Overview

The Federal Student Right-to-Know and Campus Security Act, Public Law 101-542, ("Act"), and Iowa law require that certain information concerning Maharishi University of Management’s campus security policies and programs, and crime prevention, history and enforcement be provided to our students and administrators. This report is provided to you to satisfy those legal requirements and to inform you of Maharishi University of Management’s policies on these matters and how the University seeks, with your help, to create a safe, secure, and crime-free campus.

Ideal Education for Orderly Behavior

Compliance with all national, state, and local laws and ordinances is a prerequisite for ideal citizenry and an ideal society and is an absolute requirement for all members of the Maharishi University of Management community. However, not only is lawful behavior a requirement, but practical and proven techniques for enabling the individual to satisfy this requirement and avoid the self-destructive cycle of short-sighted criminal behavior are provided to all students and ideal administrators. What we believe to be the first line of defense against crime, the practice of the Transcendental Meditation® and TM-Sidhi® programs, is practiced in groups twice a day by all members of the University community. It is a required, credit-bearing course for all students.

Scientific research has demonstrated that positive tendencies grow dramatically among those practicing these techniques, and negative tendencies diminish. Studies conducted on those in prison environments and upon release from prison, e.g., at Walpole State Prison, Folsom Prison, and other institutions, show that these techniques are proven, effective procedures for eliminating crime at its source, the mind of the individual. External regulation of behavior through the creation of national and local laws is necessary when society and all its members are not operating in accord with Natural Law. However, the only practical and complete solution for disruptive and destructive behavior is to bring the orderly and creative qualities within human consciousness to the surface in every member of society. The individual experience, through the practice of the Transcendental Meditation and TM-Sidhi programs, of the total potential of Natural Law within the consciousness of every individual awakens this internal source of orderliness and creativity.

Authority of University Security Personnel

Maharishi University of Management Security personnel are authorized to act on behalf of the University in enforcing all University rules, regulations and procedures relating to safety and security. The University Security personnel do not have authority to arrest individuals. They work closely with state and local police agencies, principally the City of Fairfield Police Department and the Jefferson County Sheriff’s Department, who are called on campus to physically detain and arrest individuals if necessary.
Crime Prevention

Crime prevention is one of the seven founding goals of the University: “To solve the age-old problem of crime and all behavior that brings unhappiness to the family of man.”

All students and administrators practice the Transcendental Meditation and TM-Sidhi programs which are designed to help eliminate criminal tendencies and behavior at their root cause. These preventive programs naturally and effortlessly reduce stress in the nervous system of the individual which is the cause of criminal behavior. Students, ideal administrators and faculty members learn through their own direct experience that only when each individual in society takes personal responsibility for ridding his mind and nervous system of distress and disease can an ideal social environment be created.

This principle is one of the key components of the educational curriculum at the University. The principle of individual responsibility and ability to reduce stress, experienced directly every day through the practice of the Transcendental Meditation and TM-Sidhi programs, is also taught in class and in the ideal administrator evening knowledge programs offered four evenings a week.

This principle of personal responsibility carries over to all elements of crime prevention. Students and ideal administrators are responsible not only for eliminating such tendencies in their own lives, but are advised to encourage others to do likewise through effective programs which will get to the root cause of the problem. Eliminating temptation for others by being responsible in protecting your property is also considered important. Reporting of disruptive behavior is a responsibility of each and every student. Resident advisors and faculty tutors are available to assist students in this process and to clarify and support this policy, if necessary, as are department heads.

Emergency Reporting

A 24-hour, 7-day, staffed phone number and on-campus security service is available to request help and report emergencies and criminal actions. Campus Safety personnel will respond as promptly as possible to your security and safety needs through this number.

Campus Safety patrols on campus by vehicle 24 hours a day, 7 days a week. The Fairfield Police Department, by arrangement with the University, patrols on campus periodically. The Campus Safety Department can also be reached at the following number to receive information concerning University policies relating to reports and the responses to those reports. The 24-hour Security number is (641) 472-1115. This number is placed on all campus telephones along with the 911 emergency number.

Reports of any emergencies and criminal activities on campus should be made promptly to Campus Safety and its Director James Bedinger, 24 hours, at (641) 919-7992. Any criminal activities should also be reported directly to the Fairfield Police at the Law Center at 1200 West Grimes Avenue, phone number (641) 472-4146 (non-emergency) or 911 for emergencies.

Your prompt and accurate reporting of disruptive behavior to Campus Safety is appreciated so that preventative steps can be promptly taken. Failure to provide notice of crimes observed may be grounds for disciplinary action.

The University Campus Safety Office is located in Verrill Hall, Rm. 43, where reports or requests for assistance can also be made. Hours at the Safety Office are from 2:30-4:00 PM, Monday through
Friday. Messages for the Safety Office can be left at 641-472-1117 or campus Ext. 1117; for emergencies, call Security on duty at 641-472-1115 or Campus Safety/Security Director at 641-919-7992. Your residence hall resident advisors should also be informed of any emergencies or criminal actions so that they can aid in providing assistance.

Campus Safety promptly reports criminal actions to the appropriate state, local or federal authorities for assistance and/or prosecution. In any event, if you believe you are a victim of a crime you should report the event to the Fairfield City Police at 641-472 4146 or call 911 in the event of an emergency.

Reports to the campus community on crimes considered a threat to other students and employees shall be provided in a manner that is timely, and that will aid in the prevention of similar occurrences.

**Safety Education**

Students and employees are provided student and ideal administrator handbooks at the commencement of their study or work at the University, along with this annual report, which advises them of University rules and policies.

Ideal administrators are further informed of relevant security procedures by their department head and/or the Campus Safety Office directly throughout their tenure.

Students are advised during orientation about safety and security issues, and the student’s responsibility as issues arise. Announcements are posted throughout campus during the year relating to relevant items, e.g., bicycle safety notices in the spring, driving notices and emergency snow procedures in the winter, tornado procedures in the spring and fall.

Standing notices relating to these and other matters are posted on all public bulletin boards placed throughout campus in public buildings and in residence halls.

Regular student body and ideal administrator meetings conducted throughout the school year discuss relevant security and safety issues as they arise.

**Hand Washing**

**Low Visibility and Driving**

**Crime Report and Reporting Responsibility**

Serious crimes are required to be reported by Maharishi University of Management to the University community by the law in an annual report, which report is contained below.

These crimes are murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson and prejudice crimes.

Such crimes, along with any acts of sexual abuse, should also be immediately reported by students and ideal administrators to the local law enforcement authorities and your faculty tutor, resident advisor, or the Campus Safety Office.

Sexual abuse, as defined by Iowa law, is found on the attachment. Annual Safety Reports are published annually and are available at the University Registrar’s Office upon request.
The following on campus criminal offenses were reported to campus security authorities or local police agencies:

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<th>Criminal offenses — on-campus</th>
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<td>Murder/ non-negligent manslaughter</td>
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Aggravated assault | 0 | 0 | 0  
Burglary | 0 | 0 | 0  
Motor vehicle theft | 0 | 0 | 0  
Arson | 0 | 0 | 0  

**Hate crimes — on-campus**

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<th>Calendar Year</th>
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<td>Simple Assault</td>
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<td>Intimidation</td>
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**Hate crimes — on campus student housing**

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**Hate crimes — public property**

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**Arrests — on-campus**

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<th>Calendar Year</th>
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<tr>
<td>Illegal weapons possessions</td>
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**Arrests — on campus student housing**

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**Disciplinary actions — on-campus**

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**Disciplinary actions — on campus student housing**

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**Hate Crimes:** During 2013 there were no crimes where the victim was intentionally selected because of the perpetrator's bias, for any of the crimes listed above. There were also no hate crimes during 2013 in the areas of larceny-theft, simple assault, or destruction/vandalism.

**Fire Safety:** There were no fires reported during 2012 and 2013. See our [Fire Safety Report](#)
Access to Campus

Maharishi University of Management’s Fairfield campus is private, but open to visitors during daytime hours through our Visitors Center in the Dreier Building. Our campus is also open to guests of residents. Visitor and guest presence on campus is subject to the discretion of our Campus Safety Office. On or off-campus visitors must leave residence halls by 9:30 P.M. and may not enter residence halls before 9:15 A.M.

Most campus residence halls are open 24 hours. Hildenbrand Hall residence areas are locked 24 hours a day or at night, with each resident having an outside door key. All individual residence rooms have locks. Keys may be obtained from the Campus Locksmith in Verrill Hall. Classroom buildings are locked after evening classes. All buildings are secured with locks and are checked periodically by Security patrols during closed periods. All students, faculty, and ideal administrators have identification issued by Maharishi University of Management which enables determination of appropriate campus access for a given individual.

The Campus Safety Office, which includes the Security Department and the Fire Safety and Life Safety Department, is involved directly in approving the design, modification, maintenance, and improvement of all campus facilities to assure compliance with all safety codes and security needs. Any recommendations you have concerning these matters should be forwarded directly to the Campus Safety Office.

Missing Person Policy for Students Living On-Campus

Emergency contact notification procedure for missing students

- When a student is reported by anyone to Campus Security that the student cannot be located and there is concern for the well-being of the student, this student is immediately treated as a "missing person."
- Campus Security will forward Missing Person Report to law enforcement within 24 hours.
- Campus Security will notify a) the student’s designated contact person, or b) for an unemancipated student under the age of 18, the student’s parent or guardian.

Required notifications

At initial on-campus registration, the Enrollment Center will require students to fill out a Personal Information Form, on which students will be advised that the following applies to all on-campus students:

- They have the option to identify a confidential contact person that MUM would contact no later than 24 hours after the student is reported missing and provide confidential contact information for that person.
- For any student under the age of 18 who is not emancipated, the school is required to notify a parent or guardian no later than 24 hours after the student is reported missing.
- MUM is required to notify law enforcement no later than 24 hours after the student becomes a "missing person."
Promoting Respectful Behavior

Honoring diversity is one of the core values of Maharishi University of Management. We honor cultural diversity as well as diverse backgrounds and viewpoints, and welcome everyone’s contributions. We do not tolerate harassment in any form. This includes, but is not limited to, harassment on the basis of sex, race, color, religion, and disability, status as a veteran, national or ethnic origin, sexual orientation, gender identity, or political belief. Should you have any concerns, please contact the Dean of Student Life or any other member of the Department of Student Life. When the University becomes aware that harassment might exist, prompt and appropriate action will be taken.

What to Do in Case of Sexual Harassment or Violence

The University does not discriminate on the basis of sex in its education programs, and sexual harassment and sexual violence are types of sex discrimination. The University’s policy prohibiting sex discrimination applies to conduct by students, faculty and staff on and off campus and protects students, faculty, staff, and visitors. Furthermore, any kind of sexual violence is criminal behavior that will not be tolerated.

It is the University’s policy to provide programs to prevent domestic violence, dating violence, sexual assault, stalking, and sexual harassment by increasing awareness of gender violence in our students during orientation in order to develop understanding and recognition of such issues.

Sexual Harassment

According to the Sex Discrimination Guidelines of the Equal Employment Opportunity Commission (EEOC), sexual harassment is a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submissions to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic performance, or
2. Submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment involving students may occur between two or more students, between students and faculty, or between students and administrators. Third party harassment may occur when a person who is not the direct target of harassment suffers the consequences of harassment indirectly,
for example, when a student overhears others in the classroom talking and joking about sexual subjects. Complaints or incidents should be reported immediately to the Dean of Student Life or any other member of the Department of Student Life.

Once the University is notified of a complaint, the Dean of Student Life or her designee will conduct a prompt review. This will be conducted as confidentially as possible keeping in mind any request for privacy, but also the well being of members of the University community. The accused will be notified of the complaint, afforded an opportunity to respond, and notified of the outcome of the review.

The goal of the review will be to determine if harassment has occurred, and if so, to redress the situation, including taking appropriate steps to prevent it from happening again. The review may result in a recommendation of mediation between the parties, legal action, or disciplinary action including a warning letter, probation, suspension, or dismissal from the University. Retaliation against a person who reports harassment in good faith will not be tolerated.

If a finding of harassment is made, a record will be filed in the harasser’s file. Upon written request, the University will disclose to the alleged victim of a non-forcible sex offense the results of any disciplinary hearing conducted by the University against a student who is the alleged perpetrator of the crime or offense.

**Sexual Violence**

Sexual violence is defined as attempted or actual sexual contact performed without the active, verbal consent of another individual. It includes Sexual Assault, Sexual Battery, Sexual harassment, sexual assault (sexual exploitation, stalking, domestic violence and dating violence are any kind of “Sexual Contact”, obtained without effective consent.

“Effective Consent” means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective Consent cannot be gained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the accused student knows or reasonably should have known of such Incapacitation. This means that sexual activity with someone mentally or physically incapacitated (because of disability, alcohol/drug use, sleep, unconsciousness, blackout or bodily restraint) is a violation of this policy. Effective Consent is also absent when the activity in question exceeds the scope of Effective Consent previously given. Silence in and of itself is not an indication of consent. Consent may be withdrawn at any time.

“Force” means physical force, violence, threat, coercion, or intimidation. Intimidating someone for one of the purposes described above is a form of sexual violence, as is retaliating following an incident of alleged sexual violence or attempted sexual violence.
“Incapacitation” means the physical and/or mental inability to make informed, rational judgments. States of Incapacitation include, without limitation, sleep, blackouts, and flashbacks. Where alcohol is involved, one does not have to be intoxicated or drunk to be considered Incapacitated. Rather, incapacitation is determined by how the alcohol consumed impacts a person’s decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the accused student knew, or a sober, reasonable person in the position of the accused student should have known, that the complainant was incapacitated. Because Incapacitation may be difficult to discern, students are strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is incapacitated and therefore unable to give Effective Consent.

Sexual Assault includes, means making unwanted and sexually offensive contact with an intimate body part of another person, including clothing covering any intimate body part, or which cause an immediate apprehension in the other person that such an act will occur, it includes but is not limited to, any sexual activity by a group or individual that takes place without the effective consent of the other individual(s) involved. Effective consent is shown by the exchange of mutually understandable words or actions between parties to a sexual interaction.

Domestic/Dating Violence is the willful intimidation, physical assault, battery, sexual assault and/or other abusive behavior perpetrated by a domestic partner or a dating partner against the other partner.

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

Sexual violence can be committed by anyone against a person of the same or other gender. Sexual violence can be committed by current or former lovers, friends, acquaintances, or strangers.

Students, faculty members, and staff members should understand that apparently consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom the individual has any degree of formal power or authority must understand that the validity of the consent involved can and may be questioned. The University is particularly aware of the abuse potentially inherent in sexual relationships between staff or faculty members and students, and between supervisors and their employees.

Sexual violence, whether on or off campus, is prohibited and will not be tolerated. This applies to academic, educational, co-curricular, athletic, study abroad, residential and off-campus conduct, and other programs.

What to Do if you Believe you are the Victim of Sexual Violence
Maharishi University of Management urges people who have been sexually assaulted to pursue criminal charges against the person or persons they believe to have committed the sexual assault. A person who has experienced a sexual assault involving a member of the campus community is also urged to make a complaint to the University by contacting Campus Safety and Security and/or MUM’s Sexual Assault Response and Prevention Coordinator.

The Sexual Assault Response and Prevention Coordinator is Caterina Roesler. She can be reached at (641)472-7000 ext 2241; croesler@mum.edu

Complainants are also advised to seek medical attention as soon as possible or within 72 hours of a sexual assault, though they may do this at any time. Seeking help as quickly as possible may help ensure a student’s physical safety, as well as preserve evidence, which in turns will make it easier for the University and for law Enforcement to respond effectively.

When informed of an alleged incident of sexual violence, all University students, faculty and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services, M.U.M.’s Sexual Assault Response and Prevention Coordinator Caterina Roesler, or a member of the Student Life Department, and/or campus security authorities. A criminal charge and an internal complaint can be pursued at the same time.

**Reporting**

**Non-confidential reporting options**

Complainants are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, campus security, and human resources). The University considers these people to be "responsible employees." Notice to them is official notice to the institution. Complainants have the right and can expect to have incidents of sexual misconduct to be taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through administrative procedures.

Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual. All responsible employees will promptly contact the Sexual Assault Response and Prevention Coordinator.

Upon receiving a report, the Sexual Assault Response and Prevention Coordinator is required to conduct an investigation by Title IX regulations, but will also inform and seek to obtain consent from the complainant before beginning.
As required by law, all disclosures to any University employee of an on-campus sexual assault are tabulated for statistical purposes by the Campus Safety Department, without personal identifying information. In compliance with federal law, these statistics and other mandated crime statistics are reported annually, but no names are disclosed.

Confidential reporting

Complainants who require that details of an incident be kept confidential should speak only with on-campus mental health counselors or off-campus rape crisis resources who can maintain confidentiality unless there is cause for fear for complainant’s safety, or the safety of others. These are individuals whom the University has not specifically designated as "responsible employees" for purposes of putting the institution on notice and for whom mandatory reporting is not required, other than in the stated limited circumstances.

In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

Medical Treatment

A person who has experienced sexual violence is urged to seek appropriate medical evaluation as promptly as possible, ideally within 72 hours of the incident, though they may do so at any time. As needed, students should call 911 or go to the Jefferson County Health Center Emergency Department. They may also contact Deidre Lentz, RN, in the Dreier Building Room 236, (641) 472-7000, ext. 3411, nurse@mum.edu, for advice, first aid, and assistance in obtaining medical care. Clinic hours are generally Monday through Friday 1-4 PM. They may also call Campus Safety and Security at (641) 472-1115 who will assist them in seeking medical attention.

University counselors and Campus Safety and Security will also assist students who have been the victim of sexual violence in obtaining further, including help with transportation to the Jefferson County Health Center, or local police enforcement. Please note that Campus Safety and Security, cannot guarantee confidentiality as they have, by law been-designated as "responsible employees" who must alert the IX coordinator that an alleged sexual offence has occurred. University health care provider will maintain confidential the identity of a student who as sought their help for sexual violence, but will report the incident to the University’s Sexual Assault Response and Prevention Coordinator to enable the University to understand the existence and extent of the problem. Crimes are also reported to Campus Safety and Security without any identifying information for inclusion in the daily crime log and annual statistical report and for issuance of any warning, if needed.

Counseling (Confidential)

Students involved in a case of sexual violence are encouraged to seek counseling. On campus, they may contact Dr. Jonathan Shapiro, Director of Student Support Services, 641-472-1241 jshapiro@mum.edu. Dr. Shapiro can refer students to Dr. Patrick Pomfrey, licensed clinical psychologist, or Optimae Life Services, both in Fairfield; the University will pay for three to five visits per semester for students whose insurance does not cover such visits. Students may also contact Dr.
Patrick Pomfrey, 641-455-9505, or Optimae Life Services, 301 W. Burlington Ave., Fairfield, 641-472-5771, directly.

Persons involved in sexual violence may also call the Iowa Sexual Abuse Hotline (800) 284-7821 or the National Sexual Assault Hotline (800) 656-HOPE (4673); for online confidential chat with a trained volunteer: https://ohl.rainn.org/online.rainn.org/

**Filing a Report**

Upon receiving a report, the Sexual Assault Response and Prevention Coordinator ("Coordinator") will conduct an investigation into the incident and use a preponderance of the evidence standard (i.e., more likely than not) to analyze the information received.

The Coordinator will meet with the complainant—to review the details of the allegation and to explain the subsequent steps involved in a sexual assault investigation. The Coordinator will also initiate an immediate response to separate the complainant and respondent (i.e., the accuser and the person accused of sexual misconduct) from engaging each other in common areas, residence halls, campus buildings, and student activities.

The Coordinator has the discretion to remove the complainant or respondent from a hostile living situation. Consequently, a student who believes he or she has been the victim of sexual misconduct, as well as a student who has been accused of sexual misconduct, may contact the coordinators to request any of the following, when related to the incident or accusation of sexual misconduct:

1. A change of the student's on-campus housing location to a different on-campus location if alternate on-campus housing is available;
2. Assistance in exploring alternative housing off campus;
3. Assistance in securing a transfer of class sections or, arrangement for independent study courses;
4. Assistance in arranging grades of incomplete, leaves, or withdrawal;
5. Assistance in arranging alternate transportation, if needed
6. Assistance in changing a working situation
7. Issuance of a no-contact directive if the University determines that continued contact between a student who has made a complaint, a student who has been accused of sexual misconduct, and/or a witness would be detrimental to any of the parties' welfare;
8. Other interim actions, when necessary to protect student welfare, such as interim suspensions.

The Coordinator will set up separate interviews with complainant, respondent, and any identified witnesses. Should this questioning not produce reasonable cause to charge the accused individual, the hearing will not proceed. However, complainants may still seek options such as reporting the incident
to the Fairfield Police or Jefferson County Sheriff’s Office. At the conclusion of the interviews, the Coordinator, will prepare a report which will be shared with the complainant and respondent.

As directed by federal law, mediation cannot be used as an option in cases involving sexual violence.

During any stage of the investigation, if the Coordinator reasonably suspects that the person or person identified by the complainant poses an imminent threat of harm or disruption to the campus community, she may immediately remove the respondent from campus, campus housing and/or restrict the respondent’s movement on campus.

Any University investigation of sexual violence will proceed independently of any action taken in criminal or civil courts. The University will not delay its proceedings while a parallel legal action is ongoing. If a criminal proceeding involving the alleged incident is ongoing, the Coordinator may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for University procedures.

College and university investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall afford both parties the same rights, which include:

- Be respectful of the needs and rights of individuals involved;
- Proceed as promptly as possible;
- To receive a copy of this policy for their inspection and review
- Permit a complainant and a respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with applicable reporting laws;
- To participate or to decline to participate in the investigation. However, a decision to refrain from participating in the process cannot prevent the process from continuing with the information available.
- Be conducted in accordance with applicable due process standards and privacy laws;
- Inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
- To appeal the decision made by the Panel
- To report the incident to law enforcement at any time.
- To understand that information collected in the process may be subpoenaed in criminal or civil proceedings.

At the conclusion of the preliminary investigation, if the report determines that sexual assault may have taken place, the investigation will proceed. There may be more interviews as needed.
Once the information has been gathered, the Coordinator will convene a hearing following the procedures outlined for a Student Support Meeting for Serious Infractions in the M.U.M. Student Handbook under General Remidal Procedures.

If, at the conclusion of the hearing, a respondent is found to have committed sexual misconduct, the hearing committee will determine sanctions which will vary depending on the severity of the violation.

Action against a respondent found to have committed sexual violence may include removal from campus housing, and/or may include censure (an official communication that a student’s behavior was inappropriate; the censure would remain in the student’s disciplinary file until he or she graduates, and if needed, would serve as a basis for further sanctioning, should subsequent violations occur, but would not be part of the academic transcripts), probation, suspension, dismissal from the University, termination from employment, and any other appropriate measure to redress the situation.

Both the complainant and respondent will be informed of the outcome of a sexual assault proceeding within three (3) business days of the decision. To assist the Coordinator in formulating appropriate sanctions, the complainant may make a statement of the impact of the assault.

**Appeal Process**

Any disciplinary action against a student who has violated the Sexual Violence Policy may be appealed by filing a request in writing within 5 business days of receiving the written decision for a review of the decision or the sanctions imposed, with Dr. Craig Pearson, Executive Vice President, cpearson@mum.edu (641) 472-1186. Complainants may also appeal following the same process.

The ONLY grounds for appeal are as follows:

1. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; if the Executive Vice President determines that new evidence should be considered, he will return the complaint to the Coordinator who shall return it to the hearing committee that heard the original complaint to reconsider in light of the new evidence, only. The reconsideration of the hearing body is not appealable.

If the Executive Vice President determines that a material, procedural or substantive error occurred, he may return the complaint to the Coordinator with instructions to cure the error. In rare cases, where the procedural or substantive error cannot be cured, the Executive Vice President may order a new hearing on the complaint with a new hearing committee. The results of a reconvened hearing
cannot be appealed. The results of a new hearing can be appealed, once, on the four applicable grounds for appeals.

**Retaliation prohibited.**

Actions by a student, faculty or, staff member intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

**Training for individuals charged with decision-making authority**

individuals charged with decision-making responsibilities under applicable procedures shall receive appropriate training in order to facilitate a fair, respectful, and confidential procedure to address allegations of sexual violence, in accordance with this and other applicable policies, procedures and laws.

**FAQ's**

**QUESTIONS AND ANSWERS**

Here are some commonly asked questions regarding the University’s sexual violence policy and procedures.

- *Does information about a complaint remain private?*
  The privacy of all parties to a complaint of sexual misconduct must be respected by the University, except insofar as it interferes with the University's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused individual may lead to action by the University.

In all complaints of sexual violence, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged complainant. Certain administrators are informed of the outcome within the bounds of student privacy (e.g., the President of the University, Deans of Students, Director of Campus Safety and Security). If there is a report of an act of alleged sexual violence and there is evidence that a felony has occurred, local police will be notified. This does not mean charges will be automatically filed or that a complainant must speak with the police, but the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.
• **Will my parents be told?**
Generally no, not unless you tell them. Whether you are the complainant or the accused individual, the University's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by a student, or in a life-threatening situation, or if an accused individual has signed the permission form at registration that allows such communication.

• **Will the accused individual know my identity?**
Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused individual has the right to know the identity of the complainant/alleged complainant. If there is a hearing, the University does provide options for questioning without confrontation, including Skype or using a room divider.

• **Do I have to name the perpetrator?**
Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand the University’s legal obligations depending on what information you share with different University officials). Complainants should be aware that not identifying the perpetrator may limit the institution's ability to respond comprehensively and protect others.

• **What do I do if I am accused of sexual misconduct?**
DO NOT contact the alleged complainant. You may immediately want to contact someone in the campus community who can act as your advisor. You may also contact the Department of Student Life, which can explain the University's procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor or seek other community assistance.

• **Will I (as a complainant) have to pay for counseling/or medical care?**
Not typically, if the institution provides these services already. If a complainant is accessing community and non-institutional services, payment for these will be subject to state/local laws, insurance requirements, etc.

• **What about legal advice?**
Complainants of criminal sexual assault need not retain a private attorney to pursue prosecution because representation will be handled by the City Attorney. You may want to retain an attorney if you are the accused individual or are considering filing a civil action. Accused individuals may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus conduct proceeding.
• **What about changing residence hall rooms?**
If you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused individual to move, and believe that you have been subjected to sexual misconduct you must be willing to pursue a formal or informal University complaint. No contact orders can be imposed and room changes for the accused individual can usually be arranged quickly. Other accommodations available to you might include:
-- Assistance from college support staff in completing the relocation;
-- Arranging to dissolve a housing contract and adjusting room charges;
-- Assistance with or rescheduling an academic assignment (paper, exams, etc.);
-- Taking an incomplete (if available) in a class;
-- Assistance with transferring class sections;
-- Temporary withdrawal;
-- Assistance with alternative course completion options;
-- Other accommodations for safety as necessary.

• **What should I do about preserving evidence of a sexual assault?**
Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged complainant's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been subjected to a criminal sexual assault, you should go to the local hospital Emergency Room, before washing yourself or your clothing. A Campus Safety and Security officer or someone through the Department of Student Life can also accompany you to the hospital and law enforcement or Student life staff can provide transportation. If a complainant goes to the hospital, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a complainant, but will not obligate him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the complainant decide later to do so.

For the Complainant: the hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the examination, if you want. Do not disturb the crime scene-leave all sheets, towels, etc. that may bear evidence for the police to collect.

• **Will a complainant be sanctioned when reporting a sexual violence policy violation if he/she has illegally used drugs or alcohol?**
No. The severity of the infraction will determine the nature of the University's response, but whenever possible the University will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the University does not
want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

- **Will the use of drugs or alcohol affect the outcome of a sexual misconduct conduct complaint?**
The use of alcohol and/or drugs by either party will not diminish the accused individual's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant’s memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused individual.

- **Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?**
Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

- **What should I do if I am uncertain about what happened?**
If you believe that you have experienced sexual violence, but are unsure of whether it was a violation of the institution's policy, you should contact the Department of Student Life who can help you to define and clarify the event(s), and advise you of your options.

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**MANDATORY CHILD ABUSE REPORTING POLICY**

**Purpose and Scope**
The purpose of this policy is to explain who is required to report child abuse, when child abuse reporting is required, and the process for reporting. Maharishi University Management (“M.U.M.” or the “University”) wants to protect all minors on campus. This includes minors who are visitors on campus participating on campus programs, or off-campus University-sponsored programs, as well as children of faculty, administrators, or any other child residing or visiting the campus for any reason.

**Report**
Consistent with Iowa Code 261.9, and Senate File 2225 this policy requires anyone who, in the scope of their employment responsibilities, examines, attends, counsels, or treats a child, to report suspected physical or sexual abuse of a child. This includes most University employees, including, but not limited to, faculty, coaches, student employees, administrators and staff (“University Reporters”). If you are not sure whether you are required to report, you are encouraged to err on the side of caution and report.

You do not need to have proof that abuse has occurred in order to be required to report.

**When to Report**
University Reporters must report child abuse when they see, know about, or reasonably suspect the abuse of a child. A report should be made as soon as possible and within twenty-four hours after becoming aware of the suspected abuse. The types of abuse that are required to be reported under this policy include any physical or sexual abuse of a child.
“Child” means any person under the age of eighteen years.  
“Physical abuse” means non-accidental acts or omissions that cause, or fail to prevent, physical injury to a child.  
“Sexual abuse” means the commission of a sexual offense according to Iowa law, including rape, sexual assault, molestation, incest, indecent exposure, or exploitation of a child in a manner in which the child is used for gratification or sexual enjoyment by another person.

2 Reporting Procedures.  
In the event of an emergency, first call 911.  
Suspected abuse must be reported to  
1. MUM’s Sexual Assault Response and Prevention Coordinator Caterina Roedler (641) 472-7000 ex 2241  
croesler@mum.edu  
OR  
2. Campus Safety and Security ext. 1115 or (641)472-1115  
When making a report of child abuse under this policy the University Reporter shall provide the following information to the best of their knowledge:  
Name of the alleged victim(s)  
Name of the alleged perpetrator(s)  
Time and date of the incidents being reported  
Location where the incidents occurred  
Any additional information known about the abuse

Mandatory Reporters Under Iowa Code 232.69  
It is possible that some University Reporters, as well as others who interact with minors who are on  
the University campus or participating in off-campus University-sponsored programs may be Mandatory Reporters of child abuse under Iowa Code §232.69. These individuals  
have additional responsibilities to report all forms of child abuse as described in Iowa Code § 232.68(2). Under §232.69, Mandatory Reporters must report suspected abuse to the Department of Human Services. Child Abuse can be reported to the Department of Human Services by calling the toll-free child abuse reporting hotline 24 hours a day: 1-800-362-2178.  
The University encourages everybody, including those who are not Mandatory Reporters under Iowa  
Code §232.69, to report all forms of child abuse to the Department of Human Services in addition to  
reporting to the Sexual Assault Response and Prevention Coordinator and t Campus Safety and Security under this policy.

3 Prohibition on Retaliation.  
Consistent with Iowa law, the University will take no retaliatory action against an employee who  
makes a good faith report of child abuse.

Information regarding registered sex offenders  
Information on registered sex offenders in Iowa, including the town of Fairfield can be obtained online at  
http://www.city-data.com/so/Iowa.html
Drug-Free Workplace Notice

Federal law requires that all organizations receiving grants from federal agencies adopt a policy of maintaining a drug-free workplace by taking certain action. As Maharishi University of Management receives such grants we are complying with these legal requirements by giving notice to all ideal administrators that the University has adopted the following policies:

- Please be on notice as an employee of the University that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at this University and anyone violating this prohibition will be subject to dismissal from staff.

- Please also be on notice that as a condition of being an employee of the University that you are required to abide by the terms of paragraph 1 above and you must notify the director of the University personnel office of any drug statute conviction occurring at Maharishi University of Management no later than five days after such conviction.

- Maharishi University of Management’s drug-free awareness program is based on the principles of development of consciousness that are at the core of the educational mission of the University. Abuse of drugs seriously weakens the nervous system’s ability to maintain good health and gain the refinement necessary to live the complete fulfillment and bliss of higher states of consciousness.

- Maharishi University of Management’s drug-free awareness program is designed to inform you about several things including the dangers of drug abuse, the University’s policy of maintaining a drug-free workplace, along with counseling, rehabilitation, and assistance programs for drug abuse, and advising you of the penalties which may be imposed for drug abuse violations. Please contact your department head or any University faculty member for any information relating to the University’s drug-free awareness program.
Alcohol and Drug Use

Because the University is committed to supporting maximum growth of our students, we have a stringent policy regarding alcohol and non-prescribed drug use.

Note: Students taking any prescribed medications should continue until their health care provider recommends otherwise.

Students seeking assistance with substance abuse issues are strongly encourage to visit privately with the Director of our Student Support Services, Campus Nurse, or any other member of our Student Life team. For a listing of local resources, please go to mum.edu/supportgroup.

Iowa laws

In the state of Iowa, the possession, use, or distribution of alcohol is illegal for anyone under age 21. Students in violation of any alcohol-related laws will be subject to remedial action, and may also be prosecuted under state or federal law.

Alcohol policy: on campus

The possession, use, or distribution of alcohol is prohibited on campus. If a student of any age has alcohol in his or her possession on campus (either carrying it or having already consumed it), this is regarded as a serious breach of conduct. Students are also not allowed to be in the company of those who are using or distributing alcohol on campus. Violation of this policy will result in immediate remedial action.

Alcohol policy: off campus

The University strongly recommends that students of all ages abstain from the possession, use, or distribution of alcohol off campus as well as on campus. The underage possession or use of alcohol off campus, distribution to students under the age of 21 off campus, and driving while under the influence of alcohol anywhere are prohibited and subject to immediate remedial action. Note: the policy of no alcohol or drug consumption is in effect during all field trips, Rotating University classes, other University-sponsored events, and internships.

Health risks of alcohol consumption

Alcohol slows down brain functioning leading to poor decision-making and slower reaction times. This can lead to serious accidents when drunk. In addition, alcohol kills brain cells. By drinking you are damaging the very means of gaining new knowledge and being most successful in your life.

According to the National Institute of Chemical Dependency, "Even low doses of alcohol significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described."
“Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms — including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other youngsters of becoming alcoholics.”

**Drug Policy**

In the state of Iowa, the possession, use, or distribution of certain non-prescribed drugs (such as marijuana, cocaine, methamphetamine, etc.) is illegal. The University’s policy is that the possession, use, distribution, manufacturing and/or growth of illegal drugs and the possession of drug paraphernalia are prohibited. Being in the company of those who are using or distributing illegal drugs or misusing prescription drugs is also prohibited. This policy applies to all students, on and off campus, during the school year and during vacations, whether they are here or elsewhere. The University views this infraction of rules as a serious breach of conduct subject to remedial action. Students may also be prosecuted under state or federal law. Schedule of federal penalties for drug possession and distribution

Note regarding federal law: if you are convicted for illegal drug use and the offense occurred while you were receiving Federal Student Aid, you may become ineligible for Federal Student Aid for one to three years.

**Alcohol and drug use corrective procedures**

The University wishes to promote early intervention for students who seem to be using alcohol or drugs in violation of university policy, but have not been caught violating university policy. Therefore, faculty, Resident Advisors, fellow students, and others who suspect alcohol or drug usage by a student, including improper use of prescription drugs, are strongly encouraged to call the Director of Student Support Services, the Director of the Student Success Center, or any other member of the Department of Student Life team to share the concern.

If warranted, a member of the Student Life team will meet with the student privately, and consider with the student how best to address the concern. As long as the student has not been caught in violation of university policy, this meeting will not result in any disciplinary sanctions for the student.

See the Student Handbook for general procedures and policies related to alcohol and drug policy infractions, including consequences for infractions.
**Emergency Response and Evacuation Procedures**

Procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus: Our current methods are:

The Campus Safety Director, in conjunction with the academic and administrative designated responsible persons, will activate the RAVE wireless system (Cloud), which will send text messages and emails to all students, faculty and staff who have elected to receive these emergency notifications. As appropriate, timely warnings will be included in the notification.

The emergency operations plan includes the activation of the Information Center, Verrill Hall, Rm. 45, where a phone bank will be made operational to receive updates and input and disseminate vital information as required. The Campus Safety Office in Rm. 43 in Verrill Hall will be the Command and Coordination Center for first responders, inspection and assessment teams for damage, and planning and coordination for shelter, hygiene and meals for campus residents. Information will also be disseminated to the public through the campus radio station, KHOE, also located in Verrill Hall.

While the RAVE system is being implemented, through the Safety and Security Department, individuals (entire residence halls or classrooms) are advised by Security personnel of the danger and what action they should take or not take to protect themselves from any immediate threat to the health and safety of the students and staff. In addition to Security notifying groups of individuals in buildings, the local Police Department and/or the Sheriff’s Department are contacted to act in concert with the Safety Department to maintain order, to isolate buildings and control situations so that the danger is contained.

Additionally the Campus Security Department will post timely written notices and warnings in all the residence halls and public buildings, explaining the situation, with a directive to take a certain action or actions to insure their safety.

**On Campus Notification**

Upon confirmation of a significant emergency or dangerous situation, the Campus Safety/Security Department will:

- In addition to the activation of the RAVE text and email notification system described above, the Campus Safety/Security Department will: Contact through Email and Phone Tree the Dean of Students, Legal Department and Human Resources Director and advise them of the nature of the emergency. These faculty and administrative chairs and department heads will in turn notify their assistants and colleagues of the nature of the problem and will galvanize their staff to respond appropriately.

- While the notification process is proceeding, as appropriate, the Campus Safety/Security Department will immediately post written notifications on the inside and outside of the entry/exit doors of the appropriate buildings and in the hallways, as well as notices left at the Resident Advisors’ and Residence Hall Directors’ doors. The content of the notices will include the nature of the problem and what actions should be taken to minimize or correct the perceived danger, the expected duration of the condition, and the options for accommodations that are available on and off campus. While Security is moving through the residence halls and appropriate administrative buildings posting notices, they will call
the phone number or speak in person to the Resident Advisors and Residence Hall Directors, advising them of the situation.

- As appropriate, the Safety Director will notify all building managers in non-student living areas (Phone Tree). (This is a prominent feature during tornado season.)

- Whenever there is anticipation of a problem (heavy storms, periods of extreme cold, tornadoes), the Safety Department has a scrolling message bar which can be mounted in the Student Union building (dining hall for entire campus), advising of the potential emergency and what appropriate action to take.
Notification of Local Authorities

Depending on the nature of the problem, the Police Department, Fire Department and Ambulance service will be advised by the Safety/Security Director of the nature and scope of the emergency (911). At least once a year maps of the campus layout are supplied to all emergency responders, giving notice of new buildings, their type and location, street closings, long-term functions or construction which may change routing and access strategies. Additionally, notices are placed in the newspaper and meetings are held with the Chief of Police, Sheriff and the Post Office regarding all such changes.

In addition to maps, all emergency services personnel are encouraged to drive through campus periodically to maintain a personal familiarity with the campus functioning. Meetings are held with the county-wide Homeland Security emergency group, who may be called in for extreme situations which may involve terrorist activities and the like. There is a yearly table top exercise which the county coordinates with the state to insure maximum support during extraordinary circumstances.

The procedure for disseminating emergency information to the larger community will be through phone calls to emergency response groups, releases to the radio and newspaper which will be accomplished through University Counsel’s office, Safety/Security Department, Public Relations Department and Campus Nurse.

Description of the process

- **Confirmation of Significant Emergency or Danger.** Security personnel are trained in First Aid, CPR, use of fire extinguishers, etc. Any development which exceeds their base level of training is reported to the 911 Operator. Additionally, the Campus Safety/Security Director will determine potential danger sites based on hazard assessment criteria (areas where gasoline and fuel oil are dispensed, power substations, natural gas regulators, etc.). If any of these substances become compromised, an emergency notification process will ensue to evacuate the appropriate areas, notify the local authorities and advise utility companies of irregularities.

  The Safety/Security Department, upon receiving any call or complaint, will go to the site and advise the Safety/Security Director and the Facilities Management group of any compromise in systems which, if left unchecked, could result in a worsening development which could be a threat to life or health. For example, perception of gas leaks, electrical malfunctions whose source cannot be located, etc.

- **Determining the appropriate segment of the community to receive notification:** Some emergencies could potentially affect a greater portion of the campus than others. This will be a joint assessment by the Safety/Security Department and the Facilities group. The guiding principle will be to accept the possibility that the worst possible situation could develop and to take the necessary precautions in that area.

  **EXAMPLE 1:** If there is a suspected fire in a building whose source cannot be located, that building will be evacuated through the fire alarm system; all occupants will be instructed to go to the assembly area for that building, where a head count will be conducted. The Security Department will go through the building to be sure that all occupants have been evacuated. The building and the surrounding grounds will be cordoned off, and once the Fire
Department and Police arrive, the situation will be turned over to the Fire Chief; and if he requests, all building electrical and/or gas systems will be shut down.

**EXAMPLE 2:** If there is an emergency which would affect a larger segment or portion of the campus, that portion of the campus will be evacuated and moved to the appropriate large assembly building for shelter, while the investigation or repairs are under way; for example, if there were a major power outage due to extreme storms or other difficulties that is projected to last for days, in addition to the large assembly area, any room in appropriate residential buildings will be filled.

**EXAMPLE 3:** An extreme emergency affecting most individuals on campus such as an explosion at our Motor Pool gas dispensing facility; an explosion at the fuel tank at the campus generator building; or an explosion or significant leak at the propane tank on campus. Possible off campus situations include hazardous waste shipments, such as a train derailment or an accident on Highway 1 involving materials such as propane, anhydrous ammonia, etc.

In these extreme incidents, the county-wide response team will be notified, or the university will be notified by the county. Police, Ambulance and Fire Department will assume complete control and advise the university administration as to the appropriate action, based on information as to the size and location of the spill; wind direction; the ability of the first responders to have access to the site; any complicating factors such as weather; and staging areas for victim assistance and accommodations for mutual aid responders from other cities and counties.

In an extreme crisis, many of the campus residents would be evacuated if appropriate to sites off campus such as public high school and elementary school buildings, fair grounds, hotels, and sharing residence with private homeowners in the city.

**Content of the Notification**

The content of the notification depends on the nature or level of the emergency. Such information will be given as to inform and instruct those affected campus residents of appropriate action, whom to contact, cautioning not to overload phone circuits, which could impede response to the problem or resolution of the emergency. Whenever appropriate, parents and next of kin will be notified by university officials (established procedure through the Dean of Faculty, Dean of Students and Human Resources Office). Psychological counseling will be available for those individuals who are affected or traumatized; campus-wide group meetings will be held for updates and any additional information and instruction which will be helpful. During those meetings, special considerations or needs will be addressed on a person-to-person basis.

**EXAMPLE 1:** A Bomb Threat. An alleged bomb threat could trigger a situation where students, staff and faculty are channeled into an area where they could all become victims of individuals or organizations looking for such a response; that is to say, the safety assembly area itself may be the area where the bombs are contained, not the building; or that through exiting the building, explosive devices or other hazards are placed near the exit-ways.

**EXAMPLE 2:** In a bomb threat situation, it can be foreseen that activating the emergency evacuation alarms (fire, etc.) could be an audible or electronic signal that could detonate the bomb or create confusion. The close proximity of any powered equipment or vehicles of the first responders could make the situation worse.
EXAMPLE 3: A significant breach has occurred in a liquid propane tank and the highly flammable fumes are migrating through the lower areas of campus. Any ignition source would trigger a massive explosion.

Initiate the Notification System

At any level of crisis, activation of the notification system is immediate, once there is confirmation of an emergency, and the nature and scope of that emergency have been determined. Campus Safety personnel will contact the following people, the order depending on the nature of the threat and which population segments need to be notified.

Contact Personnel on Campus

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Vice President</td>
<td>Craig Pearson</td>
</tr>
<tr>
<td>Chief Administrative Officer</td>
<td>David Todt</td>
</tr>
<tr>
<td>Legal Counsel</td>
<td>Bill Goldstein</td>
</tr>
<tr>
<td>Dean of Faculty</td>
<td>Cathy Gorini</td>
</tr>
<tr>
<td>Dean of Student Life</td>
<td>Rod Eason</td>
</tr>
<tr>
<td>Associate Dean of Students</td>
<td>Chris Taft</td>
</tr>
<tr>
<td>Associate Dean of Students</td>
<td>Amelia Hesse</td>
</tr>
<tr>
<td>Director of Human Resources</td>
<td>Stan Lamothe</td>
</tr>
<tr>
<td>Director of Facilities Management</td>
<td>Craig Wagner</td>
</tr>
</tbody>
</table>

Contacts for City of Fairfield

- Jefferson County Sheriff
- Fairfield Police Department
- If appropriate, Homeland Security Emergency Response Coordinator

Statement of Intention

It is the intention of Maharishi University of Management to notify without delay the residents of the university and/or the population of Fairfield in the event that an emergency situation has arisen which, by delaying notification, would worsen the situation and put a greater number of individuals in peril. It is the university’s intention to initiate a notification system that will advise in an appropriate and timely manner the entire community that would be affected by the emergency, as determined by an ongoing assessment of the emergency.

The content and means of notification will be appropriate to the potential severity and nature of the emergency. Selected administrators, faculty and Facilities personnel will be called in to make a determination about the nature of the emergency, and in situations where the greater Fairfield community may be at risk, the Sheriff’s Department and Police Department will be called to make a determination on specific courses of action.
**Procedures for disseminating information to the larger community**

From the Office of the Executive Vice President, in conjunction with the University Council, text of the emergency situation will be generated to be sent by email and/or personal contact to the newspaper, radio station, Police and Fire Departments, and the Mayor’s Office. Information will also be conveyed by phone and by the University Public Relations offices in contact with the Fairfield community and other communities, as appropriate.

**Testing of emergency response evacuation procedure**

The Campus Safety/Security Department will be conducting in-house testing of emergency evacuation procedures and, whenever it can be coordinated, the university will participate in the county-wide and/or state-wide review of emergency response drills. The university is in contact with the Emergency Response Coordinator for the county as sanctioned by Homeland Security; and the Safety/Security Department’s participation in these drills will consist of following instructions and coordinating equipment and supplies and other orders as directed by the Coordinator. When county and state-wide drills are announced, the university academic and administrative departments will be advised of the university’s role in the drills.

**University in-house testing of evacuation procedures**

Each year the Campus Safety/Security Director will generate a mock crisis. This test situation will be announced to all the academic and administrative personnel. Those who are participating in the drill will be told of the situation and queried on the steps they would take in response to the assessed danger.

Security will notify all the occupants of any affected building of the situation and the course of action (as appropriate to the type of test).

Actions for the academic departments and campus nurse include:

- Building evacuation as appropriate.
- Perform a head count of all students after evacuation.
- Assist injured students to areas of safety.
- Coordinate university vehicles with students who need rides to the hospital or health clinics.
- Notification of parents as appropriate.

**Facilities Department:** The Facilities Department would be given an example of gross building failures which could easily affect dozens of students and would require the evacuation of the building, the shut-down of all utilities in the building, notification of all utility companies including electric, gas and phone.

As this function is being performed, additional instructions will be given regarding an expanding situation; and at each new phase of response, they will be charged to implement processes of Lockout/Tagout, etc.; and to work in coordination with the utility company and Fire Department.

**Campus Safety/Security Department:** The Campus Safety/Security Department will work with Police to clear the areas, to aid in the evacuation of the necessary buildings, to assist Fire Departments responding to mutual aid call, and to assist in finding the nearest fire hydrants; control
foot and automotive traffic; assist in establishing a Command and Coordination Center on campus; and assist by any means necessary.

The exercises on campus will be part table top and part location-oriented. Individuals from Facilities or Security will be asked to go to specific locations, and their response and corrective actions will be timed. Once each task has been accomplished, they will receive additional information and instruction regarding increased difficulties, complicating the crisis.

**After-Action Evaluation**

After each yearly drill, several departments will convene to assess weaknesses in procedure, unforeseen difficulties which may have arisen, staffing levels relative to response time, the role that weather played in the procedure, and a review of the role stress and fatigue played in the performance of the job.

Records will be kept of every campus drill and each drill coordinated with the county. Results will be shared with the Campus Safety Committee and recommendations passed on regarding procedures, equipment and training.
**ADDENDUM: Buildings currently assigned for emergency conversion use**

The buildings listed below with their associated square footage have been chosen because of their current availability, open plan design, easy access to the highway, and convertibility to a wide range of functions.

Except for full evacuation of the campus, the buildings listed below will serve as open barracks sleeping facilities (gender specific); makeshift dining facilities and classrooms; staging area for medical evaluation and evacuation; quarantining facilities during pandemics; supply depot for materials used in emergencies (as collected from county-wide sources); and for processing and coordinating information and emergency volunteer personnel. These facilities can also be used by the city and county for the same purposes if an emergency evacuation is necessary for Fairfield or other cities within the county.

<table>
<thead>
<tr>
<th>Building</th>
<th>Open plan design</th>
<th>Current use</th>
<th>Square footage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field House</td>
<td>Open plan design</td>
<td>Currently used by the elementary and high school for physical education and recreational purposes</td>
<td>24,600 sq. ft.</td>
</tr>
<tr>
<td>Grand Assembly Hall / Rec Center</td>
<td>Open plan design</td>
<td>Current use: Physical education and recreational center for university, high school and elementary school</td>
<td>60,000 sq. ft.</td>
</tr>
<tr>
<td>Art Center/Old Student Union Building</td>
<td></td>
<td>Currently used as an art facility and classroom building</td>
<td>40,000 sq. ft.</td>
</tr>
<tr>
<td>Fraternity Building 113</td>
<td></td>
<td>Currently not in use. Designed as a 40-room living facility.</td>
<td>17,920 sq. ft.</td>
</tr>
<tr>
<td>Fraternity Building 114</td>
<td></td>
<td>Currently not in use. Designed as a 40-room living facility.</td>
<td>17,920 sq. ft.</td>
</tr>
</tbody>
</table>

**TOTAL SQUARE FOOTAGE:** 160,440

Other buildings on campus have limited space and can be pressed into service as needed.

**Future plans**

There is a strong desire to use additional technologies that will further facilitate notification of the campus population. It is our feeling that no one method will work in every situation, so we want to build in redundancy to err on the side of trying to reach every one, even if some get multiple notifications.

**Email / Text Messaging System**

The Rave Wireless emergency notification system has been implemented, and all students, faculty and staff have been advised and invited to register to receive email and text messages for emergency alerts.
Other Systems

Research has been completed for the implementation of the following systems which will be purchased when resources are available:

- **Public Address System** which will be configured to address occupants of every building singly or collectively. Enunciator horns will be on each floor of each building — residence halls first. The residents will be advised of any mass evacuation or instructed to lock their exit doors and their room doors and stay in their rooms, or to go to the lower level away from the windows in each building in case of tornado. Additionally, enunciators will be placed outdoors on or near buildings. The placement of the external public address horns will take into account wind directions, open areas, pathos of travel around campus, etc. The notification system will consist of both pre-recorded and at-the-moment announcements advising the campus residents of the difficulty and appropriate action to be taken. Examples of application are:
  - Instructions that their exterior doors should be or will be locked;
  - Advice to be wary of individuals, with a description;
  - Advice on numbers to call to receive updates on emergency conditions and to pass along information from their side of any critical observations;
  - Instructions to email or text message their friends;
  - Instructions to not over burden the phone system with unnecessary calls.

This system will be operated from a single station which will be receiving filtering and disseminating information as necessary or appropriate. During times of city-wide and county-wide emergencies, the Incident Commander (Police Chief, Fire Chief or Sheriff) can make announcements to the general campus population.

The following systems are under consideration:

- Small monitors which can be placed in strategic locations in each building where wireless signals can be regenerated into visual messages advising of the difficulty and appropriate action to be taken.

- Card entry system on exterior doors with controls to lock and unlock each door, barring entry of unwanted individuals. A card entry system with exterior camera support would help us to locate individuals of interest who may be trying to gain entry to any building, especially residence halls.

This system will be operated from a single station which will be receiving, filtering and disseminating information as necessary or appropriate. During times of city-wide and county-wide emergencies, the Incident Commander (Police Chief, Fire Chief or Sheriff) can make announcements to the general campus population.

The university’s intention is to maintain the current notification system even as more sophisticated systems are brought into play, because the personal contact procedures work even when there is loss of power.