



---

## Policy AT001: California Athletics Sexual Violence, Interpersonal Violence and Other Violence Disclosure Policy

Recommended for Approval by: James Geiger

Jim Geiger, Vice President for Advancement

Approved by: Jon Anderson

Dr. Jon Anderson, President

Effective Date: 02/03/2025

---

### A. Intent

In accordance with NCAA regulations; state, local, and Federal laws and regulations; in addition to institutional policies and procedures, Pennsylvania Western University (PennWest) California aspires to foster a safe and productive learning environment. In order to achieve this goal, the California Athletic Department has developed this policy to help students understand the requirements under NCAA regulations and institutional policy that will require them to disclose information to PennWest about acts of sexual, interpersonal, and other acts of violence as defined within this policy, the Student Code of Conduct, and Sexual Misconduct Policy.

### B. Definition(s)

The definitions included in this policy are taken from the NCAA Board of Governors Policy on Campus Sexual Violence. These definitions are inclusive of those within Policy HR001 Sexual Misconduct Policy and Procedure and the Student Code of Conduct. For the specific definitions under HR001 Sexual Misconduct Policy and Procedure and the Student Code of Conduct, please see those policies.

**Interpersonal Violence:** Violence that is predominantly caused due to the relationship between the complainant and the respondent, including dating and domestic violence.

**Sexual Violence:** A term used to include both forcible and nonforcible sex offenses, ranging from sexual battery to rape.

**Other Acts of Violence:** Crimes including murder, manslaughter, aggravated assault or any assault that employs the use of a deadly weapon or causes serious bodily injury.

### C. Policy

PennWest requires all incoming, current, and transfer student-athletes to complete an annual disclosure related to their conduct that has resulted in discipline through a Title IX proceeding or in a criminal conviction involving sexual, interpersonal, or other acts of violence. Transfer-athletes must also disclose whether a Title IX proceeding is pending at the time of transfer.

The California Athletic Department will inform all student-athletes that failure to disclose information regarding discipline through a Title IX proceeding or a criminal conviction for sexual, interpersonal, or other acts of violence may result in loss of eligibility and disciplinary action, up to and including expulsion from PennWest. Failure of transfer student-athletes to disclose an incomplete Title IX proceeding at the time of transfer may similarly result in loss of eligibility and disciplinary action, up to and including expulsion from PennWest. California Athletic Department will take appropriate steps to confirm disclosures of discipline or convictions made by student-athletes and determine athletic eligibility. Student-athletes will be held accountable for honest and accurate disclosure of all criminal acts and violations of the Student Code of Conduct and California Athletic Department Athletic Handbook.

In order to support the disclosure process, California Athletic Department will educate student-athletes, coaches and athletic staff about sexual violence prevention. Additionally, California Athletic Department will work collaboratively with the Office of Equity and Title IX and Dean of Students Office for outreach, education, and compliance. California Athletic Department will review all related policies and procedures annually and attest that California Athletic Department has complied with the NCAA policy requirements through the NCAA's attestation process to hold member schools accountable to the NCAA policy.

#### **D. Procedure(s)**

Returning Student Athletes:

- a. Returning student-athletes will complete the NCAA sexual, interpersonal and other violence documents for returning students. These documents will be completed in the ARMS system.
- b. Returning student-athletes will fill out a student-athlete self-disclosure statement. The self-disclosure statement will be completed in the ARMS system.
- c. Returning student-athletes will watch the Title IX video from the Title IX Coordinator and complete the online training module on the prevention of Sexual Misconduct.
- d. The California Athletic Department compliance officer will check the internal athletics records for the student provided by the Dean of Students Office on all returning student-athletes at the start of the Fall semester.
- e. If there is an issue that is found during a check of Dean of Students records or self-disclosure, then the information found regarding the student-athlete will be taken to a review board consisting of the Campus Administrator, Chief of University Police, a representative from Student Affairs, a representative from the Dean of Students Office or Equity and Title IX Office, and the Faculty Athletic Representative. This review board will make a determination on how to proceed and what actions will be taken in regard to the information found regarding the student-athlete. Such actions can include, but

are not limited to, educational programs, suspension from athletic competition, suspension of athletic financial aid, or removal from the athletic program.

#### Transfer Student Athletes:

- a. Transfer student-athletes will complete the NCAA transfer student sexual, interpersonal and other violence documents for returning students. These documents will be completed in the ARMS system.
- b. The Head Coach of the student-athlete will disclose and sign off on their research into the student-Athlete. This document will be completed by the Head Coach in ARMS.
- c. Transfer student-athletes will watch the Title IX video from the Title IX Coordinator and complete the online training module on the prevention of Sexual Misconduct.
- d. Transfer student-athlete will fill out a transfer student-athlete questionnaire in compliance with NCAA rules, along with a FERPA release form. These forms will be completed in ARMS.
- e. The California Athletic Department compliance officer will send the transfer student-athlete's previous institution the transfer student-athlete questionnaire and FERPA release. The forms will be sent to the previous institution's athletic compliance office for completion.
- f. If there is an issue that is found utilizing through self-disclosure or reported by the previous institution then the information found regarding the student-athlete will be taken to a review board consisting of the Campus Administrator, Chief of University Police, a representative from Student Affairs, and the Faculty Athletic Representative. This review board will make a determination on how to proceed and what actions will be taken in regard to the information found regarding the student-athlete. Such actions can include, but are not limited to, educational programs, suspension from athletic competition, suspension of athletic financial aid, or removal from the athletic program.

#### Incoming Student Athletes:

- a. Incoming student-athletes will complete the NCAA sexual, interpersonal and other violence documents for incoming students. These documents will be completed in the ARMS system.
- b. The Head Coach of the student-athlete will disclose and sign off on their research into the student-Athlete. This document will be completed by the Head Coach in ARMS.
- c. Incoming student-athletes will watch the Title IX video from the Title IX Coordinator and complete the online training module on the prevention of Sexual Misconduct.
- d. If there is an issue that is found through self-disclosure or reported to the Athletics Department then the information found regarding the student-athlete will be taken to a review board consisting of the Campus Administrator, Chief of University Police, a representative from Student Affairs, and the Faculty Athletic Representative. This review board will make a determination on how to proceed and what actions will be

taken in regard to the information found regarding the student-athlete. Such actions can include, but are not limited to, educational programs, suspension from athletic competition, suspension of athletic financial aid, or removal from the athletic program.

The California Athletic Department reserves the right to conduct additional external and internal research to confirm athlete self-disclosures.

**E. Related policies**

Student Code of Conduct

HR001: Sexual Misconduct Policy and Procedure

California Athletics Handbook

**F. Contact Information**

Athletic Compliance:

Dr. Karen Hjerpe, Director of Athletics/Compliance Officer

Phone: 724-938-4167

Email: [hjerpe@pennwest.edu](mailto:hjerpe@pennwest.edu)

Office of Equity and Title IX:

Amy Salsgiver – Executive Director of Equity and Title IX

Phone: 814-393-2109

Email: [asalsgiver@pennwest.edu](mailto:asalsgiver@pennwest.edu)

Andrew Matt – Associate Director of Equity and Title IX

Phone: 814-732-1564

Email: [amatt@pennwest.edu](mailto:amatt@pennwest.edu)

Dean of Students Office:

Matt Shaffer – Dean of Students

Phone: 814-393-1982

Email: [mshaffer@pennwest.edu](mailto:mshaffer@pennwest.edu)

James Pflugh – Associate Dean of Students

Phone: 724-938-4439

Email: [pflugh@pennwest.edu](mailto:pflugh@pennwest.edu)

Sarah Zerfoss-Calhoun

Phone: 814-393-1918

Email: [szarfoss@pennwest.edu](mailto:szarfoss@pennwest.edu)

**G. Policy Review Schedule**

Reviewed as needed.