



AVEDA INSTITUTE  
DES MOINES

## **ANNUAL SECURITY REPORT 2016**

Creating and maintaining a safe campus environment at the Aveda Institute Des Moines is of paramount importance. We strive to foster an environment in which all feel safe. Our goals are principles of responsibility and respect. These values are essential to us and can be achieved with cooperation. This publication contains information about campus safety measures and crime statistics for Aveda Institute Des Moines.

### **CAMPUS SECURITY ACT DISCLOSURE STATEMENT**

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the Institute's Clery crime statistics for the period between 1/1/2013-12/31/2015 are attached as an exhibit to this report.

### **Reporting Crimes and Other Emergencies**

This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institute official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 9-1-1.

The Aveda Institute encourages anyone who is the victim or witness to any crime or other emergency to report the incident as soon as possible. Contact a designated campus security authority (CSA) in person at the school, by phone at 515.224.5244 (non-emergencies) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen loitering inside or around the Institute buildings should be reported to a CSA.

For off campus options you may contact the West Des Moines Police Department at 515.222.3320 for non-emergencies. You should always dial 9-1-1 for emergency situations.

All reports will be investigated. The Institute does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to the West Des Moines Police Department. When a potentially dangerous threat to the Institute community arises, timely reports

or warnings will be issued through email messages, text messages, the posting of flyers in the Institute buildings, in-class announcements, or other appropriate means.

Designated campus security authorities include the institute director, the student services coordinator, admissions coordinators, and the director of education.

If requested by the victim, and such accommodations are reasonable, the Institute may provide options for and available assistance in changing academic, living, transportation and working situations, regardless of whether the victim chooses to report the crime to law enforcement.

Information for the Annual Disclosure of Crime Statistics report is obtained by the Institute Director from the West Des Moines police department as well as from crime reports recorded in the institution's "Crime Log." The Crime Log is kept by the Title IX Coordinator. These statistics are compiled and published on the Institute's web site by October 1. Notice is made to both employees and current students by October 1 that the report is available. The institution conducts annual crime awareness seminars to the student body, as well as pre-enrollment, where all the institution's policies and regulations are disclosed to prospective students.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

It is the goal of the Aveda Institute to provide and maintain a safe and non-violent academic and working environment. During an emergency, students should remain calm and take an active role in maintaining a safe environment.

**Medical Emergencies and Accidents:** Preventative measures should be taken to avoid accidents and injuries.

- Notify a CSA immediately in case of a medical emergency.
- The CSA must collect information regarding the nature of the problem and the location of the emergency in the building, stay with the injured person, send someone to meet with emergency personnel, and keep the area clean of bystanders.
- The CSA must call 9-1-1 if necessary.
- The CSA must document incident and forward the report to the Institute's Business Office.
- Security personnel must be called to the scene to gather information and submit a written report to the Institute Director.

**Fire/ Fire Drills:** The Aveda Institute has an alarm-monitored system that is directed to the West Des Moines Fire Department. Whenever a fire is detected, a continuous siren will sound. Floor plans are posted throughout the Institute that shows a direct evacuation route. From time to time, fire drills will be conducted to prepare for an emergency. During drills, everyone must follow normal procedures for evacuating the building.

- If alarm sounds, instruct all students, guests and facility to evacuate building.

- Assist guests who need help evacuating.
- All students and staff meet at the far northwest parking lot outside the front doors of the building.
- Instructors take role call to assure all students have evacuated.
- Re-enter the building only when the Fire Department has given clearance (or a CSA in the case of a drill).

**Tornado/ Tornado Drills:** Whenever there is danger of tornado touchdown, the tornado warning sirens for the West Des Moines area will sound. When sirens sound, building occupants must retreat to the safest area of the Institute. From time to time, tornado drills will be conducted to prepare for an emergency. During drills, everyone must follow normal procedures for tornado emergencies.

- If alarm sounds, instruct all students, guests and faculty to take cover in spa area of Institute where there are no windows.
- Assist guests who need help relocating to the spa area.
- All students and staff meet in area outside of Vichy room.
- Instructors take role call to assure all students are in spa area.
- Re-enter the rest of the building only when the sirens in West Des Moines have stopped sounding and there is no longer a Tornado Warning in effect.

**Bomb Threat:** In case of a bomb threat at the Aveda Institute, a CSA should be notified immediately.

- CSA should call 9-1-1 for assistance.
- Students, guests and staff should be evacuated to the far North West parking lot.
- Instructors will take role call to assure all students have evacuated.
- Re-enter the building only when Emergency Personnel have given clearance.

**Act of Terrorism:** In the case of a terrorist act, or an act of violence at the Aveda Institute Des Moines, it is imperative that all students and faculty are able to immediately leave the building and consider their safety first.

- All students, guests and staff should evacuate calmly and immediately through the nearest exit. No one should grab personal items or wait for another individual to evacuate.
- Anyone aware of the situation and who is able to call 9-1-1 should do so immediately after evacuation.
- All students and staff should meet in the Kohl's far parking lot located at 6515 Mills Civic Parkway, West Des Moines, IA 50265.
- Instructors take role call to assure all students are in the safety zone (Kohl's parking lot).
- An emergency number will be given to all students to call in the event they are unable to find the safety zone.
- After police release all safe staff members and students, the students will be able to return to the school or home as applies.

Students are reminded that they are not employees of the Aveda Institute Des Moines, and therefore are not covered by Workers Compensation insurance. The Aveda Institute Des Moines is not responsible for injuries or damages suffered by students during their education. Students are encouraged to obtain medical and other insurance to protect from injuries or damages.

Only students, employees and other parties having business with this institution are allowed on Aveda Institute property. When the school closes for the night, the school's Director or a supervisor will inspect each floor to see that it is empty and lock down the campus. Other individuals present on Aveda Institute property at anytime without the express permission of the appropriate school official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

**Current policies concerning campus law enforcement are as follows:**

- Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial 9-1-1 for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
- The school does not have any written agreements with local police departments for the investigation of alleged criminal offenses. School officials have the authority to contact the local police to request assistance in preventing or reacting to crime within or in the immediate vicinity of school facilities. The Director is the school's coordinator of security issues.
- Anyone who is the victim or witness to any crime or other emergency is encouraged to report the incident as soon as possible. Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling 9-1-1. Institute officials shall attempt to non-violently deal with the crime or emergency. Individual discretion must be used, as undue risk should not be taken.
- The institution currently has no procedures for facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid. A student can inquire in the office of student services for assistance in obtaining a list of professional counseling options.
- The Aveda Institute Des Moines does not provide law enforcement services to off-campus activities on behalf of the Institute.

The need and procedure of reporting emergencies and criminal activities, campus security measures and crime prevention is reviewed with prospective students as part of the admissions process and before they sign an enrollment agreement with the Institute. Similar information is presented to new employees. In addition, the Institute offers annual crime awareness, where students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- Do not leave personal property in classrooms.

- Report to your institutional official, any suspicious persons.
- Always try to walk in groups outside the school premises.
- If you are waiting for a ride, wait within sight of other people.
- Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving for the evening.

The school annually reviews its Annual Security Report with all currently enrolled students and employees at an all-school assembly. All campus safety and security information is also provided pre-enrollment during the admissions process, and is available online at [www.avedainstitutedesmoines.com](http://www.avedainstitutedesmoines.com).

### **SEXUAL MISCONDUCT POLICIES AND PROCEDURES**

The Aveda Institute Des Moines is committed to providing a working and educational environment for all students, faculty and staff that is free from sex discrimination, including sexual misconduct. Every member of the school community should be aware that the Institute is strongly opposed to sexual misconduct, and that such behavior is prohibited by state and federal laws.

Sexual misconduct comprises a broad range of behaviors focused on sex that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, which is a form of sexual misconduct under the Institute's policy. Sexual harassment and sexual exploitation, stalking, domestic violence, and dating violence are also forms of sexual misconduct. Intimidation for one of these purposes is sexual misconduct, as is retaliation following an incident of alleged sexual misconduct or attempted sexual misconduct.

Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. **The Aveda Institute Des Moines prohibits all forms of sexual misconduct.**

The Institute's Sexual Misconduct Policy describes the Institute's programs to prevent sexual misconduct, and the procedures that the Institute will follow once an incident of sexual misconduct has been reported. This Policy is disseminated widely to the Institute community through publications, the Institute website, new employee orientations, student orientations, and other appropriate channels of communication. Copies of the Policy can be obtained from the Director in person or by calling 515.224.5244, or downloading from the Institute's website at [www.avedainstitutedesmoines.com](http://www.avedainstitutedesmoines.com). The Institute provides training to key staff members to enable the Institute to handle any allegations of sexual misconduct promptly and effectively. The Institute will respond quickly to all reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

The Institute's Sexual Misconduct Policy governs sexual misconduct involving students that occurs on any Institute property or in connection with any Institute-sponsored program or event. This Policy applies to all students, employees, and third parties conducting business with the Institute,

regardless of the person's gender, gender identity, sexual orientation, age, race, nationality, class status, ability, religion or other protected status. The Institute encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the Institute can respond appropriately. As further described in the Policy, the Institute will seek to respect a victim's request for confidentiality to the extent possible, while remaining ever mindful of the victim's well-being.

### **Sexual Offender Registration**

In accordance to the Campus Sex Crimes Prevention Act of 2000, the Clery Act, and the Family Rights and Privacy Act of 1974, the Institute is providing information for where students and employees may obtain information regarding registered sex offenders. The Iowa Sex Offenders Registry may be found at <http://www.iowasexoffender.com>. The Campus Sex Crimes Prevention Act requires institutions of higher education to provide a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders can be obtained.

### **Crime Log**

The Title IX Coordinator maintains a combined log of all incidents of crime reported to them.

## **AVEDA INSTITUTE POLICIES GOVERNING ALCOHOL AND OTHER DRUGS**

### **Drug and Alcohol Abuse Policy and Education Information**

It is the policy of Aveda Institute to prohibit the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in or on the Aveda Institute owned or controlled property.

Aveda Institute is committed to providing a campus environment free of abuse of alcohol and the illegal use of alcohol and drugs. To strengthen that commitment, Aveda Institute has adopted and implemented a program that seeks to prevent the abuse of alcohol and drugs by the Institute, which includes its employees and students. The Institute's policies concerning the use of alcohol and drugs are outlined below. This statement is provided in response to the federal **DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENT OF 1989** (Public Law 101-226).

## **STANDARDS OF CONDUCT**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (drugs) and the unlawful possession, use, or both, of alcohol are prohibited in and on property owned or controlled by Aveda Institute.

No employee or student is to report for work, attend class, or participate in an Aveda Institute activity while under the influence of one or more illegal drugs or alcohol or prescription drugs that would affect his/her performance.

The possession and use of alcoholic beverages by members of the Aveda Institute are at all times subject to the alcoholic beverage laws of the State of Iowa, as well as city ordinances within our service area and the Institute's policy. Iowa Code Section 730.5, details PRIVATE SECTOR DRUG-FREE WORKPLACES.

The Drug and Alcohol Prevention Program policy applies to all students. The unlawful possession, use, or distribution of illicit drugs and/or alcohol is strictly prohibited at this institution. Students not complying with these standards will be subject to institutional sanctions. The prohibitions for use, possession, and distribution of illegal drugs or alcohol apply to all students on school property or as part of any school activity.

## **AVEDA INSTITUTE SANCTIONS**

Violation of the policies and laws referenced above by an employee or student will be grounds for disciplinary actions up to and including termination or expulsion in accordance with the applicable Aveda Institute policies. Violators may be required to undergo an evaluation, treatment, or both for a drug or alcohol-use disorder. A referral may also be made for prosecution consistent with local, state and federal criminal laws. Disciplinary action taken against a student or employee by the Institute does not preclude the possibility of criminal charges being filed against that individual. The filing of criminal charges similarly does not preclude action by the Institute.

## **OTHER SANCTIONS**

The illegal use of drugs and alcohol is in direct violation of local, state, and federal laws as well as Institute policies. Aveda Institute policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises, or as a part of any Institute-sponsored activities. Violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities.

### **Notice of Federal Student Aid (FSA) Penalties for Drug Law Violations:**

The Higher Education Opportunity Act requires institutions to provide to every student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses under existing section 484(r) of the HEA. It also requires an institution to provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties under 484(r)(1) of the HEA a separate, clear and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility under section 484(r)(2) of the HEA. Students are hereby notified that federal guidelines mandate that a federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Title IV aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when he/she was a juvenile, unless the student was tried as an adult.

The Higher Education Act of 1965 as amended (HEA) suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). If you have a conviction(s) for these offenses, call the Federal

Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) to complete the "Student Aid Eligibility Worksheet" to find out how this law applies to you.

If you have lost federal student aid eligibility due to a drug conviction, you can regain eligibility if you pass two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

By completing the FAFSA, you may be eligible for nonfederal aid from states and private institutions even if ineligible for Federal Aid. If you regain eligibility during the award year, notify your financial aid administrator immediately. If you are convicted of a drug-related offense after you submit the FAFSA, you might lose eligibility for federal student aid, and you may be liable for returning any financial aid you received during a period of ineligibility.

State law prohibits the possession of alcoholic beverage by persons under age 21. No person may sell, give, serve, or be served, alcoholic beverages to a person under age 21, and it is unlawful for a person under age 21 to misrepresent his or her age in order to obtain alcohol. Under State law, it is a crime for any person to possess or distribute a controlled substance (drug).

## **HEALTH RISKS ASSOCIATED WITH THE USE AND ABUSE OF ALCOHOL AND ILLICIT DRUGS**

Alcohol consumption causes a number of marked changes in behavior. 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. The use of even small amounts of alcohol by a pregnant woman can damage the fetus. Low to moderate doses of alcohol also increases the likelihood of a variety of aggressive acts.

Moderate to high doses of alcohol cause marked impairment in higher mental functions, severely altering a person's ability to learn and remember information. Heavy use may result in chronic depression and suicide, and may also be associated with the abuse of other drugs. Very high doses can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce effects described above for very high doses. Long-term, heavy alcohol use can cause digestive disorders, cirrhosis of the liver, circulatory system disorders and impairment of the central nervous system, all of which may lead to early death.

Repeated use of alcohol can lead to dependence, and at least 15-20 percent of heavy users eventually will become problem drinkers or alcoholics if they continue drinking. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions, which can be life-threatening. The use of illegal drugs, and the misuse of prescription and other drugs, poses a serious threat to health. For example, the use of marijuana (cannabis) may cause impairment of short-term memory, comprehension, and ability to perform tasks requiring concentration.

The use of marijuana also may cause lung damage, paranoia and possible psychosis. The use of narcotics, depressants, stimulants and hallucinogens may cause nervous system disorders and possible death as the result of an overdose. Illicit inhalants can cause liver damage.



There are significant risks associated with the use of alcohol and drugs. These risks include impaired academic or work performance; lost potential; financial problems; poor concentration; blackouts; conflicts with friends and others; vandalism, theft and murder, sexual assault and other unplanned sexual relationships; spouse and child abuse; sexually transmitted diseases; and unusual or inappropriate risk-taking which may result in physical or emotional injury or death.

The school maintains drug and alcohol education information which can be obtained from the Student Services Coordinator. **AVAILABLE DRUG AND ALCOHOL COUNSELING AND REHABILITATION IS AVAILABLE THROUGH [drugfreeinfo.org](http://drugfreeinfo.org) 24/7 help line in Iowa, CALL 1-866-242-4111.**

## **FEDERAL DRUG-FREE WORKPLACE ACT REQUIREMENTS**

The following are required of the Aveda Institute and its employees and students:

- An employee or student shall notify his or her supervisor, or other appropriate management representative, of any criminal drug statute conviction for a violation occurring in the work place no later than (5) days after such conviction.
- The Institute shall notify any federal contacting agency within ten days of having received notice that an employee or student engaged in the performance of such contract or grant has had a criminal drug statute conviction for a violation occurring in the work place.
- The Institute will take appropriate personnel action against any employee or student who is convicted for a violation occurring in the work place and will require the employee's or student's satisfactory participation in a drug abuse assistance or rehabilitation program.

## **BIENNIAL REVIEW:**

The Aveda Institute will review the drug and alcohol prevention program every two years on the odd number year. Any recommendations/data and or assistance available to substance abusers will be updated and distributed to all students and staff of the Aveda Institute Des Moines.

## **ANNUAL DISCLOSURE OF CRIME STATISTICS**

### **Clery Act Crimes**

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f)) requires colleges across the United States to disclose information about crime on and around their campuses. Aveda Institute maintains a relationship with the West Des Moines police to ensure crimes reported on campus to the police are brought to the attention of the Aveda Institute. Each year, Aveda Institute requests a crime report for the campus from the West Des Moines police.

### **Definitions of Reportable Crimes:**

**Murder/Manslaughter**-defined as the willful killing of one human being by another

**Negligent Manslaughter**-defined as the killing of another person through gross negligence

**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.

**Sex Offenses** - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**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 law.

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

**Robbery**-defined as taking or attempting to take anything of value from the car, 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**-defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary**-unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft**-theft or attempted theft of a motor 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.

**Domestic Violence**- 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 the 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 acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence**- 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 length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

**Stalking**-engaging in a course of conduct directly 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.

**Hate Crimes**-includes all of the crimes listed above that manifest evidence that the victim was intentionally selected because the perpetrator's bias against the victim based on one of the Categories of Prejudice listed below, plus the following crimes.

**Larceny/Theft**-includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

**Simple Assault**-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 to Property (except Arson)**-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 of it.

### **Categories of Prejudice**

**Race**-A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

**Gender**-A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

**Religion**-A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

**Sexual Orientation**-A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.

**Disability**-A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

**Gender Identity**-A preformed negative opinion or attitude toward a group of persons because the perceived gender of those persons may be different from the gender traditionally associated with their gender at birth.

**Date updated:** September 14, 2016 \_\_\_\_\_

The following criminal offenses are published each year and must be reported no later than October 1<sup>st</sup> of each year. This includes any crime statistics that occurred on campus, on non-campus property, and on adjacent public property during the previous three year period.

Offense	On Campus			Non Campus			Public Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	0			0			0		
Rape		0	0		0	0		0	0
Fondling		0	0		0	0		0	0
Sex Offenses - Non-Forcible	0			0			0		
Incest		0	0		0	0		0	0
Statutory Rape		0	0		0	0		0	0
Robbery	0	0	0	0	0	0	1	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0

**Hate Crimes** – There were no reported hate crimes for the years 2013, 2014 or 2015.

Information regarding any Clery Act crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee to evade detection; or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information.