Annual Security Report
Including Clery Act Disclosures of Campus Security Policy and Crime Statistics
October 1, 2015 (including Calendar Year 2012-2014 statistics)
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") is a Federal Law that requires colleges and universities to:

- Publish and distribute an Annual Security Report ("Report") by October 1st that contains the three prior calendar years’ crime statistics and certain school security policy statements;
- Inform all active students and employees, as well as prospective students and employees, about the existence of the Annual Security Report and how to access it on the internet or request a paper copy;
- Disclose crime statistics for the school, public property areas immediately adjacent to or accessible from the school, and any non-campus facilities or remote classrooms. The statistics must be gathered from a number of resources, including local law enforcement, school security officers, and other school officials who have “significant responsibility for student and school activities”;
- Provide “timely warning” notices of those crimes that have occurred which pose an ongoing threat to employees, students, or public safety; and
- Maintain a Public Crime Log at each school which tracks “any crime that occurred on-campus...or within the patrol jurisdiction” of the school security officer, and has been reported to a Campus Security Authority ("CSA").

Security Policies & Procedures
(October 1, 2015)

Introduction

The Institution is strongly committed to crime prevention and the safety of our school communities. Although we have been fortunate in not experiencing a serious problem at our schools, the school is potentially subject to many of the same problems that occur in any urban area of the country. The following information has been prepared to increase awareness of the current programs and procedures that exist to protect the safety and well-being of our students, employees, and guests.

As members of the school community, you are encouraged to take personal responsibility for your conduct and safety. Adopting a posture of individual responsibility will enhance the quality of life for all on-campus students. The cooperation and involvement of all students and staff members in crime prevention programs sponsored by the Institution and by reporting all suspected criminal actions and emergencies is essential to minimize criminal activity.

The Institution believes that a well-informed school community helps create a safety conscious public which is more important today than ever before. Pursuant to the requirements set forth by Clery Act, the Institution will publish and distribute an Annual Security Report by October 1st of each year, to include the crime statistics for reported crimes over the previous three calendar years for each of our schools:
Anaheim
401 W. Carl Karcher Way
Anaheim, CA 92801
Phone: (714) 941-5800

Bakersfield
3737 Rosedale Highway
Bakersfield, CA 93308
Phone: (661) 427-4300

Chula Vista
310 Third Ave., Suite C6/C7
Chula Vista, CA 91910
Phone: (619) 409-4111

El Monte
3401 Rio Hondo Ave., Ste. 100
El Monte, CA 91731
Phone: (626) 927-9000

Fresno
3602 N. Blackstone Ave, Ste. O268
Fresno, CA 93726
Phone: (559) 456-0623

Gardenia
661 W. Redondo Beach Blvd.
Gardenia, CA 90247
Phone: (424) 246-3000

Huntington Park
6055 Pacific Blvd.
Huntington Park, CA 90255
Phone: (323) 319-9500

Ontario
4730 Ontario Mills Pkwy.
Ontario, CA 91764
Phone: (909) 476-2424

Stockton
4994 Claremont Ave.
Stockton, CA 95207
Phone: (209) 774-5300

San Marcos
2085 Montiel Rd., Ste. D-100
San Marcos, CA 92069
Phone: (760) 690-5200

Stockton
4994 Claremont Ave.
Stockton, CA 95207
Phone: (209) 774-5300

Tournoy
1564 Southlake Pkwy.
Tournoy, GA 30260
Phone: (678) 422-4500

Boynton Beach
1743 North Congress Avenue
Boynton Beach, FL 33426
Phone: (561) 853-9941

Hialeah
3750 W. 18th Avenue
Hialeah, FL 33012
Phone: (786) 534-0941

Jacksonville
6600-10 Youngerman Circle
Jacksonville, FL 32244
Phone: (904) 418-5201

Morrow
11731 Mills Drive, Building No. 2
Miami, FL 33183
Phone: (786) 534-0901

Lauderdale Lakes
3383 N. State Road 7
Lauderdale Lakes, FL 33319
Phone: (954) 908-4700

Kendall
11731 Mills Drive, Building No. 2
Miami, FL 33183
Phone: (786) 534-0901

Margate
3271 N. State Road 7
Margate, FL 33063
Phone: (954) 935-7921

Miami
1321 SW. 107th Avenue
Miami, FL 33174
Phone: (786) 534-0501

Orlando
989 N. Semoran Boulevard
Orlando, FL 32807
Phone: (407) 956-5501

Pembroke Pines
7891 Pines Boulevard
Pembroke Pines, FL 33024
Phone: (954) 399-4801

Tampa
9950 Princess Palm Avenue
Tampa, FL 33619
Phone: (813) 577-3321

West Palm Beach
6058 Okeechobee Boulevard
West Palm Beach, FL 33417
Phone: (561) 282-5441

Distribution of the Annual Security Report

The Compliance Department is responsible for facilitating preparation, and ensuring the distribution, of this Report to the school populations at our various school locations. The preparation of this Report is a coordinated effort between various Corporate Office and On-Campus Departments and each school’s local law enforcement authority. The Campus President/Executive Directors serve as Campus Security Authorities and are responsible for preparing the Report for each campus and their contact information is available on the accompanying Annual Security Report Contact List Supplement.
No later than October 1st of each year, all students, faculty, and staff are provided the Annual Information Notification literature announcing that the updated Annual Security Report is available on the school’s internet website or available, at their request, in paper copy.

We encourage all members of the school community to use this Report as a guide for safe practices on campus and off campus. A hard copy of the Report can be obtained by visiting your school’s Education Department. This Report is also available on the internet at the following locations:

UEI Campuses: [http://www.uei.edu/student-consumer-info](http://www.uei.edu/student-consumer-info)


The Institution distributes this Report to all enrolled students and current employees via a notice by electronic mail or other method, stating that the current version of the Report has been posted to the Institution’s web site and that a paper copy of the Report will be provided upon request by contacting the Admissions Department. The Admissions Department provides written notice to all prospective students prior to enrollment regarding the availability and location of the Report. The Annual Security Report with the crime statistics are available on the Unify portal for employees. The Human Resources Department provides all prospective employees with information regarding the availability and location of the Report. All prospective employees may receive a copy of the Report by calling the Business Office Manager. In addition, a copy of the current Report is made available to the public on the Institution’s website. The crime statistics contained in this Report, as reported annually to the U.S. Secretary of Education, can also be viewed by searching the Institution’s name at [http://nces.ed.gov/collegenavigator/](http://nces.ed.gov/collegenavigator/).

**Campus Security Authorities**

The Clery Act defines a Campus Security Authority (CSA) as any school official that has a significant responsibility for students and/or school activities. The Act requires the school to identify the school officials that fall into this category and will be responsible for reporting any crimes that they are made aware of.

The Institution has designated each school’s **Campus President/Executive Director as the Primary CSA** for their school. Secondary CSAs for each school may be any Campus Director.

Any crime or offense brought to the attention of a CSA must be immediately reported, within 24 hours, to the Primary CSA and the Business Office Manager for completion of a Campus Crime Advisement Form. The contact information for the Primary CSA is available on the accompanying Annual Security Report Contact List Supplement.

Upon observing or involvement in any type of crime on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus:

- A student should immediately notify the nearest available Institution faculty or staff. All Institution faculty and staff are trained to notify the Primary or Secondary CSA or his/her on-site designee immediately of all crimes reported to them by students.
- Faculty and staff should immediately notify the Primary or Secondary CSA or his/her on-site designee.
The Institution does not employ security personnel or campus police. Institution personnel have no authority to arrest or detain any individual. The Institution will assist in notifying appropriate law enforcement authorities if a student requests assistance in contacting police. Students, faculty, and staff are encouraged to accurately and promptly report all crimes and public safety related incidents to the Institution and to notify local police.

**Reporting Criminal Activities and Emergencies**

The Institution encourages students and employees to report all criminal activity and emergencies that have occurred at the school.

**Emergencies**: In emergency situations occurring on campus, in any public areas immediately adjacent to or accessible from the school, or any non-campus facilities or remote classroom locations, requiring the response of fire, police, or medical assistance, first dial 9-1-1. Thereafter, contact one of the Institution’s designated CSAs.

**Non-emergencies**: In a non-emergency criminal offense situation occurring on campus, in any public areas immediately adjacent to or accessible from the school, or any non-campus facilities or remote classroom locations, report the incident to one of the school’s designated CSAs.

**Emergency Timely Warning Policy**

When a significant emergency or dangerous situation that poses an immediate and/or continuing threat to the health or safety of employees and students at the school is identified and contained, the Primary CSA will immediately issue an Emergency Warning Notice to the school community. If necessary, the Primary CSA will follow-up with information to the school community with regards to any continuing or ongoing steps to contain the emergency, and when the emergency has been resolved.

Emergency Warning Notices may be distributed to staff, faculty, and students using the following modes of communication, or any combination thereof:

- Emergency alarms
- Intercom announcements
- Verbal announcements
- Email
- Flyers

If the issuance of an Emergency Warning Notice will compromise the efforts of school officials or emergency personnel to satisfactorily contain an emergency, or help the victim(s), an Emergency Warning Notice will not be issued.

**Voluntary and Confidential Reporting**

The Institution has established a Campus Crime Advisement Form that may also be filled out by any victim or witness wishing to report a crime on a voluntary and confidential basis for the limited purpose of including the information on a confidential basis in the school's annual crime statistics. This form is available through the school's designated CSAs and may be submitted directly to the Primary CSA at the discretion of the victim or witness.
Responding to Reports of Criminal Activity and Emergencies

A CSA, and the local city police department when necessary, will respond to and investigate each report of criminal activity, including notifying the victim of the outcome of the investigation and any "Administrative Actions" taken.

The local city fire department will respond to all reports of fire or medical emergencies on-campus.

Administrative Actions: If a reported criminal offense involves a student or employee as the alleged offender, the offender will be subject to applicable school conduct policies and disciplinary procedures. Sanctions or Disciplinary Actions may include suspension or expulsion for student offenders and termination of employment for employee offenders.

Access Policy, Security of Campus Facilities, And Security Considerations Used In The Maintenance Of Campus Facilities

The Institution does not maintain residential facilities. Campus Buildings are open to staff, faculty and/or students during business hours, Monday-Friday and evenings and weekends during which classes are conducted. During non-business hours access to each Campus is by key via a designated staff member for the purpose of staff use, maintenance or cleaning. Security cameras may be posted in main areas and doorways for monitoring purposes.

Emergency & Evacuation Procedures

The Institution has designed an Evacuation Procedure, and testing methods, to ensure the safety of everyone on campus. Tests will be conducted quarterly and evaluated for effectiveness; these could include: drills, exercises and follow-through activities.

Any bomb threat, fire alarm, or notification by emergency services automatically constitutes a threat sufficient to activate the school’s Evacuation Procedures. In addition, any other threat that could result in bodily harm and could affect any portion of the employees or students constitutes a threat sufficient to activate the Evacuation Procedures.

Upon notification of the need to evacuate, all students, faculty, and staff, should exit their rooms and the building, quickly but orderly, and follow the Emergency Exit guidelines to the predetermined outside areas to wait for further information. The Security Leads will inform the school when it is okay to reenter the building.

During instances of the need to lock-down the school (i.e., Tornado or Active Shooter), employees and students should take cover immediately and wait to be told everything is clear.

Public Crime Log

Any crime/offense that a CSA is made aware of must be reported to the Primary CSA and the Business Office Manager for proper documentation within 24 hours and tracking in the Public Crime Log within 48 hours. The Primary CSA or Business Office Manager (designated by campus) will maintain the Public Crime Log and will also maintain all documentation for all reported crimes, using the designated Campus Crime Advisement Form.

The Public Crime Log will be updated on an as needed basis to include all reported crimes. Crimes are tracked in the log in sequential date order as they were reported, using the reported
date as the date of occurrence. All crimes tracked in this Public Crime Log will remain in the Public Crime Log indefinitely and will be reported on the annually published Crime Statistics Reports, if they are classified as a qualifying crime. Only a reportable crime under the Clery Act that is determined to be “unfounded” or “false” by a law enforcement investigation, and has been marked as such by the Business Office Manager in the Public Crime Log, will be excluded from the annual Crime Statistic Reports. The Primary CSA or Business Office Manager will monitor the outcomes and sanctions from reported crimes to the local police and update the log with results for up to 60 days after the crime was reported.

**Crime Awareness & Prevention Program**

The Institution is committed to creating and maintaining a community in which students, faculty, and staff can work and study in an atmosphere free of criminal activities.

The Institution has established a Crime Awareness & Prevention Program that communicates the following crime prevention measures with all new students at each New Student Orientation and with new employees at the beginning of their employment. This literature is also made available to all students, faculty, and staff in the Career Services office, and is updated and distributed to all current students no later than October 1st each year.

The information includes training required by Title IX of the Higher Education Act regarding preventing and responding to sexual harassment/violence, among other topics, including dating violence, domestic violence, sexual assault and stalking. Should time be of the essence regarding security awareness, information may be released to the Campus community through the timely warning procedures contained in this Report.

**Protecting yourself from being a victim of a crime**

A significant part of crime prevention is individual safety consciousness and awareness of one’s personal environment. These simple measures can contribute to the safety and security of the school community:

- Lock your car.
- Never leave valuable items visible in your car including personal and school related materials such as textbooks.
- Take and keep your car keys with you at all times.
- At night, travel in well-lighted areas, and in pairs, if possible. Avoid shortcuts and deserted areas.
- Leave items of high monetary value at home.
- Do not leave personal property unattended in classrooms, labs, or in the student lounge.
- Do not carry more cash than necessary and never advertise what you have. If anything makes you feel unsafe or threatened, call a CSA or dial 9-1-1.

**How we work to protect you**

The Primary CSA will use the Timely Warning Policy advising the school community when there has been a known systematic pattern of crime or a series of crimes that may pose a threat to the safety and welfare of everyone.
The school’s goal is to provide an environment that is as safe and secure as possible. The facility is open to the public during normal business hours. After business hours access is available only at the designated student entrance. Classrooms and offices not in use are locked.

The school is committed to ensuring that the facilities are kept in good repair, including doors and locking mechanisms. In addition, exterior lighting is an important part of the school’s commitment to safety. Employees and staff are encouraged to report any known problems or hazards to a CSA. Prompt reporting enhances school safety for all.

**Policy Regarding Sexual Harassment and Sex Offenses**

The Institute does not discriminate on the basis of sex in its education programs or activities and is committed to ensuring an educational environment free of sexual harassment, including sexual violence, and to full compliance with Title IX of the Education Amendments Act of 1972 and other federal and state laws governing these behaviors. The **Campus President/Executive Director** of each campus has been designated as the Title IX Coordinator by the Institute to handle inquiries regarding the Institute’s Title IX policies including receiving information about any incident of sex discrimination, including sexual harassment and sexual violence. The contact information for the Title IX Coordinator is available on the accompanying Annual Security Report Contact List Supplement. Information regarding sexual discrimination may also be reported to: U.S. Department, Office for Civil Rights by email at ocr@ed.gov or at the addresses provided at the following website: http://www2.ed.gov/about/offices/list/ocr/docs/howto.html

In accordance with 34 C.F.R. § 668.46 and the Violence Against Women Reauthorization Act of 2013 (Pub. Law 113-4), this policy addresses the Institute’s procedures for reporting and responding to sex offenses and the Institute’s sexual violence education programs.

It is the responsibility of all persons within the Institute to work to ensure an educational environment free from sex discrimination. All members of the Institute (student and staff) are expected to report incidents of sexual harassment, sexual violence or assault, including harassment based on gender identity or sexual orientation.

**Sexual Harassment**

“Sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly as a term or condition of an evaluation of a student’s academic performance, term or condition of participation in student activities or in other events or activities sanctioned by the Institute;

- submission to or rejection of such conduct by an individual is used as the basis for academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the Institute; or

- such conduct has the purpose or effect of threatening an individual’s academic performance; or creating an intimidating, hostile or offensive educational environment.

Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. S2000e, et. seq.), and Title IX of the Education Amendments of
1972 (20 U.S.C. 1691, et. seq.) and is punishable under both federal and state laws. Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the Institute’s obligation to investigate the incident and take appropriate steps if sexual harassment has occurred.

**Sexual Violence**

Sexual violence includes domestic violence, dating violence, sexual assault, and stalking, as defined below. These acts will not be tolerated at the Institute as such acts are inappropriate and create an environment contrary to the goals and mission of the Institute. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

“**Domestic violence**” means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

“**Dating violence**” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

“**Stalking**” means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. For purposes of this definition, “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

“**Sexual assault**” means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program.
### Applicable State Law Definitions:

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Sexual Assault & Domestic Violence Awareness & Prevention

The Institution is committed to creating and maintaining a community in which students, faculty, and staff can work and study in an atmosphere free of all forms of harassment, exploitation, or intimidation. This includes steps to prevent sexual violence, including dating violence, domestic violence, sexual assault and stalking, as required by the Violence Against Women Reauthorization Act of 2013 (“VAWA”).

Reporting Sexual Offenses

Upon observing or involvement in any type of sexual harassment or sexual violence, including dating violence, domestic violence, sexual assault or stalking (“sex offense”) on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus, students, faculty and staff should report the incident to the Campus President/Executive Director who is the Institution’s Title IX Coordinator. The contact information for the Title IX Coordinator is available on the accompanying Annual Security Report Contact List Supplement. Where there is any question about whether an incident is a sex offense, a report should be made to the Institution for assistance in determining the nature of the incident.

The Title IX Coordinator will meet with you privately.

- They will act thoughtfully without prejudging or blaming you.
- You will be treated with courtesy, sensitivity, dignity and understanding.
- They will accommodate your request to speak to a law enforcement officer of the same gender.
- They will help in arranging hospital and/or counseling services or other assistance
- We will change your academic situations after an alleged sex offense if you request it and the changes are reasonable and available.
- You and the accused (if also a student or employee) will have the same opportunities to have others present during a disciplinary meeting and both of you will be informed of the final results and actions taken against the accused.

Voluntary Reporting and Confidentiality: Reports about sex offenses do not have to be formal signed complaints. Information may be provided in confidence to the Title IX Coordinator who will make every attempt to maintain your and the victim’s privacy in accordance with your request and FERPA regulations unless the Institution is under an obligation to disclose the victim’s identity to protect the safety of others. You will be informed if the Institution cannot maintain the requested confidentiality of the information. The Institute strongly encourages persons who are victims of a sex offense or that witness a sex offense to report the incident to the Title IX Coordinator voluntarily and on a confidential basis to permit the inclusion of that information in the Institute’s annual crime statistics. The Institute is required to, and will, keep the identity of victims of sexual violence private in any public report of Clery Act crimes, including this Report.

Prohibition on Retaliation: The Institution is prohibited from retaliating against individuals who file a report regarding a sex offense. Any incident of retaliation should be reported to the Title IX Coordinator

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Victims of Assault/Violence: If you are a victim of a sexual violence at this institution, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the Institution’s Title IX Coordinator or any campus manager who reports to the Title IX Coordinator as soon as possible [include the name, address, email and phone for the Title IX Coordinator and all campus managers who report to the Title IX Coordinator. Time is a critical factor for evidence collection and preservation.

Reporting to Police: The Institution strongly advocates that a victim of sexual violence report the incident to police in a timely manner and, if requested to do by the victim, the Institution will assist the victim in contacting the police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. The victim has the right at all times to decline to notify police of the incident.

Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Responding to Sex Offenses – Investigation and Disciplinary Procedure

The Institution’s Title IX Coordinator (who is the Campus President/Executive Director) has primary responsibility for receiving, evaluating and investigating sex offense reports. The Title IX Coordinator is responsible for maintaining accurate Clery Act crime statistics.

Once the Title IX Coordinator receives a sex offense report, the following steps will be followed:

1. The Title IX Coordinator will immediately assess whether the information in the sex offense report warrants a timely warning and, if so, will contact the School Director immediately to execute that procedure. The Title IX Coordinator will immediately inform the victim of his/her right to “interim measures” during the pendency of an investigation including obtaining an order of protection, a no contact order, restraining order or similar lawful order from the police or the institution; the Institute’s obligation to protect the identity of the victim in any Clery Act report or in other publicly available recordkeeping and to keep any interim measures provided to the victim to the extent maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measure.

2. The Title IX Coordinator will, within 24 hours of receipt of the report, provide the individual making the report of an alleged sex offense with:
   a. a copy of this policy containing the student’s or employee’s rights and options; and the Institute’s disciplinary procedures that apply to sexual offenses;
   b. information on counseling, health, mental health, victim advocacy, legal assistance services, immigration assistance, student financial aid and other services available to the victim at the Institute or in the community;
c. information on the right to report the incident to local police and the 
fact that the Institute procedure and criminal proceeding my occur 
simultaneously; and

d. options to facilitate changes to transportation, working, academic 
and/or living situations, or additional protective measures, if 
requested, while the investigation is pending, even if the victim 
chooses not to report the crime to police.

3 The Title IX Coordinator will investigate the incident by interviewing: the individual filing the 
report, the accused, Institution employees, witnesses and others as necessary to gather 
facts about the alleged incident.

4 In cases of sexual harassment, the Title IX Coordinator will attempt to resolve the issue 
through informal mediation between the accuser and the accused.

5 In all cases, the Title IX Coordinator will maintain regular communications with both the 
accuser and accused and provide both parties with equal opportunity to provide information, 
witness statements, evidence, and other information that may be necessary for the Title IX 
Coordinator to fully evaluate the alleged offense. The Institution will use a “preponderance of 
the evidence” standard when evaluating sex offense reports. The Institution does not 
provide for a formal hearing process but both parties may be assisted by a support person 
of choice, including an attorney.

6 The Title IX Coordinator will, barring extenuating circumstance, complete the investigation 
and make a determination regarding any necessary discipline of accused and remedies to 
accuser within 60 days of the date that the report is first received by the Title IX Coordinator.

7 The Institution will inform both parties of its final determination. The Institution does not 
provide for an appeal of final determinations.

8 The sanctions that may be imposed by the Institute following a determination that dating 
violece, domestic violence, sexual assault or stalking occurred include expulsion of a 
student or termination of employment.

9 The Title IX Coordinator will determine if the incident is indicative of systemic issue related 
to the sex offense and, if so, work with Institution employees, including the Campus Security 
Survey Administrator and School Director, to recommend changes to Institution policies, 
procedures or training to prevent re-occurrence.

The Institute requires the Title IX Coordinator and all employees involved in the investigation 
and disciplinary process to receive training at least annually on the issues related to dating 
violece, domestic violence, sexual assault, and stalking and on how to conduct an investigation 
and hearing process that protects the safety of victims and promotes accountability.

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

The Institute educates the incoming and current student and employee community about sex 
offenses, violence prevention and all relevant Institute policies and procedures during all 
orientations held for new and current students upon the onset of a class and at least annually. In 
addition, the Institute conducts new and current employee training on these topics at least 
annually. The Title IX Coordinator is responsible for training all Institute employees about the 
Institute’s Title IX policies and conducting the new student and employee training. These training 
sessions include:
• A statement that the Institute prohibits crimes of dating violence, domestic violence, sexual assault and stalking;
• The definitions of those crimes under federal and state law;
• The definition of consent, in reference to sexual activity, if available under state law;
• A description of safe and positive options for bystander intervention;
• Information on risk reduction;
• Information contained the Institute’s policies and procedures related to preventing, reporting and responding to sexual offenses, including disciplinary procedures and victim rights;
• A description of the Institute’s ongoing prevention and awareness campaigns for students and employees.

**Disciplinary Options**

Sanctions that maybe imposed by the Institution, following a final determination of a sex offense, may include suspension or expulsion of a student or termination of employment. The Institution may, but is not required to, utilize the student disciplinary actions contained in the Student Conduct Policy in the School catalog in responding to sex offense reports.

**Policy Statement Addressing Sex Offender Registration Information.**

In accordance with the Campus Sex Crimes Prevention Act of 2000, the Clery Act and the Family Educational Rights and Privacy Act of 1974, the local Police Department provides a link to the State Police Sex Offender Registry. The Institution is required to inform students and employees about where law enforcement information provided by a State concerning registered sex offenders may be obtained. The law also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the state, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police. The State Police is responsible for maintaining this registry. Follow the links below to access the registry:

**Sex Offender Registry Website by State**

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<thead>
<tr>
<th>State</th>
<th>Website</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida</td>
<td><a href="http://offender.fdle.state.fl.us/offender/homepage.do">http://offender.fdle.state.fl.us/offender/homepage.do</a></td>
<td>(888) 357-7332</td>
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<tr>
<td>Georgia</td>
<td><a href="https://gbi.georgia.gov/georgia-sex-offender-registry">https://gbi.georgia.gov/georgia-sex-offender-registry</a></td>
<td>(404) 244-2600</td>
</tr>
<tr>
<td>Texas</td>
<td><a href="https://records.txdps.state.tx.us/sexoffender/">https://records.txdps.state.tx.us/sexoffender/</a></td>
<td>(512) 424-2000</td>
</tr>
</tbody>
</table>

**What to do?**

If you should become the victim of sexual assault or other form of domestic violence, do your best to remember the person who attacked you and committed the crime, the more details you can remember, the better. For more information on these crimes visit [http://www.nationalcenterdvtraumamh.org/resources/national-domestic-violence-organizations/](http://www.nationalcenterdvtraumamh.org/resources/national-domestic-violence-organizations/)
Remember that you have not committed a crime, do the following immediately:

- Go to a safe place.
- Call someone you trust to be with you.
- Seek medical care.
- Call 911 to report an assault or domestic violence when you are in fear for your life.

**What not to do?**

- Do not shower, bathe or douche after the attack.
- Do not discard or wash clothing or linen.
- Do not blame yourself.

**Prevention Tips**

- Do not drink to excess. One drink can affect judgment.
- Say "NO" like you mean it when the situation causes concern.
- Never hitchhike.
- Use the "Buddy System". Avoid walking alone, especially after dark.
- Walk in well-lit areas.
- Tell friends and/or family where you are going, how you are getting there, how long you will be, and when you will be back.
- Lock the door at home or away.

**Domestic Violence prevention Tips when in the home**

- Learn where to get help; memorize emergency phone numbers.
- Plan an escape route; teach it to your children.
- Pack a bag with important items; put it in a safe place in case you need to leave quickly. Include cash, car keys and important documents such as passport, birth certificate, medical records and medications.
- Get to a room with a phone to call for help; lock the abuser outside if you can.
- Think about a neighbor or friend you can run to for help.

**Domestic Violence prevention Tips outside the home**

- Change your regular travel habits.
- Shop and bank in a different place.
- Keep a cell phone and program it to 9-1-1.
- Give a picture of the abuser to friends and co-workers.
- Don’t go to lunch alone.

**Domestic Violence Tips when in an emergency situation**

- Stay away from the kitchen (the abuser can find weapons like knives there).
- Get to a room with a door or window to escape.
- Get to a room with a phone to call for help; lock the abuser outside if you can.
- Think about a neighbor or friend you can run to for help.
- Seek medical attention if you are hurt.
- Take pictures of bruises or injuries.
Trust your instincts. Better to be safe than sorry!

**Drug & Alcohol Abuse Prevention**

The Institution is committed to creating and maintaining a community in which students, faculty, and staff can work and study in an atmosphere free of drugs and alcohol. Therefore, the following policy has been established:

**THE INSTITUTION CANNOT, AND WILL NOT, CONDONE DRUG OR ALCOHOL ABUSE ON THE PART OF ITS EMPLOYEES OR STUDENTS.**

The Institution recognizes that alcoholism and drug abuse may have an adverse effect on job and/or classroom performance and is concerned with this impact. In addition, The Institution recognizes that both problems can be successfully treated, enabling either the employee or student to return to a satisfactory performance level. The Institution has adopted a Policy on Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs, including its substance abuse policy and prevention programs, to foster a strong school environment for all free of drugs and alcohol; which applies to all students and compensated employees of [UEI College]. The Institute will vigorously enforce its institutional policy prohibiting the possession, use and sale of alcoholic beverages and illegal drugs, and will support the full enforcement of state underage drinking laws and federal and state drug laws.

**Alcohol and Substance Abuse Education**

At least on an annual basis, students, faculty and staff are provided with a copy of the Institution’s Policy on Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs, the Institution’s alcohol and substance abuse programs, health and safety concerns with drug abuse, and counseling and assistance resource information. New students, faculty and staff are provided this information during orientation. In addition, annually students are provided this information by means of the current School catalog and material posted on campus. Current faculty and staff are provided this information during their annual review.

The Institution may also refer students, faculty or staff in violation of the Institution’s policy to substance abuse education or rehabilitation programs as a condition of continued enrollment or employment.

**Disclosure Statement**

The Institution will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.
Annual Crime Statistics Reports

Introduction

The Institution encourages each school to maintain a working relationship with their local law enforcement authority, and ensure that any criminal activity reported directly to them that may endanger students or employees is relayed to the school; however, there are no official agreements with these agencies. These relationships help to ensure that all crimes are properly being reported in the Annual Crime Statistics Reports.

The Clery Act requires each school to report specific types of crimes that pose a threat or danger to public safety at the school. It is the responsibility of the Primary CSA to ensure that all employees of the school understand and are aware of these offenses to ensure proper notification to a CSA and tracking in the Public Crime Log.

Definitions of Reportable Offenses

Primary Crimes

Criminal Homicide: Murder and Non-negligent Manslaughter: the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: killing of another person through gross negligence.

Sex Offenses

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

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

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury; typically this type of crime is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: The unlawful entry of a structure or facility by a person or person's to commit a felony or theft.

Motor Vehicle Theft: The theft, or attempted theft, of a motor vehicle with no lawful access to the vehicle.
**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. In order for arson to be reported in the Annual Crime Statistics it must have been investigated.

**Hate Crimes:** A criminal offense committed against a person, property, or society that is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, gender identity or ethnicity/national origin. Hate crimes are not separate, distinct crimes, but are traditional offenses motivated, in whole or in part, by the offender's bias.

**Other Offenses – Arrests/Referrals for Disciplinary Action**

**Illegal Weapons Possession:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Included in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

**Drug Law Violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (e.g., morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addiction (e.g., Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Included in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging’ operating still; furnishing liquor to a minor or intemperate person; under age possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the previous mentioned items.

**Hate Crimes**

Each of the Primary Crimes listed above that are determined to be Hate Crimes and any incident of the following determined to be a hate crime:

**Larceny-theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

**Simple assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/damage/vandalism of property: To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control over it.

VAWA Crimes

Domestic violence means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. For purposes of this definition, “course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
## Crime Statistics for 2012 – 2014

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## Hate Crimes – On Campus

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### Hate Crimes – On Campus

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