making process regarding the emergency removal had a general or specific conflict of interest or bias that impacted the decision to issue an emergency removal.

A Decision-maker(s) will provide a decision to the Respondent within five (5) business days of receiving the appeal. If the appeal is denied, the emergency removal may remain in effect through the conclusion of the grievance process, including the appeal process.

b. Administrative Leave

If it deems it appropriate to do so, the University may place an employee Respondent, including student employees, on administrative leave prior to or during the pendency of a University grievance process set forth in this policy.

Typically, those placed on administrative leave will continue to receive pay and benefits. Additionally, administrative leave is not indefinite and will be provided updates regarding their status.

F. Title IX Grievance Procedure for Students, Faculty and Staff

a. Filing of a Formal Complaint

To initiate either the informal resolution process or formal resolution process, a Complainant must file a Complaint. A Complaint means a written statement filed by a Complainant or signed by the Title IX Coordinator alleging Prohibited Conduct against a Respondent and requesting resolution of the alleged behavior. A complaint may be completed by the Complainant in person or submitted by email, mail or by phone to the Title IX Coordinator.

If the Complainant does not wish to proceed with a formal complaint, the University will respect the complainant's autonomy and wishes to the extent possible. The Complainant will be able to access supportive measures.

In limited circumstances, the Title IX Coordinator may sign a formal complaint and move forward with a formal grievance process. These cases include, but are not limited to, the following:

- i. Actual knowledge of a pattern of alleged Prohibited Conduct by a Respondent in a position of authority;
- ii. The Title IX Coordinator receives multiple reports of Prohibited Conduct and sex-discrimination against the same Respondent;

- iii. A pattern of alleged conduct and the involvement of violence, weapons, and similar factors in the complainant's allegations;
- iv. The seriousness of the alleged harassment; and
- v. The age of the student who was allegedly harassed.

In cases in which the Title IX Coordinator signs a formal complaint, the Title IX Coordinator will not serve as a party within the grievance process. Additionally, the Complainant cannot be required to participate in the grievance procedure and does not need to appear at a live hearing or submit cross-examination.

b. Notification and Rights and Options

If a formal complaint is not filed, the Complainant will be provided an explanation of their rights and options which includes the following:

- The importance of obtaining and preserving forensic and other evidence;
- The right to report or not report the alleged incident to the University, law enforcement or both, including information about the Complainant's right to privacy and which reporting methods are confidential;
- The right to request and receive assistance from campus authorities in notifying law enforcement;
- The right to request and receive assistance in obtaining and enforcing a campus- issued order of protection or no contact order.
- The right to speak to and receive assistance from on and off campus Confidential Resources and other organizations that provide support and services to Complainants
- The right to assistance from the University in accessing and navigating campus and local health and mental health services, counseling, and advocacy services.
- The right to Supportive Measures with or without the filing of a formal Complaint and that the University will consider the Complainant's wishes with respect to available supportive measures including without limitation changes to academic, living, dining, working, and transportation situations;
- The right to request a Formal or Informal Resolution Process if cause is found to proceed under this Policy and a summary of the appropriate complaint resolution procedures;
- Contact information for all of the people and organizations listed herein;
- The right to request an end to the process except as set forth in this Policy.

If a formal complaint is filed, the parties will receive written notice from the Title IX Coordinator of the allegations of Prohibited Conduct, including sufficient details known at the time with sufficient time to prepare before any initial meeting or interview.

Additionally, the Complainant and Respondent will be provided an explanation of their rights and options which includes the following:

- The right for Complainants and Respondents to be treated equitably by the University which includes providing remedies to a Complainant where a determination of responsibility for Prohibited Conduct has been made against the Respondent, and by following a grievance process that complies with this policy;
- The right to a fair, impartial, proceeding that begins promptly and is completed within reasonably prompt timeframes;

- The right to a resolution process that is consistent with the University's policies, transparent to the Complainant and Respondent, and in which the burden of proof and of gathering evidence rests with the University and not the Parties;
- The right to an Advisor of the Party's choosing during the grievance process. If a Party does not have an Advisor present at a Title-IX related hearing, the University will provide without fee or charge, an Advisor of the University's choice;
- The right to reasonable accommodations during any hearing, such as not being in the same room as the other Party;
- The right to an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence—and provide that credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness;
- The right to a determination regarding responsibility made at the conclusion of the resolution process and that the University makes no prior presumption of responsibility regarding the Respondent prior to a finding;
- The right not to be retaliated against for filing a Complaint and/or for participating in an Informal or Formal Resolution Process.

c. Dismissal of Complaint

If the Complainant files a formal complaint, the Title IX Coordinator, or designee, will review the complaint. Complaints that do not rise to the level of a violation under Title IX or did not occur within the context of a University program or activity, or within the United States, will be dismissed. Dismissed complaints relating to prohibited conduct under this policy will proceed under the appropriate institutionally established grievance procedure.

The Title IX Coordinator may dismiss formal complaints in which the Complainant withdraws their formal complaint, the Respondent is no longer enrolled at the University, or there are specific circumstances preventing the University from gathering evidence sufficient to reach a determination as to the formal complaint.

Upon dismissal of the complaint, the University will promptly send written notice of the dismissal and the reason(s) therefore simultaneously to the Parties.

Either party may appeal the University's dismissal of a Complaint or any allegations by submitting a written appeal within five (5) business days of the dismissal. Appeals may follow the grounds outlined in the Appeals section of this policy. If the appeal is denied, the dismissal of the complaint will remain in effect.

d. Consolidation

The University may consolidate formal complaints involving allegations of Prohibited Conduct in the following instances: allegations of Prohibited Conduct involving more than one Respondent; allegations of Prohibited Conduct involving more than one complaint against one or more Respondents; and/or allegations of Prohibited Conduct arise out of the same facts or circumstances,

For complaints involving other policies, a case-by-case determination will be made regarding the grievance procedures which will be used in resolving the complaints

e. Informal Resolution

i. Overview

- If a formal complaint is filed, the parties will receive written notice from the Title IX Coordinator of the allegations of Prohibited Conduct, including sufficient details known at the time with sufficient time to prepare before any initial meeting or interview;
- At the time of the filing of a Complaint or at any time prior to a determination of responsibility, either Party may request to proceed under a voluntary Informal Resolution Process (IRP) that does not involve a full investigation and/or hearing. The Title IX Coordinator will determine, based on the totality of the circumstances, whether an IRP is appropriate given the facts and participants. For example, an IRP is never appropriate for resolving reports alleging sexual harassment of a student by an employee;
- Upon request and written agreement by the Parties and the Title IX Coordinator that the IRP is appropriate, the Title IX Coordinator will provide to the parties a written notice disclosing the allegations, and the requirements of the IRP, including when the Parties are precluded from resuming a Formal Resolution Process and any consequences resulting from participating in the IRP. Parties may withdraw from the IRP at any time prior to agreeing to a resolution and resume the Formal Resolution Process with respect to the Complaint;
- Typically, the IRP will be completed within ninety (90) days from the filing of the formal complaint with the Title IX Coordinator.

ii. Informal Resolution Process- Elements and Expectations:

- Informal resolution shall not be available to a Respondent if there are subsequent reports of any alleged Prohibited Conduct. If in the course of the process, additional reports are discovered, the request for IRP will be re-evaluated;
- The IRP is available for all Prohibited Conduct, including sexual assault;
- Participation in this process does not constitute a finding of responsibility for a policy violation, but will be included as part of the student's conduct file and an employee's personnel file
- The information documented during this process is subject to subpoena if a criminal or civil process is initiated;
- All agreements reached during the IRP, which outline the requirements of the Complainant and Respondent, must be approved by the Title IX Coordinator and signed by the Respondent and Complainant. Failure to reach an agreement may result in the case being referred to a formal resolution process;
- Failure to fulfill the requirements of the signed agreement may result in subsequent policy violations or the case being referred to formal resolution;
- Successful completion of requirements contained in the signed agreement will preclude the parties from resuming any formal complaint arising from the same allegations;
- If either party withdraws from the IRP process and requests resolution through a formal process, the information obtained during this process will not be available without signed written consent of both parties;
- If the Respondent is found responsible for any University policy in the future, this agreement can be considered when issuing sanctions for Respondent.

iii. Informal Resolutions – Outcomes

- Informal Resolution options are designed to address the harm that has been caused, and what is needed to repair the harm and restore trust. Overseen by the Title IX Coordinator, students may utilize one of the processes detailed below:
- Placing a Respondent on notice that, if such behavior has occurred or is occurring, such conduct should cease immediately;
- A written warning;
- Education and/or training for a Respondent and/or department;
- Permanent Supportive Measures for Complainant;
- Mediation, Restorative Justice, or other informal communication between the Complainant and Respondent;
- Messaging to the campus community;
- Events and/or trainings offered to the campus community or particular departments; and/or
- Referral and/or collaboration with another University department in order to address the allegations and eliminate any potential Prohibited Conduct.

F. Formal Resolution Process

i. Notice of Allegations and Assignment to an Investigator

Upon filing of a complaint requesting a Formal Resolution, Complainant and Respondent will receive written notice of the following: the allegations of Prohibited Conduct, including sufficient details known at the time with sufficient time to prepare before any initial interview; a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process; information about their advisor of choice; a statement prohibiting knowingly making false statements or submitting false information. The Parties will receive written simultaneous notification of additional allegations as appropriate.

The Title IX Coordinator will assign one or more Investigators to the case and/or will conduct the investigation personally. The Parties may request the removal and replacement of an Investigator based on bias or conflict of interest within five (5) business days of receiving the notice of the investigator.

Throughout the grievance process, the Title IX Coordinator or designee will provide to a Party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of meetings, investigative interviews, and hearings, with sufficient time for the Party to prepare to participate.

ii. Timeframe

Typically, an investigation will be completed within ninety (90) days from the filing of the formal complaint. In some circumstances, it may be necessary to extend that timeframe due to the complexity of the case, availability of witnesses, the need for language assistance or accommodation due to a disability, the occurrence of a simultaneous criminal investigation and request from law enforcement that the University delay its investigation, or other factors which unavoidably delay the investigation, collectively “good cause.” If good cause exists for the Title IX Coordinator to extend the investigation timeframe beyond 90 days, both parties will be promptly notified of the revised (expected) timeframe.

iii. Investigation – General

The University, through a trained investigator(s), will conduct a prompt, equitable, and impartial investigation into the facts of the case and will interview the Complainant, Respondent, witnesses and/or others who may have relevant information, and collect any other evidence deemed relevant to the case.

The parties will receive written notice of the date, time, location, participants, and purpose of all hearings, investigation interviews, or other meetings in which their participation is invited or expected with sufficient time to prepare. The parties will have an equal opportunity to be heard, to present witnesses, including fact and expert witnesses, to submit information and other inculpatory and exculpatory evidence, to submit questions they believe should be directed by the investigator to the other party or witness.

The parties will have the same opportunity to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an Advisor of their choice and/or a support person.

The Support Person's role in the processes is limited to what has been specified in the provided accommodation. At these grievance/investigation meetings, neither the Advisor nor the support person(s) are allowed to actively participate.

Absent the signed written consent of the applicable party, records maintained by a physician, psychiatrist, psychologist, or other recognized professional will remain confidential. If a party chooses to share these records as part of the investigation, the Respondent and Complainant shall both have access to these records from the Title IX Coordinator. The University prohibits the use of medical expert documentation and testimony with an actual or apparent conflict of interest.

Questions regarding a Complainant's prior sexual behavior or history will not be included in the investigative record or in the grievance hearing unless it is offered to prove someone other than the Respondent committed the conduct alleged by the complainant, or if the evidence concerns specific incidents of the Complainant's sexual behavior with the Respondent and is offered to prove consent.

The University will not restrict either Party from discussing allegations under investigation or from presenting relevant evidence.

At any stage of this process, the parties and the Title IX Coordinator, or designee, may consider resolution of the case without further investigation or a hearing.

Those who agree to resolution without a hearing, have no right to appeal.

iv. Investigation – Participation

With the exception of the Complainant and Respondent, the University encourages all member of the community to cooperate fully with the investigation and disciplinary procedures.

Should a Respondent who has been notified of an investigation decline to participate, the investigation may proceed, a hearing may be held, a finding may be reached, and a sanction may be imposed based on the information available. Similarly, Complainants cannot be compelled to participate in an investigation, including when a formal complaint is filed by the Title IX Coordinator.

Additionally, student witnesses cannot be compelled to participate in an investigation, and the investigator will proceed with otherwise available information if a party chooses not to participate. The University will not, however, draw any inference about the determination of responsibility based on a party or witness absence from this process.

v. Investigation – Inspection of Evidence and Investigative Report

The University will provide the parties timely and equal access to inspect and review all records or evidence obtained that is directly related to the allegations, including evidence in which the University is not intending to rely upon in reaching a determination of responsibility and inculpatory and exculpatory evidence whether obtained from a party or other source, so that each party can respond. The evidence subject to inspection and review will not contain any privileged or inadmissible information as defined in this policy.

Prior to the completion of an investigative report, the University will send to each party a preliminary investigative report containing the evidence subject to inspection and review, redacted of personally identifiable information as necessary, in an electronic format or a hard copy. The parties will have ten (10) business days to submit a written response which the investigator will consider prior to the completion of the investigative report. This information will also be available at the hearing.

Following the opportunity to review the preliminary investigative report, the Investigator will create a final investigative report that incorporates any written response or new information from the Parties or collected by the Investigator. The final investigative report will also fairly summarize the relevant evidence. The Investigator has the discretion to determine the relevance of any proffered evidence.

The Title IX Coordinator will send to each Party the final investigative report in an electronic format or a hard copy, for their review. This report will be shared no less than ten (10) business days prior to a hearing.

The Title IX Coordinator will secure written permission from the Parties to share the preliminary and final investigative reports with the Party's Advisor. Reports will not be shared by the University with a Support Person.

vi. Assignment to Non-Title IX-Related or Title IX-Related Hearing Procedure

At the conclusion of the investigation, if the University has not previously determined that the case meets the threshold for the Title IX grievance procedure, the Title IX Coordinator will make a final determination as to whether to proceed under the Title Grievance Procedure or the Institutionally Established Grievance Procedure.

vii. Title IX Hearing Procedures

For cases that have been determined by the Title IX Coordinator to meet the threshold for Title IX Sexual Harassment as well as the Title IX jurisdictional requirements, the determination regarding responsibility will be made at a live hearing utilizing the procedures outlined in this section. Hearings are typically held within ten (10) to fifteen (15) business days of the investigative report being sent to the parties and their advisors.

For cases involving student Respondents, the University will appoint an individual *or* a panel of three (3) trained Decision-makers, depending on the nature of the case. A consensus among a majority of the Decision-makers is required for any finding. If there is a panel of three decision-makers, a consensus among a majority of Decision-makers is required for the finding.

For cases involving employee Respondents, the University will appoint a single trained Decision-maker.

At the conclusion of an Investigation, the parties will be provided the names of the Decision-maker(s) and will be allowed five (5) business days to request the removal and replacement of a Decision-maker(s) based on bias or conflict of interest. Any request must be accompanied by supporting information regarding the decision to assign a new Decision-maker(s).

Hearings may be held virtually or in person. If a hearing is held in person, requests to place the Parties in separate rooms will be honored. For hearings that are held in separate rooms or virtually, the parties will be required to be seen and heard by the Decision-maker(s) and the other party when speaking and answering questions.

The Parties may have a Support Person and an Advisor of their choice at the hearing. The Support Person's role in the processes is limited to what has been specified in the provided accommodation. The Advisor is responsible for conducting the cross-examination which includes asking the other Party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. If a Party does not have an Advisor, the University will appoint one on behalf of the Party free of charge. In this capacity, the Advisor will be appointed for the sole purpose of conducting cross examination of the other Party and witnesses. If the Advisor or Support Person violates the rules or

engages in behavior or advocacy that harasses, abuses, or intimidates either Party, a witness, or the Decision-maker(s), that Advisor or Support Person may be prohibited from further participation.

At the hearing, the Decision-maker(s) is responsible for maintaining an orderly, fair, impartial and respectful hearing. The Decision-maker(s) has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding any offending person. Only relevant cross-examination and other questions may be asked of a Party or witness. Questions regarding a complainant's prior sexual behavior or history will not be allowed unless it is offered to prove someone other than the Respondent committed the conduct alleged by the complainant, or if the evidence concerns specific incidents of the complainant's sexual behavior with the Respondent and it is offered to prove consent. Questions regarding any information protected by legally recognized privilege, including treatment records will not be allowed without signed written consent of the party.

Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-maker(s) must explain to the Party proposing the questions any decision to exclude a question as not relevant.

The parties are encouraged to provide all relevant information regarding the incident during the investigation. In the absence of good cause as determined by the Decision-maker(s) information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation may still be considered, but it may impact the weight in which the Decision-maker(s) assign this information.

All hearings are closed to the public. A recording will be made by the University, but all other recordings are prohibited.

The Decision-maker(s) will not draw an inference about the responsibility determination based solely on a party's or witness's absence from the Hearing or refusal to submit to questions.

viii. Findings

1. Standard of Evidence

The Decision-maker(s) shall use a preponderance of the evidence standard to determine whether the alleged violation of this policy occurred.

2. Written Determination of Responsibility

The Complainant and Respondent will simultaneously receive a written determination regarding responsibility applying the preponderance of the evidence standard typically within five (5) business days of the determination of responsibility. The written determination letter, drafted by the Decision-maker(s) will include:

- The allegations constituting Prohibited Conduct;
- A description of the procedural steps taken during the grievance process;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the Policy to the facts;
- A statement, and rationale for the result of each allegation including findings, sanctions, and remedies; and
- Options for appeal.

The determination of responsibility becomes final either on notification of the results of the appeal, or the date on which an appeal would no longer be considered timely.

An Employee Respondent covered by a collective bargaining agreement may challenge a sanction imposed under this Policy through the grievance and arbitration procedure contained in that collective bargaining agreement.

ix. **Sanctions and Remedies**

Remedies, including sanctions, are designed to restore or preserve equal access to the recipient'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. The Title IX Coordinator is responsible for effective implementation of remedies

a. Determination of Sanctions

When a Respondent has been found "responsible" for violating this Policy, the Decision-maker(s) shall consider the final investigation report and all exhibits as well as the statements and testimony provided at the live hearing in determining the appropriate sanction. The Decision-maker(s) reserves the right to increase or decrease the recommended sanction guidelines listed below in the case of significant mitigating or aggravating factors. The Decision-maker(s) may consider the Respondent's student conduct history in determining the appropriate sanction.

b. Student Sanctions

The following sanctions may be imposed, individually or in various combinations, on any student found to have violated the Policy. Please note this is not an exhaustive list of sanctions:

- i. **Warning:** A written notice that the Respondent has violated the Policy and a warning that another violation will likely result in a more severe sanction, which could include University Probation, Temporary or Permanent Residence Hall Suspension, University Suspension, or University Expulsion.
- ii. **University Probation:** A set period of time during which the Respondent is given the opportunity to modify behavior to complete specific assignments, meet with designated persons, and demonstrate a positive contribution to the University community in an effort to regain privileges within the University community. Please be aware that a finding for any violation(s) of any University policy during the probationary period will be viewed as a violation of probation, and will result in further disciplinary action being imposed, including, but not limited to, University Suspension or University Expulsion. Additionally, as students and organizations which are on University Probation are not considered to be in good disciplinary standing, this may impact their ability to represent the University or to participate in intercollegiate athletics, student leadership positions, study abroad opportunities, student employment, internships, externships, co-op opportunities, extracurricular and/or residence life activities.
- iii. **University Suspension:** A separation from the University for a designated period. Students who are suspended from the University are restricted from all University premises and activities, including, but not limited to, course registration, class attendance, participation in co-curricular activities and University housing. Students returning from University Suspension must contact the Title IX Coordinator at least two weeks prior to the semester of their return and follow any additional sanctions assigned to them. A person's presence on Wentworth property during University Suspension will be viewed as trespassing and may be subject to arrest.
- iv. **University Expulsion:** A permanent separation from the University. Students are prevented and prohibited from completing any academic progress towards a Wentworth degree including registering for coursework, attending classes, or being present in or on Wentworth property.

Students are administratively withdrawn from their courses and therefore will not receive grades for their academic work for the semester the sanction is implemented. Students must also return their laptop to DTS immediately to avoid being charged the full value of the unit. A person's presence on Wentworth property upon being expelled will be viewed as trespassing and may be subject to arrest.

v. **Additional Sanctions:** The following may be given in conjunction with any of the above:

1. Loss of Privileges: Denial of specified privileges for a designated period of time.
2. Restitution: Compensation for loss of or damage to University property or services rendered. This may take the form of appropriate service and/or monetary or material replacement.
3. Educational Initiatives: Projects; participation in health or safety programs, including restorative justice workshops (the student may be required to pay a fee); service to the University or to the larger community; seminars; and other assignments as warranted.

c. Employee Sanctions

If the Decision-maker(s) find an employee responsible, the determination of sanctions and remedies will be made by the Decision-maker(s) in consultation with the Vice President of Human Resources or Provost.

Disciplinary action may consist of a warning, reassignment, suspension, mandatory counseling, termination of employment and/or banning from campus or events. The disciplinary action taken will depend upon the seriousness of the violation and the totality of the circumstances. There is no particular sequence or level of disciplinary action. The concept of progressive discipline does not apply. The final disciplinary action taken as the result of an investigation is not shared with the person bringing forward the concern or complaint, except to the extent it involves prohibiting further contact.

An Employee Respondent covered by a collective bargaining agreement may challenge a sanction imposed under this Policy through the grievance and arbitration procedure contained in that collective bargaining agreement. The University will use a preponderance of the evidence standard in the arbitration.

x. Appeals

The Complainant and Respondent have equal rights to an impartial appeal. The parties have five (5) business days from the date in which the parties are provided written determination of the findings. All appeals will be referred to a trained Decision-maker(s) who shall have no other role in this process.

Only decisions reached through a hearing can be appealed. The parties will be notified in writing when an appeal is submitted. The parties are provided a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome of the hearing.

Except as required to explain the basis of new information, an appeal shall be limited to a review of the investigation report and review finding. The review shall be for one or more of the following purposes:

- i. Procedural irregularity that affected the outcome;
- ii. New evidence that was not reasonably available when the determination of responsibility was made that could affect the outcome;
- iii. The Title IX Coordinator, investigator, or Decision-maker(s) had a general or specific conflict of interest or bias against the Complainant or Respondent that affected the outcome

The parties will receive a simultaneous written decision regarding the appeal describing the results of the appeal and the rationale for each result within five (5) business days after the conclusion of the review.

If the appeal is granted, the matter shall be either referred to the original hearing body for re-opening of the hearing to allow reconsideration of the original determination or the appellate administrator will determine any change in sanction. If an appeal is denied, the matter shall be considered final and binding upon all involved; except that an Employee Respondent covered by a collective bargaining agreement may challenge a sanction imposed as a result of a denial of appeal under this Policy through the grievance and arbitration procedure contained in that collective bargaining agreement.

XVII. Institutionally Established Grievance Procedures for Allegations Against Employees and Third Parties

The University will strive to investigate concerns in a prompt and reasonable manner, within ninety (90) days, taking into account scheduled breaks, vacation periods and other obligations. The standard of evidence used to determine whether the alleged violation of the policy occurred is preponderance of the evidence.

A person who believes they have been subject to Prohibited Conduct may report the complaint to the Title IX Coordinator. Complaints of Prohibited Conduct shall be investigated by the Title IX Coordinator or designee.

During the investigation, the investigator may speak to the Complainant, the Respondent, and any relevant witnesses. The investigator will gather any relevant evidence or documentation, which will be combined in an investigative report. The report shall include:

- a. A description of the alleged conduct
- b. Notice of the policy that was allegedly violated
- c. A summary of evidence gathered in the course of the investigation
- d. A summary of the findings *and*
- e. Any sanctions or recommendations.

Sanctions and recommendations may be determined in conjunction with the Vice President of Human Resources or designee.

Parties who are dissatisfied with the outcome of the investigation may appeal may take the issue to the President or designee for review. If the President or President's designee find that the Respondent is not responsible for a policy violation, the matter will be closed. If the President or President's designee finds that the Respondent engaged in conduct that constitutes a policy violation, further action will be taken including, but not limited to, disciplinary action up to and including termination.

An Employee Respondent covered by a collective bargaining agreement may challenge a sanction imposed under this Policy through the grievance and arbitration procedure contained in that collective bargaining agreement.

XVIII. Institutionally Established Grievance Procedures for Allegations Against Students

All allegations of prohibited conduct will be investigated in a manner that is prompt, thorough, and equitable. Matters involving student Respondents which do not implicate Title IX will be adjudicated using the procedures outlined in this section.

At the conclusion of an Investigation, the parties will be provided the names of the Decision-maker(s) and will be allowed five (5) business days to request the removal and replacement of a Decision-maker(s) based on bias or conflict of interest. Any request must be accompanied by supporting information regarding the decision to assign a new Decision-maker.

Hearings are typically held within ten (10) to fifteen (15) business days of the final investigative report being sent to the Parties and their Advisor of choice. For cases involving student Respondents, the University will appoint an

individual or a panel of three (3) trained Decision-makers, depending on the nature of the case. A consensus among a majority of the Decision-makers is required for any finding. If there is a panel of three decision-makers, a consensus among a majority of Decision-makers is required for the finding.

Hearings may be held virtually or in person. If a hearing is held in person, requests to place the parties in separate rooms will be honored. For hearings that are held in separate rooms or virtually, the Parties will be required to be seen and heard by the Decision-maker(s) and the other party when speaking and answering questions.

The Parties may have a support person and/or an Advisor of their choice to accompany them to the hearing. The Support Person's role in the processes is limited to what has been specified in the provided accommodation. The Advisor may not actively participate but may confer with the Party as is reasonably necessary. If the Support Person and/or the Advisor violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either Party, a witness, or the Decision-maker(s), that Support Person and/or Advisor may be prohibited from further participation.

At least five (5) business days prior to the hearing, the Parties must submit names of witnesses they would like to appear at the hearing and any relevant questions to be asked of the witnesses and the other party. Pre-submitted questions will be vetted in advance for relevancy and admissibility. Parties may ask additional relevant questions at the hearing, to the extent that such questions provide clarity about credibility or seek information that was not included in the final investigative report.

At the hearing, the Decision-maker(s) is responsible for maintaining an orderly, fair, impartial, and respectful hearing. The Decision-maker(s) has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding any offending person.

The parties are encouraged to provide all relevant information regarding the incident during the investigation. In the absence of good cause as determined by the Decision-maker(s) information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation may still be considered, but it may impact the weight in which the Decision-maker(s) assign this information.

All hearings are closed to the public. A recording will not be made by the University. All other recordings are prohibited.

A Complainant, Respondent, or witness may decline to participate in the hearing. The Decision-maker(s) will not draw an inference about the responsibility determination based solely on a party's or witness's absence from the Hearing or refusal to submit to questions.

The Complainant and Respondent have equal rights to an impartial appeal, as outlined in section XVI (Appeals) of this policy.

XIX. Education, Prevention, and Awareness Programs and Training of University Officials

a. Education, Prevention, and Awareness Programs

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to reduce and eliminate Prohibited Conduct or other forms of prohibited conduct which:

- i. are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome;
- ii. consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels;
- iii. include primary prevention and awareness programs directed at incoming students and ongoing prevention and awareness campaigns directed at current students; and

- iv. include programs focused risk reduction and bystander intervention.

b. Training of University Officials

Title IX Coordinators, investigators, Decision-maker(s) and any person who facilitates an informal resolution process will receive annual training on the following: the definition of sexual harassment, including an understanding of educational program or activity; how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes; how to serve impartially, including avoiding prejudgment about the facts at issue, conflicts of interest, and bias; the technology to be used at a live hearing; issues of relevance, including questioning, and investigative reports.

c. Disability Accommodations and Interpretive Services

Students with a disability who desire an accommodation regarding this Policy must request an accommodation by following the procedure for requesting an accommodation through The Center for Wellness. It is the individual's responsibility, and not that of a university official, to request an accommodation. The Center for Wellness will make a determination regarding the request and notify the appropriate parties. An Individual will not be considered to have a disability unless and until the student registers with the Center for Wellness. Please contact the Center for Wellness at (617) 989-4390.

Employees with a disability who desire an accommodation regarding this Policy must request an accommodation through the Office of Institutional Equity at (617) 989-4119.

Those in need of interpretive services are encouraged to contact the Center for Wellness at (617) 989-4390 or Human Resources at (617) 989-4190.

Record Management

The University will keep the following for a period of 7 years:

All information obtained as part of each Prohibited Conduct investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions and/or remedies; any appeal, including the result of the appeal; and any informal resolution and the result therefrom.

All information regarding any action taken, including supportive measures, and a rationale as to why a formal complaint was not filed. If a Complainant was not provided supportive measures, a rationale must be provided as to why supportive measures were not provided.

All training materials used to train Title IX Coordinators, investigators, decision makers, appellate administrators, and those who facilitate the informal resolution process will be available at <https://wit.edu/title-ix>.

Under federal privacy laws, documents prepared or compiled in accordance with a complaint under this policy constitute education records that may not be disclosed outside of the proceedings set forth in the policy, except as may be required or authorized by law.

Employee personnel files will not be disclosed except as may be required or authorized by law.

XX. Revision and Interpretation

The Policy is maintained by the Division of Inclusive Excellence. The University reserves the right to review and update the Policy in accordance with changing legal requirements and specific needs of the University.

Any questions of interpretation regarding the Policy shall be referred to the Title IX Coordinator, or designee for determination. The Title IX Coordinator or designee's determination is final.

All reports received by the University after the date of approval will be administered in accordance with the procedures described under this Policy.

XXI. Speech Considerations

Nothing in this Policy shall be construed to penalize a member of the community for expressing an opinion, theory, or idea in the process of responsible teaching and learning.

Appendix A: Related Massachusetts Legal Definitions

Sexual/gender-based misconduct and interpersonal violence cases are governed in accordance with this Policy and not by Massachusetts state law. However, students who believe they have been the victim of a crime may choose to pursue a criminal investigation through local law enforcement in addition to the administration of the case by the University. In those instances, Massachusetts law applies. Below are the definitions of Massachusetts crimes related to sexual/ gender-based misconduct and interpersonal violence.

Domestic Violence : Massachusetts General Law chapter 209A, section 1 defines domestic abuse as “the occurrence of one or more of the following acts between family or household members: (a) attempting to cause or causing physical harm; (b) placing another in fear of imminent serious physical harm; (c) causing another to engage involuntarily in sexual relations by force, threat or duress.” <http://www.malegislature.gov/Laws/GeneralLaws/PartII/TitleIII/Chapter209A>

Dating Violence : Massachusetts does not have a law pertaining to violence that occurs between people in a dating relationship. Instead, Massachusetts General Law chapter 265, section 13A would apply: “an assault or an assault and battery: (i) upon another and [the perpetrator] by such assault and battery causes serious bodily injury; (ii) upon another who is pregnant at the time of such assault and battery, [the perpetrator] knowing or having reason to know that the person is pregnant; or (iii) upon another who [the perpetrator] knows has an outstanding temporary or permanent vacate, restraining or no-contact order or judgment issued pursuant to [applicable law], in effect against him at the time of such assault or assault and battery.” <http://www.malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter265/Section13a>

Sexual Assault : Massachusetts defines rape as (1) the penetration of any orifice by any body part or object (2) by force and (3) without consent. Rape also includes instances where the victim is incapacitated (“wholly insensible so as to be incapable of consenting”) and the perpetrator is aware of the incapacitation.

<http://www.malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter265/Section22>; <http://masscases.com/cases/sjc/450/450mass583.html>

Consent : The voluntary agreement, demonstrated by words or actions, by a person with sufficient mental capacity to make a conscious choice to do something proposed by another, free of duress.

Commonwealth v. Lopez , 433 Mass. 722 (2001), *Commonwealth v. Lefkowitz*, 20 Mass. App. Ct. 513

(1985); see also: <http://www.malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter265/Section22>

Stalking : Massachusetts General Law chapter 265, section 43 defines “Stalking” as “(1) willfully and maliciously engag[ing] in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) mak[ing] a threat with the intent to place the person in imminent fear of death or bodily injury.”

<https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter265/Sec...>

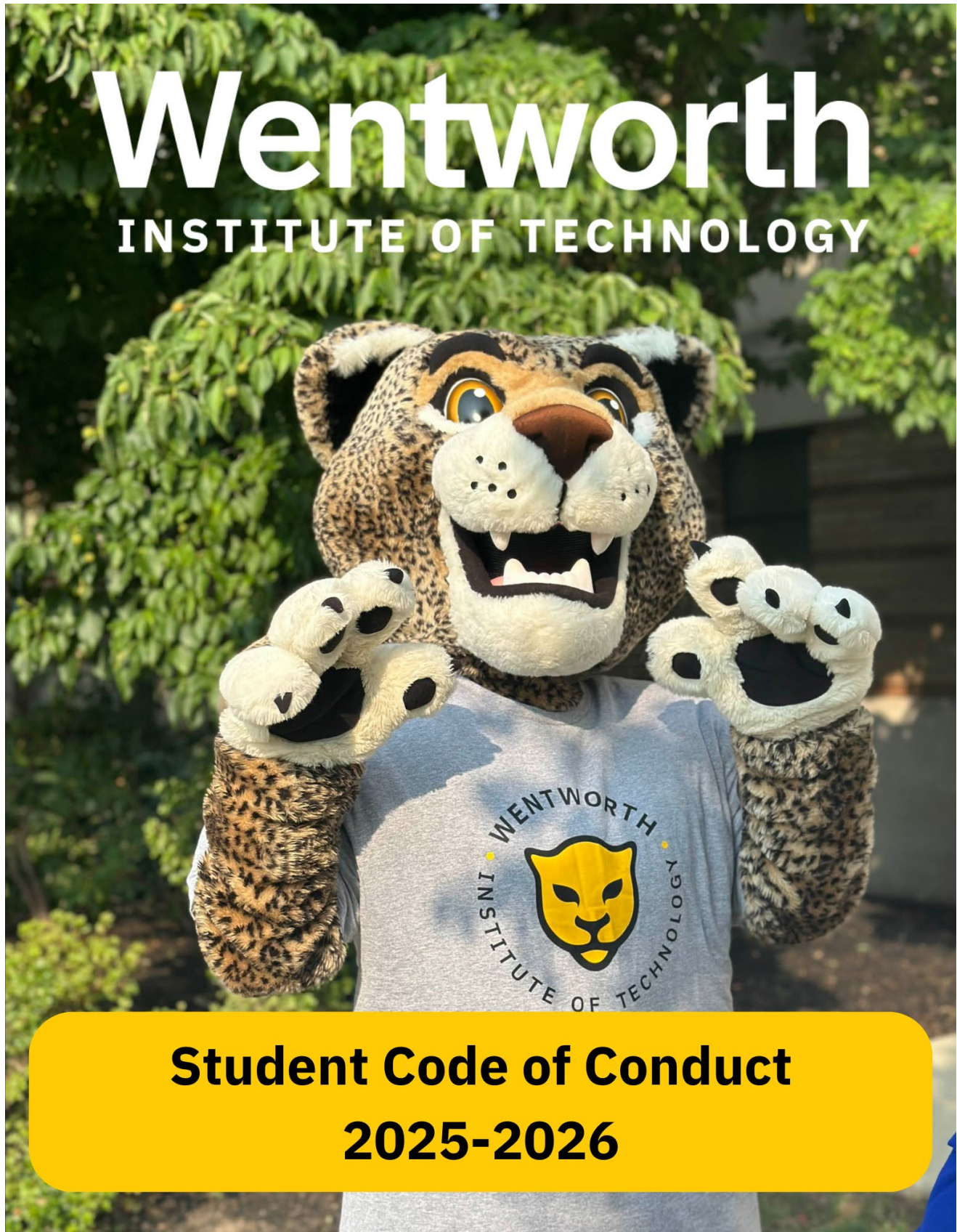


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Introduction to The Student Code of Conduct

Admission to Wentworth Institute of Technology is acceptance into a new and vibrant community dedicated to experiential learning. Being a Wentworth student and member of the university community is a privilege, and with this privilege comes great individual responsibility.

All students at Wentworth, from time of admission to degree conferral, are expected to act in accordance with all university policies and procedures, as well as all federal, state, and local laws, regulations, and ordinances. Additionally, Wentworth is dedicated to cultivating an accessible, equitable, and inclusive environment through its goal of achieving Inclusive Excellence. This commitment is embodied in *The Student Code of Conduct* ensuring all students have access to information, resources, and secured rights in our administrative processes and procedures.

Students are expected to familiarize themselves with this document. Students are responsible for their behavior and the consequences of their actions even when the conduct may have been influenced by their physical or emotional state (irrespective of any medical or clinical diagnoses), or by the use of alcohol and other drugs. Students seeking reasonable accommodation are encouraged to review the Disability Accommodations and Interpreter Services section as outlined in Part 4, Student Code of Conduct Procedures.

There will be students who participate in acts that violate *The Student Code of Conduct*. Students who violate university policies and procedures will be held accountable for their actions as outlined in this document. *The Student Code of Conduct* describes the procedures for addressing violations. Given the seriousness of violations, there may be instances where the University reserves the right to involuntarily and/or permanently separate a student from the University.

Part 1. Student Code of Conduct Authority

The Student Code of Conduct (referred to as “the Code”) is administered under the direction of the Director for Student Conduct & Restorative Practices, or designee. Under the oversight of the Vice President of Student Affairs and the Dean of Students, the Director for Student Conduct & Restorative Practices, or designee, has been charged with the day-to-day responsibilities for the administration of *The Student Code of Conduct*.

The University reserves the right to change its policies and the Code at any time. The Code is not a contract.

Part 2. Definitions

The following selected terms are defined to facilitate a more thorough understanding of *The Student Code of Conduct*. This list serves as a general framework and is not intended to be exhaustive of all the terms referenced in *The Student Code of Conduct* that might require interpretation or clarification. The Director for Student Conduct & Restorative Practices, or designee, shall make the final determination on the definition of any term found in *The Student Code of Conduct*.

1. **Appeal Officer:** Any person(s) authorized by the Vice President for Student Affairs or designee to conduct a review of a decision reached by a Hearing Officer.
2. **Business Day:** Any day, Monday through Friday, that the University is open.
3. **Complainant:** The individual who is alleged to have experienced the misconduct. The University can serve as the complainant.
4. **Conduct file:** The printed, written, or electronic file which may include, but is not limited to, all information obtained as part of an investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any conduct sanctions and/or remedies; any appeal, including the result of the appeal; and any informal resolution and the result therefrom. Conduct files for

- violations of *The Student Code of Conduct*, are maintained by the University for a period of at least seven years from the date of graduation. Records are subject to the protections and release provisions by the Family Educational Rights and Privacy Act of 1974 (FERPA), as it may be amended from time-to-time.
5. **Conduct Hold:** An administrative hold placed on a student's record when the student has not completed an assigned sanction or has withdrawn from the University while a conduct matter is pending.
 6. **Designee:** Any employee that has responsibility for implementing *The Student Code of Conduct*.
 7. **Director for Student Conduct & Restorative Practices:** The person in Student Affairs, designated by the Vice President for Student Affairs and by the Dean of Students to be responsible for the overall coordination of the University student code of conduct system, including the development of policies, procedures, and education and training programs. The Director for Student Conduct & Restorative Practices may serve as a hearing officer, investigator, and/or appeal officer.
 8. **Hearing Officer:** A university employee authorized to determine the resolution of an alleged violation of *The Student Code of Conduct*, and/or to impose sanctions or affect other remedies as appropriate.
 9. **Guest:** A non-Wentworth student, and in the residential setting, any students who are not current residents of the room/suite/apartment they are visiting.
 10. **Impacted Party:** The individual or group, in the Restorative Justice process, who was affected by the behavior of the respondent.
 11. **Instructor:** Any faculty member, lab technician, or other person authorized by the University to provide educational services (e.g. teaching, research, or academic advising).
 12. **Investigator:** A university employee, or designee, who is authorized to investigate and determine the resolution of an alleged violation of *The Student Code of Conduct*.
 13. **Investigative Report:**
 14. **Maxient:** The electronic database used to track an incident and the response taken.
 15. **Member of the university community:** Any university student, instructor, faculty member, or staff member; any other person working for the University, either directly or indirectly (e.g., private enterprise on campus); or any person who resides on university premises. A person's membership status in a situation shall be determined by the Director of Student Conduct & Restorative Practices, or designee.
 16. **Party(ies):** a person or people forming one side in an agreement or dispute.
 17. **Policy:** The written regulations, standards, and student conduct expectations adopted by the University and found in, but not limited to, *The Student Code of Conduct*; the Housing Agreement; the Sexual Misconduct Policy; Academic Student Catalog; and other publicized university notices.
 18. **Preponderance of the Evidence:** A standard of proof in which the totality of the evidence offered in support of a fact is greater or more convincing than the evidence which is offered in opposition to it; given the totality of information the version of events that is more likely than not. Preponderance of the evidence requires more than 50 percent certainty to determine responsibility for a policy violation.
 19. **Reporting Party:** Any person who submits an allegation that a student violated *The Student Code of Conduct*.
 20. **Report:** Any allegation of misconduct against a student or student organization. "Report" is used interchangeably with "complaint" in this document.
 21. **Respondent:** An individual reported as the alleged perpetrator of misconduct.
 22. **Student:** Any person admitted, registered, enrolled, or attending any university course or program. This includes students who withdraw while conduct charges are pending, those who are not officially enrolled for a particular term but have a continuing relationship with the University (including those on a leave of absence), or those who have been notified of their acceptance of admission. Persons admitted but never matriculated may not be considered students. For purposes of the jurisdiction under the Student Code of Conduct, the Dean of Students or designee will make the final determination regarding whether an individual is a student.

23. **Student Organization:** An association or group of people, including but not limited to, any student group, team, or club, that has complied with the formal requirements for university recognition or are recognized by the University.
24. **Support Person:** Any person the student selects to attend a meeting associated with *The Student Code of Conduct*. A support person may not play an active role in the conduct process including but not limited to, asking questions, presenting evidence, or making statements. Please refer to Part 4: Section 6: Hearing Support Services for more information.
25. **University:** Wentworth Institute of Technology.
26. **University official:** Any person authorized by the University to perform administrative, instructional, or professional duties.
27. **University premises:** All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University, either solely or in conjunction with another entity or person.
28. **Witness:** Any individual who has relevant knowledge of a specific incident. Character witnesses are not allowed as part of *The Student Code of Conduct*.

Part 3. Prohibited Conduct

Students and Student Organizations must adhere to and uphold *The Student Code of Conduct* and comply with university policies and procedures as well as federal, state, and local laws, regulations, and ordinances. The Director for Student Conduct & Restorative Practices or designee shall make the final determination on what constitutes a potential violation of *The Student Code of Conduct*.

Section 1: Jurisdiction of the University

Each student is responsible for their conduct from the time of university admission through degree conferral. All student conduct is considered under the jurisdiction of the University, including conduct that occurs before classes begin or after classes end, as well as during the academic year, and during periods between actual enrollment. *The Student Code of Conduct* shall apply even in circumstances where the alleged conduct is not discovered until after a degree is awarded; as well as if the student withdraws from the University while a student conduct matter is pending.

Generally, university jurisdiction shall be limited to conduct that occurs on or about university premises or in connection with university-sponsored, university-supervised, or university-affiliated events, programs, and activities. However, the University may apply *The Student Code of Conduct* to students, Student Organizations, and unrecognized Student Organizations whose misconduct may have an adverse impact on the University, members of the University community, and/or the pursuit of university objectives regardless of where such conduct may occur.

Students are responsible for the contents of their rooms, suites, cars, lockers, studio space, electronic devices, and person regardless of claims of personal ownership. Students may also be held responsible for shared common areas.

Section 2: Conduct Rules and Regulations

Subsection 1 - Alcohol

The University expects students to abide by the law and the increased standards set forth by the University while on and off campus. The University reserves the right to inspect any bags, backpacks, or other belongings for alcohol. Specific violations of the alcohol policy include, but are not limited to:

- 1.1 The consumption, possession, and/or transport of alcohol by those under the age of 21.
- 1.2 The serving, distribution, or obtaining of alcohol for any individual under 21 years of age.
- 1.3 Providing a location for underage consumption, regardless of if alcohol was provided.
- 1.4 Participation in drinking games or actions that ingest substances at an accelerated rate, and/or possession of paraphernalia typically used for ingesting alcohol. This includes but is not limited to funnels and beer pong. Such paraphernalia may not be maintained on university property and will be confiscated if discovered.
- 1.5 Engaging in drinking practices or activities that seriously threaten one's health or life. Please refer to Part 4. Subsection 2 for information the University's Amnesty Process.
- 1.6 Pressuring or forcing others to consume alcohol.
- 1.7 Possession of an open container of alcohol outside of designated areas (e.g., registered responsible user suites, designated university events).
- 1.8 Public intoxication or other inappropriate behavior consistent with intoxication, either on or off campus, or at university sponsored or sanctioned program or activity (e.g. medical attention due to intoxication, disrupting the peace, and expelling bodily fluids in public).
- 1.9 Driving under the influence of alcohol or possession of alcohol while operating a vehicle.
- 1.10 Violation of Alcohol Policies outlined in *Residential Policies and Conduct* including the [Responsible Use of Alcohol in Residential Living Policy](#)
- 1.11 Use of an alcohol container including but not limited to empty beer cans or boxes, wine, or other alcohol bottles, etc. as room decoration, vase, storage item, or drinking glass.

Subsection 2 - Cannabis, Illegal and Controlled Substances, and Prescription Drugs

While Massachusetts state law permits the use of cannabis for those over 21, also known as marijuana, federal law requires the University to prohibit cannabis use, possession, distribution, and/or cultivation at educational institutions.

Specific violations of the cannabis, Illegal and Controlled Substances, and Prescription Drug policy include, but are not limited to:

- 2.1 The possession, use, and odor of illegal drugs, narcotics or controlled substances including cannabis.
- 2.2 The sale and/or distribution of illegal drugs, narcotics or controlled substances including cannabis.
- 2.3 The possession, use, sale, or distribution of drug paraphernalia typically used for ingesting drugs.
- 2.4 Being in the presence of illegal drugs, narcotics or controlled substances including cannabis residue or paraphernalia (e.g. bongs, scales, stems, pipes).
- 2.5 Using drugs or medication in a way that seriously threatens one's health or life.
- 2.6 Driving under the influence of narcotics or possession of illegal drugs while operating a vehicle.
- 2.7 The use or possession of prescription drugs for non-medical reasons. Prescription drugs may only be stored, used, and possessed in its original labeled container by the student to which they are prescribed. Students should only possess a reasonable quantity of prescribed medication based upon the prescription and dosage requirements.

Subsection 3 - Personal Conduct

Students share the responsibility for protecting and maintaining the health, safety, and rights of other persons. Students who anticipate or observe a violation of *The Student Code of Conduct* or University policy are expected to remove themselves from association or participation and are encouraged to report the incident. Violations of the personal conduct policy include, but are not limited to:

- 3.1 Violation of local, state, and/or federal requirements, orders, mandates, guidelines and/or laws.
- 3.2 Violation of university policies and/or procedures

- 3.3 Conduct that adversely affects the reputation of the University, its mission, and/or its goals.
- 3.4 Indecent, profane, or otherwise disruptive behavior, which is defined as participating in or inciting others to participate in the disruption or obstruction of any university activity including but not limited to; teaching and learning, research, laboratory activities, events, student conduct proceedings, administration, living and learning experiences, or other university activities on or off campus.
- 3.5 Failure to comply with requests (e.g. health and safety inspections, administrative searches, requests for entry or search, requests for identification, requests to discontinue conduct) from university officials and/or any municipal, state, or federal law enforcement personnel, including contracted security on other campuses.
- 3.6 Unauthorized access to restricted areas including, but not limited to, classrooms, labs, studios, offices, living spaces, fire escapes, roofs, or ledges.
- 3.7 Use of any item, even if legally possessed, in a manner that potentially threatens or harms another person or damages university property.
- 3.8 Possession or creation of firearms, explosives, knives, switchblades, ammunition (live or empty shell casing), swords, fake guns, nunchaku (karate sticks), bb guns, fireworks, pepper spray, stun guns, toy weapons, explosive devices, or other weapons except under official supervision by a Wentworth staff or faculty member as part of a recognized student organization.
- 3.9 Creating a safety hazard including, but not limited to, tampering with or removing fire safety equipment, blocking an entrance or exit, and/or the improper storage of any flammable products.
- 3.10 False reporting of fire, bomb, or emergency circumstances.
- 3.11 Failure to exit a building or area during an emergency, fire alarm, or at the request of a Wentworth official and/or return prior to authorization by a university official.
- 3.12 Actual or attempted theft, or unauthorized possession of university property, or the property of others.
- 3.13 Any threatened, attempted, or actual vandalism, damage, or destruction of university property or the property of others.
- 3.14 Non-consensual use of a device to share or take images of any person or making an audio or video recording of any person where there is a reasonable expectation of privacy, such as but not limited to, residence hall rooms, bathrooms, and locker rooms.
- 3.15 Being present during a violation of the Student Code of Conduct in a way that condones, supports, or encourages that violation.
- 3.16 Unauthorized use of the Wentworth University name, logo, mascot, or other symbol

Subsection 4 - Obstruction of Investigation or Complaint/Conduct Process

Wentworth strives for a reporting, investigation, and conduct process that is fair and equitable. Obstruction occurs in many forms through, but not limited to, the following conduct:

- 4.1 Falsification, misrepresentation, omission, or distortion of information.
- 4.2 Conduct that disrupts an investigation, meeting, or hearing.
- 4.3 Attempting to discourage participation in or use of the reporting, investigation, or conduct process.
- 4.4 Attempting to influence the impartiality of any member of the University community or any person involved in an investigation, meeting, or hearing.
- 4.5 Violation of university policies which prohibit retaliation, such as those outlined in the [Whistle Blower Policy](#).

Subsection 5 - Hazing

Wentworth Institute of Technology prohibits any form of hazing by individuals or groups. The University broadly defines hazing as any action or activity, directed at a student or employee, that is reasonably likely to, or is intended to endanger the physical or mental health of a person for the purpose of initiation, admission, affiliation,

or as a condition for maintaining membership in a group, organization, or living community. Knowledge of, indifference toward, or acquiescence in the presence of hazing are not neutral acts and may be construed as violations of this policy. Students or employees who perpetrate, plan, or witness (without reporting) hazing, or have knowledge or withhold information of an incident or incidents of hazing, are subject to conduct action. This definition shall apply regardless of location or consent of participants. Hazing includes, without limitation, behaviors that violate Massachusetts General Laws Chapter 269, Sections 17-19. Please refer to the University's Policy on Hazing for a full description.

5.1 Failure to abide by the Hazing Policy

Subsection 6 - Personal Identification

Wentworth Institute of Technology is committed to providing a safe campus conducive to education and research goals. The University will work to maintain a safe and secure environment for faculty, staff, students, and visitors to the campus. As part of this plan, the university requires identification (ID) Cards for all students, faculty, and staff. More information on the Policy on Identification can be found [here](#).

6.1 Failure to abide by the Identification Policy

Subsection 7 - Student Posting and Advertising

Registered Student Organizations in good standing and Wentworth students are permitted to post and advertise on campus or at property owned, rented, leased, or controlled by Wentworth. Any posting must be approved by the Center for Student Life prior to posting. Postings in the residence halls should be approved through the Office of Housing and Residential Education. For more information on this policy refer to the [Student Posting and Advertising Guidelines](#).

7.1 Failure to abide by the Student Posting and Advertising Guidelines

Subsection 8 - Residential Policies and Conduct

Wentworth Housing and Residential Education strives to offer students a rich living and learning experience. To foster this environment, students are responsible for their individual actions, the actions of their guests, and in a collective sense, the actions of each member of the residential community. The policies and procedures outlined below are subject to change during the academic year. Students are responsible for knowing current policies and procedures.

The University reserves the right to temporarily suspend a student from residence halls who behaves in a manner viewed as a risk to the community or themselves until an administrative hearing can be held. The student is solely responsible for finding housing accommodation during this time.

Specific violations of Residential Education policies include, but are not limited to:

- Violation of terms of the Housing Agreement (Viewable on Wentworth's housing software system, [Adirondack-THD](#))
- Violation of which includes Residential Alcohol and Guest Policies.

Subsection 9 - Guest

Students and Student Organizations are responsible for their guests. Wentworth Housing and Residential Education, Campus Police, and other University staff or faculty reserve the right to revoke a guest's access to the

University if the guest disturbs, creates difficulties for students, faculty or staff, or a policy violation occurs involving the student or their guest.

Violations of the guest policy include, but are not limited to:

- 9.1 Failure to accompany guest(s) at all times.
- 9.2 Misconduct of a guest(s). Students bringing guests to the university (i.e., campus grounds, parking lots, academic, administrative, residential buildings, etc., or to university-sponsored events) will be held responsible for the actions of their guest.
- 9.3 A guest's failure to provide photo identification on Wentworth property and/or failure to present that identification to a Wentworth official when asked.
- 9.4 Violations of rules and restrictions outlined in the Residential Guest Policy.

Subsection 10 - Responsible Use of Computers and Networks

Wentworth makes available information technology resources (ITRs) to authorized faculty, staff, students, and other Wentworth community members for teaching, learning, research, administration, and approved purposes. ITRs must be used in a manner that is consistent with university policies, standards, and applicable law and respectful of the rights of the Institution and the members of its community.

- 10.1 Failure to abide by the [Information Technology Resource Acceptable Use Policy](#).

Subsection 11 - Student Clubs and Organizations

Recognized student organizations, club sports, and their members – when acting in the capacity of members – are expected to follow the policies and procedures outlined in both the [Student Organization Manual and Club Sports Manual](#).

Violations of the Student Organization Manual may be adjudicated by the Center for Student Life, Center for Wellness, or the Center for Diversity and Global Engagement.

- 11.1 Failure to abide by the provisions outlined in the Student Organization Manual

Subsection 12 - Expressive Speech and Activities

As a private institution, Wentworth is not bound by the First Amendment. However, the university supports community members who seek to organize and participate in expressive activities as long as such speech or expressive activities are consistent with university policies and the procedures regarding these events. Wentworth does not restrict the speech or expressive activities of recognized university organizations, including the speakers they invite to campus, provided organizations follow Wentworth policies and procedures.

- 12.1 Failure to abide by the [Expressive Speech and Activities Policy](#).

Subsection 13 - Harming Behavior

Harming behavior, includes, but is not limited to, the threat of or actual physical assault, bullying, or abuse. Violations of the Harming Behavior policy include, but are not limited to:

- 13.1 Verbal, written and/or pictorial/video conduct that harms or attempts to harm the emotional or physical health/safety of any person.

13.2 Physical conduct that harms or attempts to harm the emotional or physical health or safety of any person.

13.3 Endangering or threatening the health or safety of any person, including oneself.

Subsection 14 – Harassment

Harassment is the severe or repeated use of written, verbal, or electronic expression, a physical act or gesture, or any combination thereof directed at another individual that has the effect of:

14.1 Physical or emotional harm to the individual or damage to the individual's property.

14.2 Reasonable fear of harm to a person and/or their property.

14.3 Preventing university community members from fully participating in the programs, activities, and/or mission of the University.

Please note that not every act that might be offensive to an individual or a group will be considered a violation of *The Student Code of Conduct*. In determining whether an act constitutes harassment, the Dean of Students Office will consider the full context of any given incident, giving due consideration to the protection of members of the University community, individual rights, freedom of speech, academic freedom, and advocacy required by law.

Subsection 15 – Non-Discrimination

All members of the University are responsible for maintaining an environment free from discrimination and harassment and are expected to commit themselves to be examples of the highest standards of personal and professional conduct. More information on the Non-Discrimination Policy for Students and Employees can be found [here](#).

For matters regarding discrimination based on sex, including prohibited conduct such as sexual harassment (including *quid pro quo* and hostile environment), sexual assault, dating violence, domestic violence, stalking, discrimination, sexual exploitation, and retaliation, please refer to the [Sexual Misconduct and Sex-Based Discrimination Policy for Students and Employees](#) for more information.

15.1 Failure to abide by the non-discrimination policy

Subsection 16 - Smoking, Vaping, and/or Tobacco Use

The use of tobacco or smoking-related products is prohibited in all buildings, grounds, and vehicles owned or leased by Wentworth Institute of Technology, regardless of location.

16.1 Failure to abide by the [Tobacco and Smoke Free Campus Policy](#).

Subsection 17 - Vehicles and Parking

Wentworth Institute of Technology attempts to provide parking for convenience but recognizes that limitations and control must be implemented to provide for maximum usage of the parking spots on campus property, and to avoid abuse or disregard by persons parking vehicles on campus. Wentworth Institute of Technology parking passes are available for purchase to faculty, staff, students, and visitors wishing to park a vehicle on campus property. More information on this policy can be found [here](#).

17.1 Failure to abide by the Policy on Parking at Wentworth Institute of Technology.

Subsection 18 – Electronic Device Policy

18.1 Cellular phones, pages, and other electronic devices shall not be used in a manner that causes disruption in the classroom, library, or within any Wentworth owned or operated facility. Abuse of cellular devices with photographic capabilities; use of devices for purposes of photographing test questions, or other notes and materials is prohibited.

Part 4. Student Code of Conduct Procedures

The following are the procedures followed to adjudicate all violations of *The Student Code of Conduct*. Hearing officers may involve or seek input from other university officials in any or all parts of *The Student Code of Conduct* procedures as they deem appropriate.

Section 1: Allegations

Any person or entity, including the University, may file a report regarding any student or Student Organization alleging misconduct. To initiate *The Student Code of Conduct* process, reports shall be prepared in writing and directed to the Director for Student Conduct & Restorative Practices. A report should be submitted as soon as possible after the alleged misconduct takes place.

The Director for Student Conduct & Restorative Practices, or designee, shall determine if there is reasonable cause to address a potential violation of *The Student Code of Conduct* and will notify the respondent of such allegations. The decision to continue a complaint through the process is the decision of the Director for Student Conduct & Restorative Practices, or designee.

The Director for Student Conduct & Restorative Practices will assign a Hearing Officer to the case who will investigate and schedule an Administrative Hearing with the respondent(s) and other individuals as deemed necessary and appropriate.

Information, in addition to that provided in the complaint/incident report, may be sought through a preliminary investigation. The investigation may include, but is not limited to:

- Interviewing the complaint(s), respondent, and witness(es),
- Gathering relevant documents and/or other information from the University, party(ies), and witness(es)

The Director for Student Conduct & Restorative Practices, or designee, will determine what testimony, witnesses, or other information is relevant and may exclude information or witnesses that are deemed irrelevant.

Complaints can be filed up to one academic year after the violation is discovered. Complaints against former students will not be processed. Complaints against seniors, 5th year students, and/or master's degree students must be filed prior to their graduation to allow sufficient time for an investigation, hearing, and appeal to occur.

The Director for Student Conduct & Restorative Practices, or designee, may determine whether conduct proceedings will be conducted separately or jointly in the following instances:

- If an incident report involves more than one charged student.
- If there is more than one incident involving the same student.

Student Conduct proceedings may be initiated without regard to pending civil or criminal litigation or criminal arrest and prosecution resulting from the same or related conduct. Proceedings under *The Student Code of Conduct* may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Determinations made or sanctions imposed under *The Student Code of Conduct* shall not be subject to change because criminal or civil charges, resulting from the same facts as violations of university rules, were dismissed, reduced, or resolved in favor of or against the defendant in the criminal or civil matter.

Section 2: Alternative Resolution Types

An alternative resolution is an educational conversation, written communication, or mediation process to address the behavior of students and its impact on the mission of the University. The Director for Student Conduct & Restorative Practices, or designee, reserves the right to schedule an alternative resolution in lieu of an Administrative Hearing. Alternative Resolutions are part of a student's official conduct file.

Alternative resolutions may result in an action plan or sanction(s) agreed on by all parties to address the behavior. If the action plan is not honored, the University reserves the right to initiate the Administrative Hearing process under *The Student Code of Conduct*. Examples of incidents that may be adjudicated by the informal resolution process include but are not limited to minor disruptions or behavioral concerns.

Subsection 1 – Amnesty

Students may be reluctant to seek help from university officials in alcohol, prescription drug, and illegal substance related emergencies due to their own involvement. Wentworth promotes a culture of care and responsibility through the Amnesty process by encouraging students to seek assistance during emergency situations. To utilize the Amnesty process in cases of a medical or mental health emergency due to alcohol, prescription drugs, or prohibited substances, students are expected to:

- Call Campus Police at (617) 989-4444 or 911 or contact another university official, including staff members from Housing & Residential Education.
- Stay with the individual(s) until help has arrived.
- Meet and cooperate with appropriate University administrative staff after the incident.
- Attend and comply with any educational sanction(s).

Students who seek out emergency assistance or call for help on behalf of another student or guest may not receive conduct charges related to the behavior. This process also applies to the individual for whom emergency assistance was requested. Conduct charges may be applied for behavior not related to the granting of amnesty. The determination of Amnesty is at the discretion of the Director for Student Conduct & Restorative Practices or designee.

The Amnesty process will not apply for calls for medical assistance made after the University or local authorities have already intervened and/or confronted a situation. Students who abuse the protections of the Amnesty process by seeking help for others when there is no good-faith basis for doing so, will be unable to utilize the process.

Subsection 2 – Restorative Justice

A Restorative Justice Resolution brings together those who were impacted by an alleged violation of the Student Code of Conduct, including those who were responsible for the alleged violation and community members that were harmed and/or impacted by the violation. Through a facilitated dialogue, participants discuss what happened and determine the best ways to repair harm and improve relationships.

The Director for Student Conduct & Restorative Practices, or designee, has discretion to refer a report or complaint for a Restorative Justice Resolution. All parties, specifically the Complainant(s), Respondent(s), and the University must agree on the resolution option and will be bound by the decision with no review/appeal.

The following must take place for the incident to be processed through Restorative Justice:

1. The Respondent must accept responsibility for the alleged conduct to initiate the Restorative Justice Resolution.
2. The Respondent must not have previous relevant violations of the Student Code of Conduct for which they have been found in violation.
3. The Respondent and Complainant must both agree to participate in the Restorative Justice Resolution.
4. The Hearing Officer must identify the case as an opportunity for the Restorative Justice Resolution process.

If the Complainant or Respondent does not want to participate in the Restorative Justice Resolution process, they may request a formal Administrative Hearing Process as outlined in Part 4: Section 2.

The hearing officer reserves the right to stop the Restorative Justice process and initiate the formal Administrative Hearing Process prior to the Respondent's fulfillment of the agreement.

The following may result in the initiation of the formal administrative hearing process:

- The Respondent failing to schedule or attend a meeting with the assigned Hearing Officer.
- The Respondent denies responsibility for the alleged conduct.
- The Respondent does not want to participate in the Restorative Justice Resolution Process.
- The Complainant does not want to participate in the Restorative Justice Resolution Process.
- The Hearing Officer determines the matter is more appropriately resolved under the Administrative Hearing process.

Subsection 3 – Resolution Letters

Resolution Letters are utilized in situations when a student is documented for first-time low-level violation such as, but not limited to, minor off-campus incidents and violations of the Housing Agreement. This applies only to the student's first violation. This can be applied at the discretion of Director for Student Conduct & Restorative Practices, or designee, generally in one of the following situations:

- Health and Safety Check
- Failure to evacuate
- Noise
- Door propping
- Window decorations
- Disruptive Classroom Behavior

Resolution Letters notify the Responding party that they have been documented for a violation and include the imposed sanctions. If a Responding party appeals the finding documented in the letter, they can request an Administrative Hearing be held to review the incident. All appeals must be filed within three business days from the date of notification. Failure to respond within this time frame will result in the decision being

Section 3: Administrative Hearing

An Administrative Hearing is a meeting between a Respondent and Hearing Officer to review an incident, explain the student conduct process, and review possible resolution options. The Hearing Officer will provide written notification to the Respondent of the alleged violations and the Administrative Hearing date, time, and location.

The Hearing Officer will provide the parties with an opportunity to review information related to the incident.

The Hearing Officer will meet with the Respondent(s) and provide them with an opportunity to respond to the information and present any information they wish. No recordings of the proceeding can be made by the student, support persons, or the Hearing Officer.

The Hearing Officer may ask the Respondent(s) questions during the meeting(s), seek additional information, or make requests of the Respondent(s). The Hearing Officer will meet with the parties and provide them with an opportunity to respond to the alleged violations and present any information or witnesses they wish. The rules of evidence applicable to civil and criminal cases do not apply, and no recordings of the proceeding can be made by the student, support persons, or the Hearing Officer.

The Hearing Officer may ask the parties questions during the hearing(s), seek additional information, make requests of parties, or interview any person the Hearing Officer deems necessary to gather information regarding the incident.

Based on the preponderance of the evidence, the Hearing Officer will decide whether a violation of *The Student Code of Conduct* has occurred. The Hearing Officer has the full prior conduct record of the Respondent available to them to inform sanctioning decisions.

The Hearing Officer will notify the parties of their findings and sanction(s), if any, in writing within three business days of the conclusion of the hearing process. If a party does not meet with the Hearing Officer or comply with their requests, the Hearing Officer will make a finding and sanction decision based upon the information readily available. In this case, the party will lose any right to appeal.

In cases where information is received before or during the Hearing that indicates an additional violation of The Student Code of Conduct may have occurred, the Hearing Officer will determine if it will be discussed or addressed during the current meeting or in a separate hearing.

Administrative Hearing procedures are outlined below:

- A written notification is sent to the Respondent(s) listing the alleged violation(s) and date of the Administrative Hearing.
- An individual meeting is held between the Respondent(s) and a Hearing Officer to provide and review evidence, testimony, and any other relevant information that may be pertinent to the allegations.
- Following the Administrative Hearing, the Hearing Officer is responsible for providing a summary of the meeting to the Respondent, including a brief statement of the facts, findings from the Administrative Hearing(s) (in violation or not in violation) and any sanction(s) that have been issued.
- If a Respondent is found in violation, past violations of the *Student Code of Conduct* and any associated sanction(s) may be considered in determining the level of sanction(s) for the current violation.
- The outcome of the Administrative Hearing will be made part of the student's conduct record.

Section 4: Sanctions

If the student is found in violation of *The Student Code of Conduct*, appropriate sanctions will be imposed. Sanctions are determined by:

1. The nature of the misconduct
2. Precedent regarding such misconduct
3. The respondent's complete student conduct record
4. Mitigating and aggravating factors, including, but not limited to, the impact on the community, personal circumstances, and intention.

Non-compliance with assigned sanctions will result in a hold being placed on the student's account. This may impact their ability to register for classes. The student may also face additional charges through *The Student Code of Conduct*.

The following sanctions may be imposed, individually or in combination, on any student found in violation of *The Student Code of Conduct*. Please note that this is not an exhaustive list of sanctions:

University Expulsion: University Expulsion is a permanent separation from Wentworth Institute of Technology. Students are prevented and prohibited from completing any academic progress towards a Wentworth degree including registering for coursework, attending classes or being present in or on Wentworth property. Students are administratively withdrawn from their courses and may not receive grades for the semester this sanction is implemented. Students sanctioned with University Expulsion may not receive refunds for tuition, room and board, or any other university costs or expenses. Students must return any Wentworth issued property immediately to avoid charges (laptop, residential keys, library items, etc.). A person's presence on Wentworth property after expulsion will be viewed as trespassing and they may be subject to arrest.

University Suspension: University Suspension is a separation from the University for a designated period. Students who are suspended from the University are restricted from all University premises and activities, including, but not limited to, course registration, class attendance, participation in co-curricular activities, and University housing. Students returning from University Suspension must contact the Director for Student Conduct & Restorative Practices, or designee, at least two weeks prior to the semester of their return and complete any additional sanctions assigned to them. Students sanctioned with University Suspension may not receive refunds for tuition, room and board, or any other university costs or expenses. A person's presence on Wentworth property during University Suspension will be viewed as failure to comply with an imposed sanction and will result in further disciplinary action.

University Probation: University Probation is a six-month period during which the student is given the opportunity to modify their behavior, complete specific assignments, meet with designated persons, and demonstrate a positive contribution to the university community in an effort to regain privileges. After six months of University Probation the student may apply for a review of probationary status. The student will meet with the University Probation Review Committee and must demonstrate significant contributions in academics, conduct, and engagement. Students or organizations on University Probation are not considered to be in good **conduct** standing with the University, this may impact their ability to participate in intercollegiate athletics, study abroad opportunities, extracurricular activities, represent the University, or hold student leadership positions. Additionally, any violation of university policy during the probation period will be viewed as a violation of probation and will result in further disciplinary action.

Conduct Warning: A written notice that the student has violated University policy or *The Student Code of Conduct* and a warning that another violation will likely result in more severe sanctions, including University Warning, University Probation, Residence Hall Suspension, Residence Hall Expulsion, University Suspension, or University Expulsion.

University Warning: A written notice that the student has continued to violate University policy or *The Student Code of Conduct*, and as such, more severe sanctions will be imposed. Further violations may result in University Probation, Residence Hall Suspension, Residence Hall Expulsion, University Suspension, or University Expulsion.

Residence Hall Expulsion: Permanent removal of the student from the residence halls. Students sanctioned with Residence Hall Expulsion may not receive refunds for room and board.

Residence Hall Suspension: Temporary removal of the student from the residence halls for a specific period, after which the student may reapply for housing. Reapplication for housing does not guarantee immediate placement. Conditions for returning to the residence halls may be specified. Students sanctioned with Residence Hall Suspension may not receive refunds for room and board.

Housing Probation: A period of either one academic semester or six (6) months during which students will be subject to removal from the residence halls if there is additional documentation.

Housing Relocation: Required reassignment to another residence area. Students are required to complete their move and return any keys within a specified period of time.

Loss of Privileges: Denial of specified privileges for a designated period of time. This includes but is not limited to loss of responsible user status in the residence halls, access to recreational spaces, or attendance at university sponsored activities.

No Contact Order: A mutual order in which two or more students are restricted from contacting each other until otherwise notified. Contact refers to any intentional words or actions including, but not limited to, verbal abuse or personal harassment, use or threats of physical violence, telephone calls, text messages, instant messages, written communication, emails, Snapchat, TikTok, Instagram, or other social media, and destruction or vandalism of the person's property.

Restitution: Compensation for loss, damage, theft, or injury. This may take the form of appropriate service or monetary or material replacement.

Assessment: A student may be referred to an appropriate office or local agency for consultation or assessment. These may include Alcohol and Other Drug (AOD) Assessments.

Educational Sanctions: Participation in health or safety programs. This may include restorative justice workshops, service to the University or to the larger community, seminars, and other assignments as warranted.

Alcohol and Drug Education: These education options could include online questionnaires, an in-person ADAPT course, mandated assessment, or individual drug education courses.

Parental/Guardian Notification: As recommended by the Massachusetts Board of Higher Education and permitted by the Family Educational Rights and Privacy Act (FERPA), the University may notify parents/guardians when students under the age of 21 are found responsible for violating the university's alcohol or drug policies.

The University reserves the right to notify parents/guardians when a student's enrollment or housing at the University is subject to change due to change in university status. This includes University Probation, Suspension, and/or Expulsion, and Housing Probation, Suspension and/or Expulsion.

Section 5: Appeal

A student who participated in the conduct process and was found in violation of *The Student Code of Conduct* may file a written appeal within three business days of delivery of the administrative hearing decision letter. Written appeals not filed on time will be dismissed. An individual is allowed only one appeal per administrative process. All appeals shall be submitted through the [Appeal Submission Form](#). The appeal form must state the reason(s) for the appeal and provide information as to the basis of the appeal.

Bases for appeal include:

- New and relevant information not reasonably available at the time of the hearing, which may affect the outcome.
- The hearing did not substantially follow Administrative Hearing Processes, which affected the outcome.
- A review of the imposed sanction(s), citing that it is disproportionate or irrelevant to the violation(s) committed.
- The Hearing Officer had a demonstrated conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

The Appeal Officer may speak to the Hearing Officer and the appealing party to review all information taken during the hearing and seek additional information.

The Appeal Officer may uphold or alter the original decision. Alterations to the original decision may include a change in the findings on violations and/or change (reduction, increase, or dismissal) of imposed sanction(s).

The decision made in the appeal process is final.

Section 6: Hearing Support Services

A Support Person is any person the student selects to attend a meeting associated with *The Student Code of Conduct*. A support person is present to provide support only and cannot actively participate in any portion of the hearing. Any student participating in a meeting associated with *The Student Code of Conduct* may have a support person present. If the support person or student fails to comply with the limitations below, the hearing officer may dismiss the support person, or reschedule the hearing.

The following are limitations:

- A support person may not have any additional role, such as a witness, in the Administrative Hearing Process. The support person may not directly address the hearing officer and may only speak with the student participating in the process.
- Each student is only allowed one support person during the Administrative Hearing unless otherwise approved.
- Only reasonable requests to change proposed meetings to accommodate a support person's schedule will be considered.
- A party may ask any person, including another member of the Wentworth community, to serve as a support person. No member of the University community is required to accept a request to serve as a support person.

Requests to have more than one support person will be considered on a case-by-case basis, and the final decision is the sole discretion of the Director for Student Conduct & Restorative Practices, or designee.

Notification to Hearing Officer of Hearing Support Person: The Hearing Officer must be notified in writing a minimum of one full business day prior to the hearing date who will be serving as the support person.

Section 7: Disability Accommodations

Students with disabilities may request accommodation through [Student Accessibility Services](#). It is the individual's responsibility, and not that of the university official, to request accommodation. Administrative Hearings may be rescheduled if additional time is needed to provide accommodation per the student's request.

Part 5. Interim Administrative Action

In cases where the Dean of Students office, the Office of Housing and Residential Education, or designee believes, based upon the information available, that a student has engaged in a serious violation of *The Student Code of Conduct* and/or federal, state, or local law, the Dean of Students office, Office of Housing and Residential Education, or designee may impose an interim restriction. Interim restrictions become effective immediately without prior notice and remain in effect until after the hearing and appeal process is completed. Students who have been assigned an interim administrative action must comply with the action(s) and directive(s) of university officials.

Interim restrictions may include suspension from the University or residence area, relocation of residence, restriction to designated campus areas or other campus facilities by time or location, restriction of communication with individuals or groups, or the requirement to obtain advance authorization to engage in a specified activity. Violations of interim restrictions may result in suspension or expulsion from the University.

Section 1: Interim Administrative Action Appeals

A student assigned an interim action and intending to participate in the conduct process may file a written appeal within three business days of the notification of interim administrative action. Students are expected to comply with interim actions pending the notification of the appeal decision. Written appeals not filed on time will be dismissed. An individual is allowed only one interim action appeal per administrative process.

Appeals for interim administrative actions will be heard by the Vice President for Student Affairs (VPSA), or designee. The VPSA, or designee, may speak to the office that assigned the interim administrative action and the appealing party to review all relevant information and seek additional information as necessary.

The VPSA, or designee, may uphold or alter the interim action. Alterations to the interim administrative action may include a change (reduction, increase, or dismissal) to the interim administrative action taken. The decision made in the interim administrative action appeal process is final, pending the conclusion of the Administrative Meeting process.

Part 6. Maintenance and Review of Student Conduct Files

Student conduct files are maintained separately from any other academic or official file at the university by the Dean of Students Office. Generally, information from files is not released without the written consent of the student. However, certain information may be provided to individuals within or outside the University who have a legitimate legal or educational interest in obtaining it. Please refer to the federal Family Educational Rights and Privacy Act of 1974, as amended.

A student's conduct file, including related documents, will be kept for seven (7) years from the date of the last incident. This may include electronic and hard copy files. The student conduct file of an expelled student shall be retained indefinitely.

The Director for Student Conduct & Restorative Practices, or designee, has the final authority regarding the inspection, review, or release of any conduct file.

Part 7. Interpretation and Revision

Any questions of interpretation regarding *The Student Code of Conduct* shall be referred to the Director for Student Conduct & Restorative Practices, or designee, for determination. The determination of the Director for Student Conduct & Restorative Practices, or designee, is final.

The Student Code of Conduct shall be reviewed annually, with a full review every three (3) years under the direction of the Vice President of Student Affairs and the Dean of Students. The Student Code of Conduct was last reviewed and finalized during the Summer Semester of 2024. The next full review will take place in the Summer Semester of 2027. Minor changes/updates to *The Student Code of Conduct* may be made at any time and will be published for members of the community to view. Students are responsible for actively reviewing expectations outlined in *The Student Code of Conduct*.

Appendix C: Important Contact Information

Emergency Contacts

- Wentworth Police Department (24/7)
 - Emergency Line: (617) 989-4444 (or x4444 from a campus phone)
 - Non-Emergency Line: (617) 989-4400 (or x4400 from a campus phone)
 - Location: 610 Huntington Ave, Boston, MA 02115
- Boston Police Department – District B2
 - Phone: (617) 343-4270
 - Location: 2400 Washington St, Roxbury, MA 02119
- Boston Police Department – District D4
 - Phone: (617) 343- 4250
 - Location: 650 Harrison Ave. Boston, MA 02118
- Emergency (Police/Fire/EMS)
 - Dial 911

Campus Reporting Offices

- Dean of Students Office
 - Phone: (617) 989-4702
 - Location: Rubenstein Hall 003
 - Email: dos@wit.edu
- Housing & Residential Education
 - Phone: (617) 989-4160
 - Location: 525 Huntington Ave (Corner of Huntington Ave and Vancouver Street)
 - Email: housing@wit.edu
- Human Resources
 - Phone: (617) 989-4190
 - Location: Watson Hall 003
 - Email: hr@wit.edu
- Facilities Department (for maintenance issues)
 - Phone: (617) 989-4550 (business hours)
 - After Hours: Contact Wentworth Police at (617) 989-4400
 - Email: physicalplant@wit.edu

Title IX and Equity

- Executive Director of Equity and Compliance/Title IX Coordinator: Catlin Wells
 - Phone: (617) 989-4119
 - Location: CEIS 204
 - Email: wellsc1@wit.edu
 - Online Reporting Form: https://cm.maxient.com/reportingform.php?Wentworth&layout_id=2

Confidential & Health Resources

- Center for Wellness (Counseling Services)
 - Phone: (617) 989-4390
 - Location: Williston Hall 202

- Hours: Monday – Friday 8:30 AM - 4:30 PM
- BeWell@WIT (after-hours line)
 - Phone: (617) 989-4390
- Carbon Health (students)
 - Phone: (617) 879-5220
 - Location: MassArt's Treehouse Building – 2nd Floor; 578 Huntington Ave, Boston, MA 02115
 - Employee Assistance Program (EAP – Uprise Health)
 - Phone: (800) 386-7055
 - Website: <https://worklife.uprisehealth.com/>
 - Access Code: worklife

Community Resources

- Boston Area Rape Crisis Center (BARCC) – 24-hour hotline: 1-800-841-8371
- Victim Rights Law Center – (617) 399-6720
- Boston Medical Center (SANE Services) – (617) 638-8000
- Beth Israel Deaconess Medical Center (SANE Services) – (617) 667-7000
- Brigham and Women's Hospital (SANE Services) – (617) 732-6462

Anonymous Reporting

- Ethics Point: wit.ethicspoint.com
- Wentworth Reporting Forms: <https://wit.edu/about/reporting>