

### **Title IX reporting requirements**

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For example, if a student informs a faculty member of an issue of sexual harassment, sexual assault, or discrimination, the faculty member will keep the information as private as possible, but the faculty member is required to bring it to the attention of the institution's Title IX Coordinator (ext. 5052 or [ammachielson@manchester.edu](mailto:ammachielson@manchester.edu)) or the Human Resources office (ext. 5038). Additionally, students can report incidents or complaints to Campus Safety (ext. 5999 or in Fort Wayne: 260-266-1800). Students can also obtain support from the University Counseling Services (ext. 5306).

Finally, students should know that if, for some reason, the interaction between a student and faculty member involves a disruptive behavior or potential violation of policy, the faculty member will inform the appropriate Student Experience staff, even when the student and faculty member may have reached an informal resolution to the incident. The purpose of this is to keep University leaders apprised of any behaviors and what was done to resolve them.

### **Campus resources**

**Health services 260-982-5306**

<http://www.manchester.edu/OSD/Health/Index.htm>

**Counseling center 260-982-5306**

<http://www.manchester.edu/OSD/Counseling/Index.htm>

**Safety — NM: 260-982-5999; FW: 260-266-1800**

<http://www.manchester.edu/OSD/Security/index.shtml>

### **Student Disability and Reasonable Accommodation Statement**

Manchester University, in compliance with federal guidelines, is committed to assuring students with disabilities equal access to programs and activities that are provided to students without disabilities.

Any student who feels she or he may need an accommodation based on the impact of a disability should contact Audrey Hampshire, the director of support services for students with disabilities, to establish eligibility and to coordinate reasonable accommodations. It is the student's responsibility to self-disclose the disability. Students whose accommodation requests are approved will be provided with confidential letters to deliver to their professors which verify the nature of the student's disability and document the need for auxiliary aids and services and/or academic adjustments/accommodations. Students are encouraged to meet with each professor early in the semester to discuss the academic implications of the disability as they relate to the specific course and to request appropriate accommodations. The Disabilities Office is located in the Success Center (second floor of the Switzer Center). Students may call 260.982.5036 or 260.982.5888 to schedule an appointment.

### **Medical Emergency Evacuation Schedule**

Students should speak to the instructor immediately if (1) they may require medical attention during class, or (2) they have a disability, chronic condition, or a temporary injury that may limit or affect their ability to evacuate the classroom/building in an emergency. The student and the instructor should discuss the student's specific needs and the types of precautions that should be made in advance of such an event. In the event of a fire or other situation requiring emergency evacuation, students with ambulatory disabilities are to go with or without assistance to the nearest stairwell area. Faculty and staff will assist with evacuation management efforts until such time as the Campus Safety and/or Police and Fire Departments arrive on the scene to assist in student evacuation from the building. Elevators are not to be used for evacuation by any persons.

Students who need special arrangements in the event of an evacuation should also register with Audrey Hampshire as early as possible in the semester to help facilitate the provision of needed emergency assistance.