Aquinas College
2016 Annual Security and Fire Safety Report

Aquinas College

Rooted in Catholic heritage, Aquinas College has a history founded on Dominican Tradition. Owned and administered by the Dominican Sisters of St. Cecilia Congregation, the history of the College actually began its remote preparation with the establishment of the Saint Cecilia Congregation in 1860 at the request of Nashville’s second bishop, James Whelan, O.P. The College first began at the Motherhouse of the sisters in 1928 as Saint Cecilia Normal School for the education of the sisters to prepare them for their teaching apostolate. The school was affiliated with the Catholic University of America in 1929.

In 1961, the Saint Cecilia Normal School was replaced with Aquinas Junior College. Two significant milestones in the institution’s history occurred at this point: the College was moved from Saint Cecilia Motherhouse to its present location on a beautiful 83 acre campus, and it was opened to the public. The first students registered were from nearby Saint Thomas Hospital School of Nursing.

In 1971, the College was granted accreditation by the Southern Association of Colleges and Schools to award the Associate Degree. In 1994 Aquinas Junior College changed its status to a four-year college when approval was given to offer a Bachelor of Arts degree in Interdisciplinary Studies (Teacher Education). Along with educating the young sisters of the Congregation, the College has provided area schools with lay teachers who have been prepared with a strong foundation professionally and spiritually. In 2012, Aquinas College received approval to offer graduate studies with Master’s degrees in Education and Nursing Education.
Since its founding in 1961, the College has been alert to both the permanent and the changing needs of the Nashville community. Sensitivity to those needs and to the needs of the Church led to the establishment of the degrees that Aquinas offers. Today, Aquinas College has grown to a level three institution excelling in the education of liberal arts students, future teachers, nurses and individuals in the field of business. Aquinas College recognizes that its identity and mission spring from Ex Corde Ecclesiae (From “the Heart of the Church”).

**Demographics**

Aquinas College has a work force of 142 full and part time faculty, staff, and adjuncts and a student body population in 2015/2016 of approximately 384 residential and non-residential students. Aquinas College includes the main campus located at 4210 Harding Place, Nashville, Tennessee. The main campus of Aquinas College is comprised of:

- Aquinas Main Building
- St. Martin Hall
- St Joseph Hall
- Aquinas Library
- St. Dominic House
- The Perpetual Adoration Chapel
- Seton Lodge Residence Facility

Aquinas College also operates a campus located in Bracciano, Italy. Aquinas College campus is private property, owned by the Dominican Sisters of the St. Cecilia Congregation. Aquinas College encompasses 83 acres located to the west of downtown Nashville. Aquinas College does not own, maintain, or control any off campus facilities for student organizations.

**How this report was compiled**

The Aquinas College Annual Security and Fire Safety Report is published by the Office of Security each year to provide information on crime statistics and security-related
services offered by the university in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act, Campus Sexual Violence Elimination (SaVE) Act, Violence Against Women Act, and the Tennessee College and University Security Information Act. This booklet was prepared with information reported to the Aquinas College Office of Security, the Student Affairs Office, and information from Campus Security Authorities (CSA). It summarizes college programs, policies, and procedures designed to enhance the personal safety and security of the campus population, whether students, faculty, staff, or visitors.

This annual report is available on the Aquinas College website

By October 1 of each calendar year, the report is e-mailed to all students, faculty, and staff members. A printed version is available upon request.

WHAT IS A CAMPUS SECURITY AUTHORITY (CSA)?
A CSA (Campus Security Authority) is an Aquinas College employee with significant responsibility for the general safety of campus and student activities. A CSA has responsibilities under the federal Clery Act to report information for timely warnings and crime statistics. Students, staff, and faculty are required to report all on-campus crimes or criminally suspicious activities to one or more of the Aquinas CSAs. The CSAs are then required to report the criminal activity for statistical purposes to the Aquinas College Office of Security.

The following are official Aquinas College CSAs:

- Vice President for Administration
- Vice President for Student Affairs
- Vice President for Academics
- Title IX Coordinator
- Chief of Security
- Residential Life Staff
- Faculty serving as advisors for student clubs and organizations.

CSAs may be contacted by calling (615)-297-7545.

**SECURITY ON CAMPUS**

The campus is patrolled by RSS Security (615-473-4016) 24 hours a day, 7 days a week. All officers with RSS are certified armed security officers. RSS Security Officers are not police officers. Depending on circumstances and requirements, the Metropolitan Nashville Police Department will need to be contacted for law enforcement responses (if needed) to a specific incident or if there is a need to file a police report.

The Chief of Security for Aquinas College plans, coordinates, and/or implements security and safety concerns, programs, and services for the overall campus.

**Reporting Crime**

1. **If an Aquinas Community Member (student, faculty, and/or staff member) is a victim of or witness to a non-violent crime**, the individual must notify the Campus Security Officer as soon as possible to report the following information:
   
   a) The nature of the incident;
   b) The location of the incident;
   c) The description of the person(s) involved; and
   d) The description of the property involved.

2. **If an Aquinas Community Member (student, faculty, and/or staff member) is a victim of or witness to a violent crime in progress, immediately call 911.** The individual should seek a safe place and state to authorities the location so that they may locate the victim to make a complete report when they arrive. In addition, the individual should notify the Campus Security Officer immediately after calling 911.
3. If a suspicious person is observed on campus, immediately notify the Campus Security Officer and report the incident.

4. Any safety hazard observed on campus should be immediately reported to the Campus Security Officer and/or CSA.

Any crime, safety incident, or suspicious activity occurring on campus will be investigated by the appropriate Aquinas College authority in relation to policy, regulations, conduct, and/or discipline. Off campus incidents may also be investigated per policy.

Criminal investigations will be conducted by the Metropolitan Nashville Police Department. Both Aquinas College and the Metropolitan Nashville Police Department will work together within any statutory or regulatory guidelines or constraints.

**Voluntary Confidential Reporting**

If a student, faculty, or staff member feels strongly about the need to report an issue in the interest of personal or student safety that is of a highly personal or sensitive nature and would like it to remain confidential, he or she may speak with one of the official CSAs listed in this report.

Confidentiality, where applicable and in accordance with campus policy and/or state and federal statutes, will be honored in good faith as required. However, absolute confidentiality cannot be guaranteed in every instance where unforeseen circumstances degrade or undermine the reasonable expectation of confidentiality beyond the immediate control of the college administration. In addition, crime statistics (if applicable) concerning the incident must be reported to various state and federal authorities.

**Safety Information**

Security is everyone’s responsibility. While striving to maintain a safe and secure environment at Aquinas College, there are some things you can do to enhance your personal safety.
**Personal Safety**

- Walk or jog in groups of three or more.
- Be aware of your surroundings.
- Be aware of crimes on and around campus.
- Avoid isolated or dark areas.
- Travel with confidence and purpose.
- Do not wear earphones while walking or jogging.
- Before exiting a building or car, look around the area for anything suspicious.
- If confronted by a situation, try to remain calm.
- If it is safe to do so, try to get a detailed description of suspects or suspicious persons and/or their vehicle(s).
- Call RSS Security at (615) 473-4016 to request an officer to meet you and walk with you to or from your vehicle or next campus destination.
- Do not use ATMs (automated bank teller machines) alone, at night, or when someone suspicious is nearby.
- Avoid strangers. You do not have to stop and talk to them.
- If you are being followed, go to the nearest area of safety.
- Stay alert, and plan ahead for “What if...?”

**Residential/Workplace Safety**

- Know your neighbors or co-workers. You are the best one to determine who does not belong.
- Do not prop open exterior doors.
- When entering a building with access control in place, do not allow strangers to enter behind you.
- Always lock your door when you leave, sleep, or work late.
- If you see someone you consider suspicious or out of place, call security immediately.
**Property**

- Never leave your items unattended or unsecured.
- Keep a record of serial numbers and/or descriptions/photos of valuable items.
- Never leave your keys in your car or an unattended car running.

**Safety Programs**

All new employees and students are required to complete an orientation that includes safety and security information and procedures. New students and on a recurring annual basis staff members are required to complete Title IX training which addresses sexual assault and misconduct. Prior to the start of the academic year staff members receive updates concerning safety and security concerns. During the 2015/2016 academic year the following programs were conducted to promote safety and security on campus:

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<td>General Safety and Security (New student, graduate, Faculty/Staff orientation)</td>
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<td>Alcohol and Drugs awareness</td>
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**Security Access**

Aquinas College buildings and facilities are intended for use by students, faculty, staff and invited guests. Academic and administrative buildings are secured when not in use by locking mechanisms and alarm systems. Residential areas are located in a secure facility for students. Access of non-students to the residential facilities is limited to designated staff members, security, and maintenance staff only.
Maintenance personnel routinely address security concerns in maintaining buildings. New constructions and renovations are designed in such a way as to incorporate new security measures into the area as is practical.

**Timely Warnings**

Aquinas College provides “Timely Warnings” to faculty, staff and students when crimes occur on or near campus and pose a continuing threat to the campus community. The purpose of the warning is to enable members of the campus community to make informed decisions about their personal security, precautions they can take to help keep themselves safe, and to aid in the prevention of similar crimes.

The decision to issue a Timely Warning is made case-by-case based on the information available at the time. Factors in determining whether or not to issue a warning include:

- **The Nature of the crime** – Was it a Clery-reportable offense: Murder; Sex Offense, forcible or non-forcible; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; Manslaughter; or Arson

- **The continuing danger to the campus community** – Are others at risk? Is there reason to believe that there is a continued threat?

- **The location of the incident** - Did the incident occur in an area for which Aquinas College must report statistics? If not is it an area frequented by students?

- **The disposition of the offender** - Is the suspect still at large and an ongoing threat?

- **The possible risk of compromising law enforcement efforts** - nothing should be included in the Timely Warning that would hinder an ongoing police investigation.

If, based on all of these factors the determination is made that a continuing serious criminal threat exists, then a Timely Warning will be issued.
In addition, upon the discretion of the Vice President for Administration, a Timely Warning may be issued for any crime where there is a compelling need to get information to or from the Aquinas College community about a specific crime.

Timely Warnings will be issued as soon as possible after the specific event. If the incident is a delayed report (more than 24 hours) by the victim, then the time and date the victim reported the incident will also be included in the report. The Timely Warning will not identify the victim by name or address. The general description of the location may be given, for example, but not limited to, Aquinas College, residence hall, geographic location, etc. Timely Warnings will are distributed through e-mail and bulletin board postings.

**Emergency Notification and Procedures**

If an incident and/or series of incidents are deemed a threat to the campus community have occurred, *emergency notifications* will be issued to the campus population, initially through the Smart Notice Emergency Notification System. The decision to issue these notifications are made through Aquinas College Senior staff members. These warnings may be sent by either text, e-mail, and/or via other means. The Aquinas web page, public address systems, signage, and local media outlets may also be used. Once the threat is deemed by college administration and/or law enforcement to have dissipated, the notification will be lifted by the same means of communication.

**Emergency Evacuation Procedures and Drills**

Periodic fire, severe weather, and lock-down drills may be conducted throughout the school year. During such a drill, act according to the emergency announced in order to be properly prepared should such an emergency occur. Follow directions broadcasted through telephone and intercom systems, as well as those of emergency personnel including police, fire department, and campus members who will have radios to provide updates. Students should not leave campus during drills or actual emergency events unless instructed to do so, or unless it is a threat to one’s safety to stay.

Posted in every classroom, office, and residence hall are detailed procedures for a
variety of emergency incidents. In addition, evacuation route and tornado shelter maps are located throughout all buildings on campus.

**MISSING STUDENT NOTIFICATION POLICY & PROCEDURE**

In compliance with the Higher Education Opportunity Act of 2008, Aquinas College has established the following policy and procedure for missing students. This policy applies to students who reside in on-campus housing. Any student who has not been seen on-campus, in Seton Lodge, or heard from will be considered missing after 24 hours.

**Emergency Contact Information**

All residential students have the opportunity to designate an individual or individuals to be contacted by Aquinas College in case of an emergency, including if the student is determined to be missing for 24 hours. This emergency contact information will be accessible only to authorized College officials, law enforcement officers, and St. Thomas Hospital Security (Seton Lodge student residence is the St. Thomas Hospital property). If the missing student is under the age of 18 and not an emancipated, Aquinas College is required to notify a parent or legal guardian within 24 hours after the student is determined to be missing.

**Procedure for Reporting a Missing Student**

If a student has been missing for 24 hours or more, one should report this information to campus security officers at least one of the following:

- Director of Residential Life
- Chief of Security
- Vice President of Student Life

In the event of a missing residential student report, Metropolitan Nashville Police Department will be notified immediately. In addition, appropriate College personnel will be informed and an investigation will proceed.
Investigation procedures may include, but are not limited to:

- Contacting the student through his/her personal cell phone on record.
- Entering the student's campus room.
- Checking class schedules and visiting scheduled classes.
- Contacting faculty members regarding class absences.
- Contacting RAs, known friends, roommates, acquaintances, and place(s) of work, if any.
- Checking vehicle registration records for vehicle information and searching the vicinity for any registered vehicles.
- Working with St. Thomas Hospital Security to search the hospital campus and review surveillance.
- Working with Robinson Security guards to search the campus.

**Notification**

Once the on-campus investigation concludes that a student is missing:

1. The Chief of Security will notify the appropriate law enforcement within 24 hours of the initial report to the College.
2. The Vice President of Student Life or Director of Residential Life will notify the emergency contact of the missing student. In the event that the missing student is under 18 and not emancipated, the student's parent or legal guardian will be notified in addition to the designated emergency contact.

Following the notification of the appropriate law enforcement, the College will cooperate in the investigation and offer the necessary assistance to locate the missing student.

**ALCOHOL AND DRUG POLICY**

As required by the Federal Drug-Free Schools and Communities Act Amendments of 1989, the following constitute prohibited conduct on the Aquinas College campus or at Aquinas College sponsored activities, whether on or off campus:
1. Unauthorized distribution, possession, or use of any alcohol, prescription drug, controlled substance or illegal drug.

2. Providing alcoholic beverages to individuals under 21 years of age, or possession or use of alcoholic beverages by individuals under 21 years of age, or misrepresenting age in order to consume alcoholic beverages.

3. Unauthorized possession of an open container of an alcoholic beverage, public intoxication, operating a motor vehicle while under the influence of alcohol, or unauthorized distribution of alcoholic beverages.

In addition to imposition of disciplinary sanctions under College procedures, including suspension or separation from the College for such acts, employees and students may face prosecution and imprisonment under Tennessee laws, which make such acts felony and misdemeanor crimes.

The health risks associated with the misuse and abuse of mind-altering drugs, including prescription drugs, controlled substances and alcohol, include but are not limited to the following: physical and psychological dependence; damage to the brain, pancreas, kidneys, and lungs; high blood pressure, heart attacks and strokes; ulcers; birth defects; a diminished immune system; and death.

The College provides referral services to students and employees, and serves as an alcohol and drug information/education resource through the Office of Student Affairs. Aquinas College will comply with any parental notification requirements as set forth in Tennessee law. For further information contact the Vice President for Student Affairs.

ALCOHOL AND DRUG TREATMENT INFORMATION

Following is a list of additional resources for treatment options. Aquinas College does not have a contractual relationship with any of the resources listed below. They are simply listed as a courtesy to students. Students should determine for themselves whether they feel the agency will meet their needs. For specific referrals, please contact the Vice President for Student Life or the College counselor directly at 615-478-8438.
• Alcoholics Anonymous 615-831-1050
• Narcotics Anonymous 1-800-677-1462
• Center for Alcohol & Drug Treatment 1-800-284-2216
• Cumberland Heights Alcohol & Drug Treatment Center 615-356-2700
• Tennessee Christian Medical Center 615-865-0300
• Vanderbilt Addiction Center 615-936-3555

POLICY ON SEXUAL MISCONDUCT

Aquinas College is committed to maintaining an environment in which all students, staff and faculty are treated with dignity and respect, as created in the image and likeness of God. Sexual misconduct in all forms violates the sanctity of the human body, mind, and spirit and will not be tolerated within our community. Sexual misconduct is a serious violation of the standards of conduct for Aquinas College, and some forms of sexual misconduct can violate both civil and criminal law. Sexual misconduct includes, but is not limited to, sexual harassment, non-consensual intercourse, sexual exploitation, and non-consensual sexual contact. All forms of sexual misconduct will not be tolerated, will be investigated in accordance with the procedure below, and, if substantiated, will subject a perpetrator to penalties up to and including expulsion or termination. Students at Aquinas College are responsible for being familiar with and abiding by the standards of conduct set forth herein.

Jurisdiction

This policy applies to all Aquinas College students, and the College may initiate disciplinary proceedings for conduct directed toward a member of the Aquinas College community or someone outside the College community. Disciplinary action may be taken whether or not criminal charges are filed and without regard to whether the conduct occurred on or off the Aquinas College campus.

Any member of the Aquinas College community may file a complaint against a student for allegedly violating the sexual misconduct policy. The term “student” includes all persons (other than faculty, staff or administrators) taking or auditing courses at the College, either full-time or part-time. Persons who are not officially enrolled for a
particular term but who have a continuing relationship with the College are considered students. The term “member of the College community” includes any person who is a student, faculty member, administrator or staff member or any other person employed by the College. A person’s status in a particular situation shall be determined by the Title IX Coordinator, Vice President for Student Life, or any administrator of the College.

**Prohibited Behavior**

Aquinas College strictly prohibits sexual misconduct in all forms. Sexual misconduct includes the following:

A. **Sexual Misconduct I**

Sexual misconduct I includes any sexual penetration (anal, oral or vaginal), however slight, with any object or sexual intercourse by a man or woman upon a man or woman without effective consent (see section IV.A for a description for what constitutes effective consent). Sexual penetration includes vaginal or anal penetration by a penis, object, tongue or finger and oral copulation by mouth to genital contact or genital to mouth contact.

B. **Sexual Misconduct II**

Sexual misconduct II is any intentional sexual touching, however slight, with any object by a man or woman upon a man or woman without effective consent. Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another or any other bodily contact in a sexual manner. Sexual misconduct II also includes any disrobing of another or exposure to another by a man or woman without effective consent.

C. **Sexual Exploitation**

Sexual exploitation includes any conduct in which a student takes advantage of another without his/her consent for his/her own advantage or benefit, or to benefit or take advantage of anyone other than the one being exploited, and that behavior does not constitute Sexual Misconduct I or II or Sexual Harassment.

D. **Sexual Harassment**

Sexual harassment is any type of behavior of a sexual nature that is severe or pervasive, and that creates a hostile or abusive learning, working, or living
environment, thereby unreasonably interfering with a person’s ability to learn or work.

Consent

A. Definition

Effective consent is informed, freely and actively given mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent may never be given by minors, mentally disabled persons, and those who are incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary). It also cannot be given by those who are unconscious, unaware, or otherwise physically helpless. Consent obtained through the use of fraud or force (actual or implied), whether that force be physical force, threats, intimidation or coercion, is not effective consent. Consent is mutually understandable when a reasonable person would consider the words and/or actions of the parties to have expressed a mutually understandable agreement between them to do the same thing, in the same way, at the same time, with one another. In the absence of mutually understandable words or actions, it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity, to make sure that he/she has the consent from his/her partner(s). Consent to some form of sexual activity does not necessarily imply consent to other forms of sexual activity. Mutually understandable consent must be obtained by the initiator at every stage of sexual interaction.

B. Incapacitation

Incapacitation means being in a state where a person lacks the capacity to appreciate the fact that the situation is sexual, or cannot appreciate (rationally and reasonably) the nature and/or extent of the situation. A person who knows or should reasonably have known that another person is incapacitated may not engage in sexual activity with that person. A person’s state of incapacity is a subjective determination that will be made after the incident in light of all of the facts available.

1. Alcohol
Alcohol related incapacity results from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness, or intoxication. Incapacity may be indicated by:

- Slurred speech;
- Bloodshot eyes;
- The smell of alcohol on his or her breath;
- Shaky equilibrium;
- Vomiting;
- Outrageous or unusual behavior;
- Unconsciousness.

Two things should be noted. First, none of these indicators, except for unconsciousness, will constitute – in and of itself – incapacitation. Second, indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of another person.

2. Drugs

There are a number of drugs that are used to incapacitate victims for the purpose of sexual assault. Two such drugs, Rohypnol and GHB (Gamma Hydroxy Butyrate), are illegal synthetic drugs that act as powerful central nervous system depressants. The effects of these drugs can be felt within 15-30 minutes of ingestion and can cause drowsiness, confusion, reduced levels of consciousness, partial or complete amnesia, and/or seizures and respiratory distress. These drugs are commonly mixed with alcohol and given to an unsuspecting person.

**Reporting Sexual Misconduct**

Deciding whether or not to report a crime to police, college officials, or a counselor may be difficult for you. The following outlines different reporting measures that are available to you.

**Reporting to Campus Officials**
Individuals are strongly encouraged to report incidents of sexual misconduct to the Title IX Coordinator, the Vice President of Student Life or another College official, so that victims can receive help and access support services, and in order to facilitate disciplinary action against the perpetrator. The College will utilize the Non-discrimination and Harassment Complaint Procedure (pg. 21) for resolving allegations of sexual misconduct. This information can also be found in the Student Handbook. Students found responsible for violations of this Policy will be subject to the full range of sanctions outlined in the Student Handbook and are also listed in this report.

Victim Advocacy

A victim may contact the Coordinator of Student Activities, a College Counselor, the Vice President for Student Life, or any college administrator for support. They will meet with students who are victims of sexual assault and provide information and support, especially in terms of directing the victim to professional resources of aid, care, and recourse both on- and off-campus.

Reporting to the Police

Students also may file a complaint with the Nashville Metropolitan Police Department. The Chief of Security is available to assist any student wishing to file such a complaint. A student does not need to file a criminal complaint in order to initiate disciplinary proceedings with the College, and the College may find a perpetrator responsible for violating this policy regardless of the outcome of criminal proceedings.

Confidentiality

Aquinas College recognizes that a student reporting an incident of sexual misconduct may desire confidentiality and may not want the College to investigate and attempt to resolve the incident. For any student who so requests, officials of the College will act with that student’s request for confidentiality in mind; however, the College is legally required to investigate, to the extent possible, and cannot guarantee confidentiality if that would
violate its Title IX obligations. Aquinas College reserves the right to investigate and to take reasonable prompt and effective steps to end the behavior and remediate the circumstances. A student who files a complaint is protected from retaliation. A student who initially decides not to pursue the College’s internal grievance procedures may decide, at a later date, to pursue these grievance procedures. Reports filed with the Office of Security will be noted in a log that is made public within two (2) business days of the date of the report. No names or other information that could reveal the identity of the individuals involved will be made public in this log.

**Confidential Resources**
Counselors and priests exercising their pastoral duties are not required to report incidents of sexual misconduct between adults; thus, students seeking complete confidentiality may seek assistance from one or both of these on-campus resources.

**Non-Confidential Resources**
All staff, faculty and administrators must report incidents of student sexual misconduct to a Title IX Coordinator for students. Additionally, school officials are required to report non-personally identifiable information to the Office of Campus Security. This information is limited to the incident reported, the type of incident, and the general location of the incident. Statistics given to the Security and Services Office will be made available through the Annual Campus Security and Fire Safety Report. Additionally, the College may post warnings about incidents that continue to pose a potential threat of bodily harm or danger to members of the campus community.

**Confidentiality Regarding Accused Persons**
Confidentiality with respect to a person accused of having violated the sexual misconduct policy is governed by the Family Educational Rights and Privacy Act (FERPA). FERPA provides that personally identifiable
information maintained in the educational records of an institution shall not be disclosed, except as otherwise specified by law. One exception is in the case of students charged with violating institutional policy related to sexual misconduct. In such cases, the victim will be notified of the outcome of any grievance proceeding.

Evidence
If you have been the victim of non-consensual sexual intercourse, it is strongly recommended that you visit an emergency room within 24 hours for a rape evidence examination to preserve evidence and support your opportunity to make decisions later. If possible, take a trusted friend or relative with you to the hospital to provide additional support. All victims of sexual assault must go to Metro General Hospital. If you go to any other hospital emergency room you will be routed to Metro General Hospital. Metro General Hospital is located at 1818 Albion St, Nashville TN., 37208. If you decide to go to the hospital, by policy hospital staff will alert the police of your arrival. It is up to you if you would like to file a police report or talk to a police officer. You will be asked if you would like a sexual assault counselor to assist you at the hospital. This counselor is trained to help you think through your options as well as answer any questions that you might have throughout the entire process.

Until you decide whether or not to have evidence collected, it is very important to remember that there are things that you should not do:

- DO NOT shower or brush your teeth, if at all possible.
- DO NOT go to the bathroom, if at all possible.
- DO NOT drink or smoke.
- DO NOT change your clothes or underwear. If you have removed this clothing, bring it with you to the hospital in a paper bag. This may preserve a lot of evidence.
Resources

The following is a list of services and agencies, and their contact information, to aid a victim, victim’s friend, witness, and/or the accused in a sexual misconduct matter:

- St. Thomas Hospital Emergency – 615-222-2111
- Sexual Assault Center – 615-259-9055
- Chief of Security – 615-297-7545 x 451
- Metro Police – 911 or 615-862-8600 (Non-emergency)
- Counselor - 615-478-8438
- Vice President for Student Life – 615-297-7545 x 412
- Coordinator of Student Activities – 615-297-7545 x 607
- Director of Residential Life – 615-297-7545 x 631

Victims’ Bill of Rights

The Campus Sexual Assault Victims’ Bill of Rights was signed into law by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. Complaints about schools that have failed to comply with this law should be made to the U.S. Department of Education. The “Campus Sexual Assault Victims’ Bill of Rights” exists as a part of the campus security reporting requirements, commonly known as the JEANNE CLERY ACT. The Victims’ Bill of Rights stipulates the following:

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
• Survivors shall be notified of options for changing academic and living situations.

NON-DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE
The College makes every effort to provide educational and work conditions free from unlawful harassment and discrimination. It is important that College faculty, staff, and students enjoy an environment free from prohibited implicit and explicit behavior used to control, influence, or affect the well-being of any member of our community. Discrimination or harassment of any individual based on sex, race, color, religion, military status, national origin, age, disability, or any other legally protected trait is unacceptable and grounds for disciplinary action, and also may constitute a violation of federal law. The College is committed to the proper exercise of academic freedom, and this policy is not intended to stifle this freedom. Prohibited discrimination and harassment is not protected under the proper exercise of academic freedom and such conduct is incompatible with the values of Aquinas College. Nothing in this policy is intended to conflict with the Roman Catholic mission or identity of the College.

GENERAL PROVISIONS
A. Sexual Harassment
Sexual harassment is a form of sex discrimination which undermines the dignity of the human person and can be carried out by College personnel, students, and non-employee third parties and violates College policy. Sexual harassment is generally “unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature (including sexual violence and sexual assault) when:

• submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; or

• submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

Sexual harassment includes conduct that occurs in any College program or activity (on and off campus) and any conduct that is criminal in nature, such as rape, sexual assault, dating violence, and sexually motivated stalking.

**Examples of Sexual Harassment**
Examples of behavior that may constitute sexual harassment include, but are not limited to:

- verbal or physical advances of a sexual nature; or
- requests or subtle pressure, overt or implied, for sexual favors; or
- abusive or threatening behavior of a sexual nature directed at a person; or
- remarks, jokes, comments, or observations of a sexual nature that demean or offend individuals on the basis of their sex, provided that such expressions will not be considered sexual harassment if uttered for a valid academic purpose; or
- gestures or other nonverbal behavior of a sexual nature provided that such expressions will not be considered sexual harassment if based upon a valid academic purpose; or
- display or distribution of offensive materials of a sexual nature provided that such expressions will not be considered sexual harassment if used for a valid academic purpose.
B. Racial and Other Discrimination and/or Harassment in Educational or Employment Environment

Discrimination and/or harassment on the basis of race, color, religion, national origin, disability, military status, or any other legally protected trait is a form of unlawful discrimination and is prohibited under state and/or federal law. The principles for defining sexual harassment in the workplace apply equally to all other forms of discrimination when the harassment has the “purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive educational or employment environment.”

C. Title IX Coordinator

The Coordinator handles inquiries regarding issues of discrimination and harassment in the College, oversees all Title IX complaints, and identifies and addresses any patterns or systemic problems that arise during the review of such complaints. The Coordinator also ensures education, training and advisement of the campus community on overall Title IX compliance. The College’s Title IX Coordinator is:

Andrew Atwood, Chief of Security
Aquinas Main, Rm # 127
615-297-7545 ext. 451
atwooda@aquinascollege.edu

Inquiries may also be made to the Assistant Secretary of the Department of Education at:

Office of Civil Rights
U.S. Department of Education
61 Forsyth Street S.W., Suite 19T10
D. Complaint Procedure and Investigation

Any member of the College Community who believes he or she has experienced discrimination and/or harassment by an employee, student, or third party on the basis of sex (including but not limited to sexual harassment, sexual assault and sexual violence), race, color, religion, national origin, age, disability, military status or any other protected trait should immediately voice his or her concerns orally or in writing to the College’s Title IX Coordinator, or any Vice President in case of the Coordinator’s absence. The seriousness of the charge is such that it should not be made lightly, nor will it be considered lightly. In addition those that witness sexual harassment or sexual misconduct are encouraged to report their observations. A request by the complainant for confidentiality will be considered. However, Aquinas College reserves the right to fully investigate any complaint in order to meet its responsibility of providing a safe and non-discriminatory environment for all member of the Aquinas Community.

1. All parties involved in the investigation are expected to cooperate in a truthful manner. Note that the passage of time increases the difficulty of verifying allegations. In the event the Title IX Coordinator is responsible for the alleged discrimination and/or harassment, the individual should report the misconduct to any Vice President at the College. In order to assist the investigation, complainants should document the discrimination and/or harassment as soon as possible after it occurs and with as much detail as possible including: the nature of the behavior, dates, times, places, name of alleged perpetrator, witnesses, and any response to the behavior.

2. Upon receipt of any complaint, the Title IX Coordinator, or his/her designee, will conduct a thorough and impartial investigation of the charges, will review any evidence that has been presented, and meet with the parties and any individual(s)
that he/she believes will aid in the investigation. Both the complainant and the accused are entitled to fair and equitable treatment in the handling of the complaint, privacy and discretion to the extent possible, and an explanation of the investigation process. Generally, information relating to a complaint or investigation will be shared only with those who need to know in order to investigate and resolve the matter so that the College creates an environment in which legitimate complaints are encouraged, while also protecting the privacy of the parties. All parties involved in the investigation are expected to cooperate in a truthful manner.

3). Within sixty (60) calendar days of the receipt of the complaint, the Title IX Coordinator, or his/her designee, shall make a finding in writing as to whether it is more likely than not that discrimination and/or harassment has occurred. The parties will be periodically notified of the status of the investigation and any delay in issuing a finding. Appropriate interim steps may be taken during the investigation to guard against reprisal and to ensure that no further incidents occur.

4). During an investigation, the complainant and the accused are each free to designate one other person to accompany them.

5). Once the investigation is complete, the Title IX Coordinator, or his/her designee, will determine whether the incident is founded or not using a preponderance of the evidence. This finding will be communicated to both the complainant and the accused. The results of the investigation will be presented to the Vice President of Student Life. When it has been determined that a student has violated this policy, the nonacademic disciplinary procedures set forth in the Aquinas College Student Handbook shall apply. These procedures are outlined in this report on page 27. When it has been determined that a member of the faculty or staff has violated this policy, disciplinary action will follow procedures outlined in the Aquinas College Faculty and Staff Handbook.

6). All members of the College Community who serve in a supervisory capacity, such as directors and managers, department chairs, security staff, faculty, and
residential life staff, are responsible for reporting all complaints of discrimination and/or harassment to the Title IX Coordinator.

7). In cases where the complainant or the accused is a student and the claim is of harassment on the basis of disability, the Director of Student Learning Services, in consultation with the Vice President for Academics, will assume primary responsibility for overseeing the investigation process.

E. Retaliation

No person, including interested parties and witnesses, who exercises in good faith his or her rights and/or responsibilities under this policy or any of the policies contained in this handbook, shall be subject to retaliation or threat of retaliation in any form. However, a complaint that is malicious and groundless may be treated as an attempt to harass the accused. College personnel with knowledge of the accusation will make every reasonable attempt to prevent retaliation.

Retaliation is defined as those actions directed against an individual, on the basis of or in reaction to the exercise of rights accorded by College policies, the Office of Civil Rights, Equal Employment Opportunity Commission, and any state and/or federal law which affects a person's education, employment, advancement, scholarship, performance, habitation, and/or property. A finding of retaliation or a threat of retaliation shall constitute a separate violation of the policy, subject to separate or consolidated disciplinary procedures, and is not dependent upon a finding of a violation of any other policy. Complaints of retaliation shall be made to the Section 504 and Title IX Coordinator. If the person accused of engaging in retaliation is the Section 504 and Title IX Coordinator, the person complaining has the option of contacting any of the Vice Presidents or the President of the College.

F. Publication of Policy

Copies of this policy are to be distributed to all members of the College
community as required by Title IX. This policy in this handbook is given to all new students during Welcome Week and is on the College’s website.

G. External Remedies

Members of the College are, at all times, subject to state and federal laws. Therefore, nothing in this policy is intended to limit or postpone an individual’s right to file a complaint or charge with an appropriate outside agency. An individual is not required to use the procedure in this policy before pursuing other remedies.

H. Modification

This policy is intended as a guideline to assist in the consistent application of College policies and programs for faculty, staff and students, The College reserves the right to modify this policy in whole or in part, at any time, at the discretion of the administration of the College. The official version of this policy is located on the College’s website at: http://www.aquinascollege.edu/administration/higher-education-opportunity-act/

VIOLATIONS OF NON-ACADEMIC STUDENT RESPONSIBILITIES

A. Violations – As defined in the Student Handbook violations of non-academic student responsibilities include stalking, domestic violence, dating violence, and/or relationship violence. The definitions of these are as follows:

a. Stalking – College policy strictly prohibits stalking. The crime of stalking is defined in Tennessee Code Annotated Section 39-17-315 as “a person who intentionally and repeatedly follows or harasses another person and who makes a credible threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm is guilty of the crime of stalking.” This includes the use of harasing text messages, threats made over a telephone or cell phone, email, written communications or personal contact.

b. Domestic Violence, Dating Violence, Relationship Violence- Violent or aggressive behavior between family members, spouses, ex-spouses, those who are dating or have dated, and individuals that have cohabitated. While living with one’s intimate partner on campus is prohibited, domestic violence is prohibited by any
student living on or off campus and will be reported if knowledge of a student’s engagement in this becomes known. If someone suspects domestic violence, the student may contact the Chief of Security or the Vice President of Student Life for more information. Risk reduction, warning signs as well as safe and positive options that a bystander can take when witnessing potential domestic violence may be found at: http://www.stepupprogram.org

B. Disciplinary Procedure

If a violation occurs off campus and is in no way related to an activity of the College, disciplinary proceedings will normally not be initiated by the College unless the nature of the violation is such that the continued attendance of the student is judged to be detrimental to the College or to the safety of others. Behaviors deemed hazardous to the well-being of the student or others may result in parental notification as allowed by law.

A student charged with violating a non-academic student responsibility will be required to attend a disciplinary conference with the Vice President for Student Life. Note: Incidents involving sexual misconduct, sexual harassment, relationship violence (student vs. student), and/or discrimination will be investigated using the compliant and investigation procedure for Sexual Harassment. If the charge is of a serious nature, the Vice President for Student Life may invite other administrators to attend the disciplinary conference. The student charged shall be notified in writing of both the alleged violation(s) and the time and place of the disciplinary conference at least three business days in advance. Serious allegations may warrant interim suspension of the individual involved prior to the conference. The Vice President for Student Life will notify the student if a sanction is imposed. A record is made for the student’s disciplinary file, which is securely stored in the office of the Vice President for Student Life.

C. Sanctions

Violations of non-academic student responsibilities may be subject to one or more sanctions. Examples of available sanctions include the following:

- **Oral Warning:** Notice to a student, orally, that he or she has failed to meet the
College’s standard of conduct. The warning includes an admonition that the continuation or repetition of the specific action involved or other misconduct may result in the imposition of a more serious sanction. A record of this oral warning is placed in the student’s disciplinary file.

- **Reprimand**: Formal, written notification censuring a student for failure to meet Student Responsibilities. The Vice President for Student Life sends written reprimands to the student with copies being retained in the student’s disciplinary file.

- **Restitution and Fines**: Requirement to make restitution or to pay a fine for damage to or misuse of College or other property or in the case of personal injury. Notification of such a requirement will be in the form of a written communication.

- **Drug/Alcohol Rehabilitation Program**: Mandatory participation in, and satisfactory completion of, a drug/alcohol abuse program or rehabilitation program (for violations of drug/alcohol policy).

- **Individualized Risk Assessment**: When a student’s behavior poses a significant risk to the health, safety or well-being of others or of the Campus community, a Risk Assessment will take place in order to determine reasonable conditions for return. If conditions cannot be met, the student may withdraw or be suspended or face expulsion.

- **Anger Management Counseling**: Mandatory participation in, and satisfactory completion of, a designated number of anger management counseling sessions.

- **Suspension**: Temporary withdrawal of student status for serious violation of Student Responsibilities, or for accusation of conduct that is deemed detrimental to the reputation of Aquinas College. Notification of suspension is in writing and indicates the term of suspension and any special condition that must be met before readmission. There is no refund of fees for the semester in which the action is taken, but any fees paid in advance for a subsequent semester are refunded. Normally, after the period of suspension, the student will be on probation for a period of time.

- **Probation**: The student may be placed on probation as a follow up to Suspension or may be placed on probation immediately for an offense. Placement on probation will be in writing with a copy in the student’s disciplinary file and sanction for
violation of probation will be set forth in the written notification.

- **Expulsion**: Termination of student status for serious violation of Student responsibilities. The same policy will be followed regarding notification and the refund of fees, as in the case of suspension. Expulsion from the College is a sanction that requires Presidential approval.

**D. Appeals Procedure**

1. If the student wishes to appeal the sanction imposed by the Vice President for Student Life, the student must provide notice in writing to the Vice President for Student Life. The student’s right to appeal is waived if written notice of the intent to appeal is not provided to the Vice President for Student Life within five business days after the imposition of the sanction not including the day of the sanction.

2. The Vice President for Student Life will acknowledge to the student, by certified mail, receipt of the notice of intent to appeal and will forward to the student for completion a “Narrative for Appeal of Academic and Disciplinary Matters.”

3. The student will complete the “Narrative for Appeal of Academic and Disciplinary Matters” and return it along with any supporting documentation to the Vice President for Student Life within seven business days of the date the narrative was received. Failure to do so will be considered a withdrawal of the appeal.

4. A Student Disciplinary Committee shall be convened for the purpose of considering the appeal, in accordance with College policy. The Student Disciplinary Committee is comprised of Faculty and Staff members appointed on an annual basis by the President’s Cabinet to serve in this capacity should the need arise.

5. The Chair of the Student Disciplinary Committee will notify the student by certified mail of the date, time and place of the conference on the appeal. The student shall notify the Chair in writing if the student wishes to be present at the conference. If the student elects not to be present at the conference, the Committee will consider the student’s narrative and any accompanying documents as the basis for the student’s appeal. If the student fails to appear after having notified the Chair of intent to appear at the conference, the Student Disciplinary Committee will consider the merits of the case based on the narrative and any accompanying documents.
6. Only individuals directly involved in the incident and called by the Student Disciplinary Committee or the student involved may be admitted to the conference. Proceedings of the conference will be recorded in detail and retained in the student’s disciplinary file.

7. After hearing the appeal, the Student Disciplinary Committee will decide the issue(s) being appealed. Through certified mail, the Committee Chair will notify the student of the decision. The Committee has the authority to affirm totally, repeal totally, reduce or increase sanctions. Only the President of the College can overturn the Committee’s decision. The Student Disciplinary Committee also has the authority, in appropriate cases, to expunge the student’s disciplinary file of all reference to the incident.

PROCEDURES AND SANCTIONS FOR VIOLATIONS OF NON-ACADEMIC STUDENT RESPONSIBILITIES

All proceedings for violations of student responsibilities by student members of the Aquinas College community are intended to be educational, non-adversarial and confidential. They are not to be considered analogous to any civil proceeding. The disciplinary process is based on the concepts of justice and fairness. Proceedings begin when a student, staff, faculty, community member or security officer witnesses an incident, situation, or questionable behavior which appears to violate the standards expected of an Aquinas College student. Proceedings fall into two categories: academic and non-academic. The following charts outline the steps that are taken in each situation.

<table>
<thead>
<tr>
<th>I. Violations of Non-Academic Student Responsibilities</th>
<th>II. Violations of Academic Student Responsibilities</th>
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<tbody>
<tr>
<td>Vice President of Student Life</td>
<td>Instructor</td>
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<tr>
<td>Appeal</td>
<td>Appeal</td>
</tr>
<tr>
<td>Student Disciplinary Committee</td>
<td>Student Academic Review Committee</td>
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AWARENESS OF REGISTERED SEX OFFENDERS IN COMMUNITY

The sex offender registry for Nashville including the areas contiguous to the campus can be readily accessed at: http://www.tn.gov/tbi/topic/tennessee-sex-offender-registry

CRIME STATISTICS 2013–2015

(In compliance with the Tennessee College and University Security Act) The following chart provides Aquinas Colleges statistics for Group A and Group B offenses for the years 2012, 2013, and 2014. Incidents reported to the Aquinas College Office of Security are entered into a computer database and reported to the Tennessee Bureau of Investigation’s Statistical Unit on a monthly basis. To access the statistical information online, go to http://www.tbi.state.tn.us/tn_crime_stats/stats_analys.shtml
<table>
<thead>
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<th>2015</th>
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<tr>
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**Group B Offenses**

| BAD CHECKS                       | 0    | 0    | 0    |
| Curfew/Vagrancy                  | 0    | 0    | 0    |
| Disorderly Conduct               | 0    | 0    | 0    |
| DUI                              | 0    | 0    | 0    |
| Drunkenness                      | 0    | 0    | 0    |
| Family-Non Violent               | 0    | 0    | 0    |
| Liquor Law Violations            | 0    | 0    | 1    |
| Peeping Tom                      | 0    | 0    | 0    |
| Runaway                          | 0    | 0    | 0    |
| Trespass                         | 0    | 0    | 0    |
| All Other Offenses               | 0    | 0    | 0    |
The Jeanne Clery Disclosure of Campus Crime Statistics

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### Liquor Law Violations: Arrests

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### Liquor Law Violations: Referrals

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### Drug Related Violations

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### Weapon Law Violations: Arrest

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### Weapon Law Violations: Referrals

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### Domestic Violence

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### Dating Violence

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### Stalking

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### Hate Crimes

The Clery Act requires reporting of incidents where the offender’s bias against a person or property motivates him in whole or in part to commit the crime. This includes bias against race, gender, religion, sexual orientation, disability, or ethnicity/national origin.
Incidents which fall under the Clery crimes above and thefts, assaults, intimidations, or vandalism must be reported. During 2013, 2014, and 2015, no hate or bias crimes were reported on the Aquinas College campus, on non-campus buildings or properties, or on public property adjacent to campus.

**Bracciano Campus**

No crimes were reported in 2015 at the Bracciano campus.
FIRE SAFETY

Smoke detectors, fire alarm pull stations, and fire extinguishers are installed in the appropriate areas of all buildings and inspected by the local fire marshal regularly. Emergency lighting (in the event of power loss) and fire doors are installed in key building egresses and stairwell foyers. Fire exit plans are posted near the exits of all rooms. In addition to the above, Seton Lodge has a sprinkler system installed.

Emergency evacuation drills are conducted each semester. During such a drill, building occupants are to act according to the emergency announced, in order to be properly prepared if such an emergency occurs. Follow directions broadcast through telephone and intercom systems, as well as those of emergency personnel including police, fire department, and security officers, and supervisory personnel. Students should not leave campus during drills or actual emergency events, unless instructed to do so.

The following items are prohibited in residence halls:

- Candles / potpourri plug-ins
- Explosives/gunpowder
- Burning incense
- Hot pots/plates
- All flammable/combustible liquids
- Toasters/toaster ovens
- Fireworks
- Large coffee makers
- Halogen and Lava lamps
- Space heaters
- Electric blankets
- Microwaves
- Chemicals (other than cleaning supplies)

If a fire occurs:

- An evacuation of the structure should be started immediately.
- The incident should be reported immediately to 911 and campus security officers.
- As soon as feasible to do so, a Campus Security Authority should be notified of the incident.
• The Chief of Security for the Dominican Campus should be notified as soon as possible.

The basic procedure for addressing fires is as follows:

In the event that an uncontrolled fire is observed, the following basic procedures should be followed:

**For large fires that do not appear controllable:**
- Immediately locate and pull a fire pull station.
- If possible, close the door(s) and windows to the affected area to confine the fire and reduce oxygen to the fire. DO NOT LOCK THE DOORS.
- Evacuate the building immediately.

**If a minor fire appears controllable:**
- Immediately pull a fire pull station to activate the fire alarm system.
- Staff members should retrieve the nearest fire extinguisher and follow the “P.A.S.S.” procedure:
  - P = Pull the pin breaking the plastic seal;
  - A = Aim at the base of the fire;
  - S = Squeeze the handles together; and
  - S = Sweep from side to side.
- In the event a fire cannot be controlled with one fire extinguisher, evacuate the building immediately to a safe area.

If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window and stay near the floor where the air will be less toxic. Place a towel, coat or any article of clothing at the base of the door to block smoke from entering your room. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC!

**Fire Statistics**

During the 2014/15 and 2015/16 academic years no fires were reported in any of the Aquinas College buildings, including Seton Hall.