

written consent of the students, except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Western Michigan University community, only those members, individually or collectively, acting in the students' educational interest are allowed access to student educational records. These members include faculty, administration, clerical and professional employees, and other persons who manage student record information (e.g., Office of the Registrar, Academic Records Office, Controller, Financial Aid, and the Office of Admissions and Orientation).

At its discretion, the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, curriculum and major field of study, dates of attendance, enrollment status (full/part time), degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

Students may withhold Directory Information by notifying the Academic Records Office in writing within the official drop-add period of each semester or session.

Western Michigan University has established administrative procedures necessary to accomplish and insure compliance with the Act, specifically including procedures permitting students to inspect and review their educational records and the opportunity for discussion or a hearing if a student challenges any materials in such records. These procedures are outlined in Western Michigan University's Undergraduate and Graduate Catalogs. The University Registrar is designated as the officer with responsibility for insuring University compliance with this law.

Appendix C: Western Michigan University Policy on Sexual Harassment and Sexism

Introduction

Western Michigan University is committed to an environment which encourages fair, humane, and beneficial treatment of all faculty, staff, and students. In accordance with that fundamental objective, the University has a continuing commitment to assure equal opportunity and to oppose discrimination because of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status. Therefore, in that same perspective, neither sexual harassment nor sexism will be tolerated at Western Michigan University. It is expected that each member of the University community will consider herself/himself responsible for the proper observance of this policy.

Definitions

Sexual Harassment: Sexual harassment is defined as unwelcome sexual conduct which is related to any condition of employment or evaluation of student performance. This definition is intended to include more than overt advances toward actual sexual relations. It applies as well to repeated or unwarranted sex-related statements, unwelcome touching, sexually explicit comments, and/or graphics. All persons should be sensitive to situations that may affect or cause the recipient discomfort or humiliation or may display a condescending sex-based attitude towards a person. Sexual harassment is illegal under both state and federal law. In some cases, it may be subject also to prosecution under the criminal sexual conduct act. Conduct will be defined as sexual harassment when any or all three of the following conditions exist:

1. The sex-related situations are unwelcome by the recipient.*
2. A specific or implied connection with employment or student status is involved.
3. The sexual harassment continues after the recipient has made it clear that the conduct is unwelcome.*

Sexism: Sexism is defined as the perception and treatment of any person, not as an individual, but as a member of a category based on sex. Whether expressed in overt or subtle form such as sex-related jokes or materials, sexism in the classroom or workplace is unacceptable at the University; and its elimination shall be the responsibility of the entire University community. Depending upon the seriousness of the misconduct, informal corrective action may be adequate.

Complaint Procedure: Sexual harassment and sexism constitute acts of misconduct. Therefore, whenever such acts are reported and confirmed, prompt disciplinary action will be taken, up to and including discharge. However, to enable the University to act through these formal procedures, employees and students are encouraged to report such incidents. Employees should report such conduct to the Associate Vice President and Chief Human Resources Officer, 1300 Seibert Administration Building (387-3620). Students should report it to the Office of Institutional Equity, 1220 Adrian Trimpe Building (387-6316).

The Associate Vice President and Chief Human Resources Officer and the Associate Vice President for Institutional Equity, shall jointly establish appropriate procedures to implement this policy. They shall also investigate thoroughly any complaints of alleged sexual harassment or sexism, and then report the results of such investigations to the President of the University.

If you hesitate to file a sexual harassment complaint for fear of retaliation, you need to know that: Federal and state law, as well as University policies, protect any person who has filed a complaint of sexual harassment or sexism from being intimidated, threatened, coerced, and discriminated against or any other form of retaliation.

Likewise, protection is afforded any person who testifies, assists or participates, in any manner, in an investigation resulting from a sexual harassment complaint.

Therefore, any individual so harassed, intimidated or otherwise retaliated against may file a complaint alleging harassment, intimidation or retaliation. Such complaint should be filed with the Office of Institutional Equity, 1220 Adrian Trimpe Building (387-6316).

Approved by Board of Trustees, May 17, 1985.

*In some cases of overt physical sexual conduct, a blatant threat if sexual favors are not given, or promised reward in exchange for sexual favors, no notice that the conduct is unwelcome shall be necessary, and a finding of sexual harassment may be based on a single occurrence.

Appendix D: Resources for Victims of Sexual Assault

Western Michigan University recognizes that sexual assault is a serious social problem that occurs among college students as well as within other segments of our society. The University makes a strong commitment to work toward preventing sexual assault within our community, to provide support and assistance to sexual assault victims, and to impose sanctions on those who have been found responsible for a sexual assault. Our goal is to foster and protect an environment of mutual respect and concern and a safe community in which learning and growth can occur.

As used here, the term “sexual assault” is synonymous with the University’s definition of “sexual misconduct,” as stated in the Student Code, Article IV: Proscribed Conduct, B. Conduct Rules and Regulations, item 15, Sexual Misconduct.

Prevention Efforts

The University, in a variety of ways, addresses the topic of sexual assault with students. The subject is discussed with first-year students during the First Year Experience. This information is also available on Western’s web site.

The WMU Department of Public Safety presents numerous crime prevention programs annually that include discussion of personal safety issues. Printed crime prevention materials are distributed during presentations and at various locations on campus. Any student group or organization may request an educational program by a police officer on any crime or safety issue by calling 387-5555.