



2015

Annual Campus Security Report

(As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act)

TABLE OF CONTENTS

| | | |
|------|---|----|
| I. | INTRODUCTION..... | 3 |
| II. | CAMPUS SECURITY PROCEDURES..... | 3 |
| | A. Reporting a Crime or Emergency..... | 3 |
| | B. Security Authorities | 4 |
| | C. Security of Facilities | 5 |
| | D. CAMPUS SECURITY AND CRIME PREVENTION PROGRAMS | 5 |
| | E. SAFETY TIPS | 6 |
| III. | CAMPUS SECURITY POLICIES | 9 |
| | A. ALCOHOL AND DRUGS POLICIES | |
| | 1. ALCOHOL AND DRUG -FREE POLICY | 9 |
| | 2. Legal Sanctions for Unlawful Possession of Alcohol and Drugs | 9 |
| | a. Alcohol Violations..... | 10 |
| | b. Drug Violations | 11 |
| | 3. HEALTH RISKS OF ALCOHOL AND DRUG USE | 11 |
| | 4. TREATMENT RESOURCES FOR ALCOHOL AND DRUG ADDICTION..... | 11 |
| | B. REGISTERED SEX OFFENDERS..... | 13 |
| | C. SEXUAL HARASSMENT..... | 13 |
| | D. WEAPONS..... | 15 |
| | E. HAZING..... | 15 |
| IV. | CRIME STATISTICS..... | 16 |
| | A. DESCRIPTION OF STATISTICS REPORTED..... | 16 |
| | B. PROCEDURE FOR ANNUAL REPORTING OF CRIME STATISTICS..... | 16 |
| | C. CAMPUS CRIME REPORTING AREAS..... | 16 |
| | D. Campus Crime Statistics 2012-2014..... | 17 |
| | APPENDIX X CRIME DEFINITIONS | 18 |

I. Introduction

Graduate School USA's Annual Security Report is prepared and distributed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") as amended by the Higher Education Opportunity Act (HEOA), and all implementing regulations issued by the U.S. Department of Education (34 C.F.R. Part 668.46). The Annual Security report contains security policies and regulations of Graduate School USA, and the statistics of crime occurrences. These security regulations are designed to ensure the safety of all individuals at Graduate School USA, and as such, all members of the campus community and visitors are expected to conduct themselves in a manner that respects the rights of all within the community.

Observance of Graduate School USA policies, as well as federal, state, and local laws, is required in order to fulfill the purposes of the educational institution. Although Graduate School USA strives to ensure a safe environment, each person must take ultimate responsibility for his/her own safety and that of his/her personal belongings.

Every year, by October 1, the Annual Security Report will be posted on the School's web page and each member of the Graduate School USA community will receive an e-mail that describes the report and provides the exact web address where the document is posted. A hard copy document will be provided upon request.

II. Security Procedures

A. Reporting a Crime or Emergency

Any person in immediate danger due to crime or emergency should contact local police immediately by dialing 911.

Alleged crimes also should be promptly reported to a Graduate school USA Security Authority. The Security Authority then notifies the Facilities Department. Security Authorities shall complete and submit the GS USA Incident Report Form. All alleged crimes, including those that are considered "non-emergency," should be reported to the Security Authorities. Persons reporting crimes will be asked to complete incident report form, including the date, time, place, and nature of the incident, names of witnesses, if any, and any other pertinent facts. The report should be co-signed by Graduate School Security Authority and sent to the applicable Director of Human Capital Management and the Director of Facilities immediately. The Director of Facilities will distribute the report to other appropriate School officials as the situation warrants. All reports will be investigated. The School does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Health and Safety Committee, Provost or the Director of Human Capital Management, as appropriate, for review.

When a potentially dangerous threat to the School community arises, timely reports or warnings will be issued through e-mail announcements, in-class announcements, or other appropriate means.

Local police have the authority to enforce all applicable regulations and laws. Security Authorities work closely with the local and state police on incidents occurring on campus. Reports of violations of laws and regulations should be made promptly to the Security Authority or to security personnel on duty, if available to ensure that the appropriate action is taken.

For fire emergencies and other emergencies preparedness measures, Graduate School USA has Floor Monitors that will assist with the emergency response and evacuation of its facilities. Floor Monitors meet quarterly to reacquaint themselves with emergency preparedness procedures. Fire evacuation signage and posters are posted throughout the facility to assist with various safety and security measures should an evacuation of the facility is needed or sheltering in place is required. For more information on emergency preparedness please access the following link: http://www.graduateschool.edu/documents/GS_Student_Handbook_2014-2015.pdf

Building Security/Management:

| | | |
|------------------------------------|--------------|--------------|
| GS Headquarters, Washington, DC | 202-484-3780 | 202-484-3780 |
|------------------------------------|--------------|--------------|

For additional information on school policies and procedures, consult the Graduate School USA Student Handbook, available online at http://www.graduateschool.edu/documents/GS_Student_Handbook_2014-2015.pdf for, if a Graduate School USA employee, the Faculty and Employee Handbooks available on the School's employee intranet. Policies and procedures listed are subject to change at any time without prior notice.

B. Security Authorities

The GS USA strives to fully comply with the Clery Act, including the reporting of crimes and designation of security authorities, to ensure the safety and well-being of its students, instructors, and employees.

The GS USA Facilities Office shall maintain the current list of Graduate School USA Security Authorities. The Clery Act requires that the institution identify other individuals or offices, in addition to the local police and building security offices, which have significant responsibility for student and facility activities.

To Report Alleged Crimes:

Alleged crimes that are in progress, as well as any suspicious activity at a GS facility should immediately be reported to the local police department by dialing **9-1-1**. Alleged crimes also should be promptly reported to a Graduate School USA Security Authority. The Security Authority then notifies the Facilities Department. Security Authorities shall complete and submit the GS USA Incident Report Form: Graduateschool.edu/incidentreport

All alleged crimes, including those that are considered "non-emergency," should be reported to the Security Authorities listed below:

List of Graduate School USA Security Authorities

| | | |
|---------------------------------|---|--------------|
| Facilities Department | Director of Facilities | 202-314-3367 |
| Academic Programs Division | Provost | 202-314-3647 |
| Training and Program Management | Vice President of Training and Management | 202-314-3510 |
| Office of Human Capital | Director of Human Capital | 202-314-3351 |

C. Security of Facilities

Graduate School USA maintains an open campus environment to allow freedom of movement for members of the community. The buildings are unlocked during class hours and at extended times before and after classes, so that students may utilize the available facilities. Graduate School USA facilities, such as classrooms, learning resource centers, computer centers, and student lounges, have the primary purpose of supporting the educational programs of the School. They are available for use by current students, alumni, and employees of Graduate School USA, and upon request, may be available to the public. All academics students and employees are required to obtain Graduate School USA identification cards and must be prepared to produce such identification upon request. Volunteers shall be issued a "Volunteer" security ID badge that should be displayed at all times while in a Graduate School USA facility. Visitors that are engaged in work activities at Graduate School USA facilities are required to display their own individual or company's ID badge. If one is not available a "VISITOR" ID will be issued for the length of time they are performing work in the institution's facilities. The Graduate School USA headquarters is equipped with electronic, centrally monitored security systems, including fire alarms. Occasionally, Graduate School USA will use video surveillance to monitor activities at location within the headquarters facility. Video surveillance cameras are placed in public areas and are either clearly visible or a notice is posted in the surveillance area. Graduate School USA does not have campus residences.

D. Campus Security and Crime Prevention Programs

The Graduate School staff, faculty, students and visitors are to report all criminal activity and any suspicious conditions, subjects or vehicles. The institution does not employ its own campus police force or security personnel. **In the event of suspicious activity or if a criminal act is actively in progress, call 911 immediately.** GS Facilities and/or Building Security should also be contacted.

All incidents are to be reported using the Incident Report Form, and submitted to the Human Resources. The form can be found on Intercomm under Facilities:

<http://gs-intranet.gradschool.local/resources/facilities.aspx>

Information is posted on the School's website regarding area crime statistics and emergency communication systems. The webpage can be accessed by clicking on Public Health and Safety from the School's homepage.

Sexual Assault Prevention

The Federal Campus Sex Crimes Prevention Act requires institutions of higher education provide a statement advising the staff, faculty and students where state law enforcement information concerning registered sex offenders may be obtained. In the District of Columbia, the Sex Offender Registry is accessible at the Metropolitan Police Department website, <http://mpdc.dc.gov/publications> . The Metropolitan Police stat sexual assault is an act of violence; about power, anger and control. It can happen to anyone –men, women, children and the elderly. Similarly, the assailant can be anyone- classmates, co-workers, strangers, friend or family member. See the attached brochure for tips to protect yourself.

If you are sexually assaulted³²

³² Metropolitan Police Department Brochure: Sexual Assault For Your Safety

(http://mpdc.dc.gov/mpdc/frames.asp?doc=/mpdc/lib/mpdc/info/safety_pdf/sex_assault.pdf)

- **Call the police.**
- **GO** to a hospital emergency room or your own doctor for medical care **IMMEDIATELY.**
- **DON'T GO ALONE.** Ask a friend or family member to go with you, or call a rape crisis center.
- **PRESERVE ALL PHYSICAL EVIDENCE:** DON'T shower, bathe, change clothes, douche, or throw any clothing away until the police or counselor say it's okay.
- **GET COUNSELING** to help deal with feelings of anger, helplessness, fear, and shame.

For more information on sexual assault, in Washington, DC contact the DC Rape Crisis Center at 202-333-RAPE or visit www.dcrcc.org. For national resources:

**National Center for Victims of Crime Rape, Abuse and Incest National Network
1-800-394-2255 1-800-4673 (656-HOPE)**

www.ncvc.org www.rainnn.org

The following are general crime prevention tips from the Metropolitan Police Department.³³

³³ http://mpdc.dc.gov/mpdc/cwp/view,a,1237,q,542013,mpdcNav_GID,1523,mpdcNav,%7C.asp .

E. Safety Tips

Personal Safety Tips on the Street

- If possible, don't walk alone during late-night hours. Walk in groups whenever you can— there is always safety in numbers.
- Let a family member or friend know your destination and your estimated time of arrival or return. That way, the police can be notified as quickly as possible if there is a problem.

- Stay in well-lit areas as much as possible. Avoid alleys, vacant lots, wooded areas, and other short-cuts or secluded areas. They are usually not well-lit or heavily traveled.
- Walk on the sidewalk whenever possible. Walk close to the curb, avoiding doorways, bushes, and other potential hiding places.
- If you have to walk in the street, walk facing traffic. A person walking with traffic can be followed, forced into a car, and abducted more easily than a person walking against traffic.
- Walk confidently, directly, and at a steady pace. Don't stop to talk to strangers.
- Wear clothing and shoes that give you freedom of movement. And don't burden yourself with too many packages or items.
- Always be aware of your surroundings. If you are wearing headphones, don't turn up the volume so high that you cannot hear outside noises.
- Never hitchhike or accept rides from strangers.
- Report any suspicious activity or person immediately to the Metropolitan Police Department. For emergency and non-emergency, dial 911.
- Avoid carrying large sums of cash, or displaying expensive jewelry in public.

Basic Street Smarts

- Wherever you are—on the street, in an office building or shopping mall, driving, waiting for a bus or subway—stay alert and tuned in to your surroundings.
- Send the message that you're calm, confident, and know where you're going.
- Trust your instincts. If something or someone makes you uneasy, avoid the person or leave.
- Know the neighborhoods where you live and work.
- Check out the locations of police and fire stations, public telephones, hospitals, and restaurants, or stores that are open late.

If Someone Tries to Rob You

- Don't resist. Give up your property—don't give up your life.
- Report the crime to the police. Try to describe the attacker accurately. Your actions can help prevent others from becoming victims.

Self- defense measures are most effective when applied as preventive steps—avoiding the crime in the first place. These measures include running away, hiding, screaming, and raising an alarm—remember, more people will respond to someone yelling "Fire" than they will to "Help!"

Safety in Your Vehicle

The crime of “carjacking” – which is stealing a car by force – captures headlines across the country. Statistically speaking, however, your chances of being a victim of carjacking are very slim, and taking preventive measures can reduce that risk even more.

- If the carjacker threatens you with a gun or other weapon, **give up your car**. Don't argue. Your life is definitely worth more than a car.
- Get away from the area as quickly as possible.
- Try to remember what the carjacker looked like—sex, race, age, hair and eye color, special features, clothes.
- Report the crime immediately to the police.

Automated Teller Machine (ATM) Safety Tips

- Try to use machines you are familiar with, and try to use terminals located in banks rather than independent terminals.
- Be aware of your surroundings. Look around before conducting a transaction. If you see anyone or anything suspicious, cancel your transaction and go to another ATM.
- If you must use an ATM after hours, make sure it's well-lit.
- Never walk away from an ATM with cash still in hand. If you are going to count your money, do so at the ATM.
- When making an ATM transaction from your car, be aware of your surroundings. Keep your eyes and ears open, and keep car doors locked.

Preventing Assaults

Assaults are basically fights carried out with or without a weapon at home or in a public space, between strangers, (frequently) among friends, acquaintances, or loved ones. The most serious assaults are known as "aggravated assaults," "assaults with a deadly weapon," or "assaults with intent to kill." Less serious offenses are called "simple assaults." In many cases, simple assaults turn into more serious assaults or even homicides, if the initial argument or fight is not scaled back or resolved quickly.

While some assaults are unavoidable, use the following tips to make sure simple arguments do not turn violent or deadly:

- If you are involved in a heated argument that appears to be turning violent, walk away. If you stay and fight "to prove something," you will only demonstrate poor judgment in almost every instance.
- Never carry a firearm, knife, or other illegal weapon. A weapon will definitely escalate the situation, and it could ultimately be used to harm innocent people or yourself.
- Avoid excessive drinking, or if you have been drinking, recognize its impact on your judgment. Alcohol is a contributing factor in many assaults.

If you see an assault in progress, dial 911 immediately to alert the police. **Do not** jump into the fray, unless it is a last resort to prevent more serious injury.

Post-Event Counseling and Support Services

A GS community emergency or incident may result in employees and students experiencing a wide range of feelings including loss, sadness, anxiety, anger, or fear. To assist employees, the School offers a confidential Employee Assistance Program (EAP) designed to help with life's issues and situations where professional guidance may be desired. Information on EAP can be found in the Schools Employee Handbook on Intercomm. For students, contact the Office of Student Services at 202-314-3651.

III. Campus Security Procedures

A. Alcohol and Drug Policy

1. Drug Free Policy

To help ensure the safety and well-being of faculty, staff, students, and the general public, the Graduate School USA is committed to maintaining an educational environment that is free of illegal drugs and of drugs and alcohol and other controlled substances that are used illegally. Accordingly, the School strictly prohibits the use, possession, manufacture, dispensing, consumption, or distribution of illegal drugs, controlled substances or alcoholic beverages in any School classroom or instructional setting.

2. Legal Sanctions for Unlawful Possession of Alcohol and Drugs

All students must abide by this policy as a condition of enrollment. Continuance of enrollment following notice of this policy constitutes acceptance of this policy by the student. Violation of the School's alcohol and drug prohibitions is cause for disciplinary or other appropriate action. Any disciplinary action shall be taken in accordance with applicable policies of the School. It is within the sole discretion of the School to refer any violations of the alcohol and drugs policy to the appropriate authorities for criminal prosecution.

In compliance with the Drug-Free Schools and Communities Act (DFSCA) and U.S. Department of Education Drug and Alcohol Abuse Prevention Regulations, the School has a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on School premises and as part of any of its activities including the following:

1. The School annually notifies each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with alcohol or drug use; and a description of available treatment programs.
2. At the end of every odd numbered year, the School conducts a biennial review to determine the effectiveness of its alcohol and drug programs and implement changes if needed; and, to ensure that sanctions are consistently enforced.
3. The School maintains its biennial review material on file, so that, if requested to do so by the U.S. Department of Education, the School can submit it.

Annual Notification

In January of each year, the School distributes the following in writing to all students and employees:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, distribution, dispensation or manufacture of illicit drugs and alcohol on school property or as part of any school activities.
- A description of the applicable legal sanctions under federal, state, or local law for the unlawful possession, use, distribution, dispensation or manufacture of illicit drugs and alcohol
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- A description of any drug or alcohol counseling, treatment, rehabilitation, and re-entry programs that are available to employees or students
- A clear statement that the School will impose disciplinary sanctions on students and employees (consistent with federal and state and local law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

a. Alcohol Violations

The legal drinking age in the United States is 21 in all 50 states and the District of Columbia. Legal drinking age is 18 in the U.S. Virgin Islands, Puerto Rico and Guam. Persons possessing or consuming alcohol under the legal drinking age may face fines or jail time. Many states impose severe penalties for persons using false identification to purchase or consume alcohol. Driving while under the influence of alcohol is a serious offense. In addition to restrictions on blood alcohol content for drivers above the legal drinking age, many states also have strict “zero tolerance” laws prohibiting driving under the influence of any amount of alcohol if the driver is under the age of 21. Specific information on legal penalties for alcohol violations in the states in which the School has locations can be located at the following websites:

District of Columbia

District of Columbia Alcoholic Beverage Regulation Administration

<http://abra.dc.gov>

District of Columbia Metropolitan Police

Department <http://mpdc.dc.gov>

b. Drug Violations

Possession of any controlled substance, including drugs such as marijuana, cocaine, LSD and ecstasy, as well as unauthorized prescription medications, drug paraphernalia and materials used to manufacture or distribute illegal drugs, can result in serious penalties under federal and state laws, including imprisonment and large fines. Penalties increase sharply if the conviction involves possession, distribution or manufacture of controlled substances while on the grounds of a school or college. In addition, students convicted of possessing or selling illegal drugs (not including alcohol and tobacco) may be ineligible to participate in federal student loan programs offered by the U.S. Department of Education. Additional information on penalties for violating controlled substance laws can be found at the website for the Drug Enforcement Administration, located at the following link:

<http://www.justice.gov/dea/index.shtml>

3. Health Risks of Alcohol and Drug Use.

Health risks associated with use of alcohol and illicit drugs include physical and psychological addiction; permanent damage to vital organs, such as the brain and liver; complications during pregnancy; loss of motor coordination; psychological and mood disorders; and increased risk of several types of cancers. For additional information on alcohol- and drug-related health risks, please visit www.factsontap.org

4. Treatment Resources for Alcohol and Drug Addiction

Students or employees who need assistance in overcoming alcohol- or drug-related problems are encouraged to contact the substance abuse organizations listed below or in the additional resource listing in Part V of this report.

Substance Abuse & Mental Health Services Association 1-800-662-HELP

Graduate School USA Employee Assistance Program

Graduate School USA recognizes that job performance can be adversely affected by personal problems and concerns. School faculty and staff employees and their families are eligible to use the **Employee Assistance Program (EAP)**, which offers confidential counseling and referral service **at no cost**, regardless of your participation in School-sponsored health plans. The EAP is **strictly confidential** and is handled by our vendor, Unum. Employee Assistance counselors are trained to be of assistance with such problems as alcoholism/drug abuse, financial hardship, marital and family conflict, legal matters, stress, elder care, depression, and other similar difficulties.

Federal Occupational Health Employee Assistance Program counselors can be reached by telephone 24 hours a day, seven days a week at is (800) 222-0364.

Substance Abuse & Mental Health Services Association www.samhsa.gov

The Substance Abuse & Mental Health Services Association (“SAMHSA”) is the Federal agency charged with improving the quality and availability of prevention, treatment, and rehabilitative services in order to reduce illness, death, disability, and cost to society resulting from substance abuse and mental illnesses. The SAMHSA website has a treatment facility locator searchable by type of treatment, form of treatment and forms of payment accepted.

American Council on Alcoholism 1-800-527-5344, <http://www.aca-usa.com/>

The American Council on Alcoholism (ACA) is a national non-profit health organization dedicated to educating the public about the effects of alcohol, alcoholism, and alcohol abuse, as well as the need for prompt, effective, available, and affordable treatment.

Alcoholics Anonymous www.aa.org

Alcoholics Anonymous is worldwide with meetings in almost every community. Contact a nearby central office, intergroup, or answering service to find specific locations. Telephone numbers for Alcoholics Anonymous are often listed in local telephone directories. Outside of the United States and Canada, contact the International General Services Office.

DISTRICT OF COLUMBIA

Washington Area Intergroup Assn

4530 Connecticut Ave, NW, Suite 111

Washington, DC 20008

(202) 966-9115

TDD (202) 966-9782

E-mail: aa-dc@starpower.net

<http://www.aa-dc.org>

Narcotics Anonymous www.na.org

Narcotics Anonymous is an international, community-based association of recovering drug addicts with more than 31,000 weekly meetings in over 100 countries worldwide. To find a meeting in your area, contact one of the registered Narcotics Anonymous service committees and groups.

District of Columbia

Chesapeake & Potomac Region of Narcotics

Anonymous (Washington DC Metropolitan

Area, including Maryland and Northern

Virginia)

<http://www.cprna.org/>

(202) 399-5316

1-800-543-4670 (MD, DC, & VA only)

B. Registered Sex Offenders

Information on registered sex offenders living and working in the areas near Graduate School USA campuses (if any) may be obtained through the following state law enforcement websites. Graduate School USA is not responsible for the accuracy of data provided on these websites.

District of Columbia

<http://mpdc.dc.gov/service/sex-offender-registry>

D. Sexual Harassment

Graduate School USA is committed to maintaining a positive learning environment where all persons who participate in programs and activities can learn in an atmosphere free of all forms of harassment, exploitation, or intimidation. The School does not tolerate acts of harassment or related retaliation against or by any student. In the interest of preventing harassment and the development of a hostile environment, the School responds to all reports of any such conduct. In determining whether the reported conduct constitutes harassment, consideration shall be given to the conduct as a whole and to the totality of the circumstances including the context in which the conduct occurred. This Policy covers acts of harassment and hostile environment only involving School students.

Sexual Harassment

Sexual harassment should be reported immediately, but must be reported within 180 days of the occurrence. However under compelling circumstances, a delayed report of sexual harassment may be made, provided it is made within 180 days after a student has graduated from or left the School. The U. S. Department of Education Office of Civil Rights (OCR) investigates complaints of unlawful harassment of students in educational programs or activities. The OCR may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the OCR listed in the telephone directory.

The school recognizes that sexual harassment may involve interactions between persons not witnessed by others. Reports of sexual harassment cannot always be substantiated by additional evidence beyond information provided by the victim. Lack of such additional or corroborating evidence or "proof" should not discourage individuals from reporting sexual harassment under this Policy.

This policy does not cover consensual romantic relationships between members of the School community. However, while romantic relationships may begin as consensual, they may evolve into situations that lead to charges of sexual harassment, subject to this policy.

Responsibility for Reporting

In order to take appropriate corrective action, the School must be aware of discrimination, harassment, hostile environment and related retaliation that occur in educational programs and

activities. Therefore, students who believe they has experienced or witnessed discrimination, harassment or related retaliation should promptly report such behavior to a School official.

In addition, supervisors, managers, and other designated School employees are responsible for taking whatever action is necessary to prevent harassment and related retaliation, to correct it when it occurs, and to report it promptly to the appropriate official designated to review and investigate harassment claims. Any manager or supervisor who knew about the harassment and took no action to stop it or failed to report the prohibited harassment also may be subject to disciplinary action.

Response to Reports

Management must provide clear procedures for promptly responding to charges of discrimination, harassment or hostile environment. A School officer must investigate every allegation of harassment, including informal and third party reports. Employees will participate with such investigating officer, as appropriate, in considering charges of harassment and in the process of informal and formal resolution of harassment complaints. Individuals who make complaints of harassment and individuals who are accused of harassment are entitled to due process and to a fair and prompt resolution of the complaint. Resolution may be attempted through direct informal action, through an informal resolution process, or through a formal grievance process. Both parties will be informed in writing of the resolution.

Affiliated Entities

Graduate School USA students sometimes work or study at the worksite or program of another organization affiliated with Graduate School USA. When a policy violation is alleged by or against students in those circumstances, the complaint shall be handled as provided in any affiliation agreement between the School and the other entity. In the absence of an affiliation agreement or a provision addressing this issue, the School may, in its discretion, choose to conduct its own investigation or conduct a joint investigation with the affiliated entity.

Disciplinary Action

Any member of the School community who is found to have engaged in harassment is subject to disciplinary action up to and including dismissal. Generally, disciplinary action will be recommended when the harassing conduct is sufficiently severe, persistent, or pervasive that it limits the opportunity to participate in or benefit from educational programs. This Policy prohibits retaliation against a person who reports harassment, assists someone in a report of harassment, or participates in any manner in an investigation or resolution of a harassment report. Retaliation against a complainant or witness may be, in itself, a violation of this Policy and the law, and is a serious separate offense. This Policy shall not be used to bring false or frivolous charges against students, faculty members or other employees. Those bringing such charges may also be subject to disciplinary action.

Confidentiality

All records of harassment, hostile environment, related retaliation reports and investigations shall be considered confidential and shall not be disclosed publicly except to the extent required by law. Individuals with a legitimate need to know will be informed of the complaint in order for the School to conduct a meaningful review of each complaint and for the purpose of determining whether the complaint is isolated, frequent, part of a pattern of practice or pervasive.

Academic Freedom

Robust discussion and debate are fundamental to the life of the School. The School respects the rights of its members to hold, vigorously defend, and express their ideas and opinions in an atmosphere of mutual respect, understanding, and sensitivity. This Policy is intended to protect members of the School community from harassment, exploitation, or intimidation, not to regulate or minimize protected speech. This Policy shall be implemented in a manner that recognizes the importance of rights to freedom of speech and expression. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws.

E. Weapons

The unauthorized possession, use, or sale of firearms, ammunition, fireworks, explosives, or dangerous weapons of any type is strictly prohibited on or in School facilities, and is subject to criminal sanctions as well as School discipline. The possession of any dangerous weapon, to include any firearm, on School property by any person other than a law enforcement officer in the course of his or her duty is strictly prohibited. The School strongly urges those who have experienced or witnessed incidents of violence in School facilities to report them to the police and the Facilities Director, Security, or any School official.

F. Hazing

The School does not condone any hazing or mistreatment of another student so as to cause mental or bodily injury. The Provost shall, upon satisfactory proof of violation of this policy by any student, expel the guilty party and, if appropriate, report the incident to local authorities for criminal prosecution. The School will not tolerate violent acts on its premises or at locations administered by the School or in its programs. This policy of “zero tolerance” extends not only to actual violent conduct but also to verbal threats and intimidation of or by students, faculty, instructors, staff, or visitors to the School. Intentionally causing damage to School property or to the property of an employee, student, or visitor to the School while on School property or in connection with a School -sponsored activity is prohibited.

IV. Crime Statistics

A. Description of Statistics Reported

Crimes: Clery Act defines as reportable crimes: homicide, manslaughter, sex offenses (forcible and non-forcible), robbery, assault, burglary, arson, motor vehicle theft, hate crimes, weapon possession and violation of drug and liquor laws. See Appendix X for complete definitions of each of the crimes listed.

B. Procedure for Annual Reporting of Crime Statistics

Graduate School USA is committed to complying with the Clery Act, including the reporting of crimes at its facilities and surrounding public areas, and providing timely warning notices of crimes that have occurred and may pose an ongoing threat to students and employees. The Director of Facilities, obtains from local police, transit police and security offices all crimes statistics that occur in and around the campus. The data is compiled in an annual report that is:

- Published by October 1 of each year. The report contains three years of data.
- Disclose crime statistics for Graduate School USA facilities, including public areas immediately adjacent to or within the facility.

C. Campus Crime Reporting Areas

Location: For the purpose of this policy, Washington, DC is considered the facility under the control of Graduate School USA.

Washington DC Campus

Capital Gallery, 600 Maryland Avenue, SW, Washington, DC 20024

The campus is located in an urban area that is within walking distance to our public transit system, WMATA. The campus is housed in a private building in which it has a lease to occupy floors 1-3. There is a private security company within the building. There is also a parking garage, located beneath the building, which students and staff utilize. The campus has an agreement with Club Quarters to provide accommodations for its students. Club Quarters is located at 839 17th Street (at 17th and I Streets), Washington, DC 20006. Reporting statistics are obtained from the following sources: Transit Police; Metropolitan Police; hotel security; and Building Security.

Club Quarters

Club Quarters, the official hotel of the Graduate School USA, will extend special terms to all individuals identifying themselves as participants attending Graduate School classes. There is one location listed for the Washington, D.C area.

D. Campus Crime Statistics 2012-2014

Crime Statistics 2014

| 2013* Crime statistics for GS locations and statistics within a one mile radius, which is considered to be "on campus". | | Murder & Non-Negligent manslaughter | | Negligent Manslaughter | | Forcible sex Offenses | | Non-forcible Sex offenses | | Robbery | | Aggravated Assault | | Burglary | | Arson | | Motor Vehicle Theft and property theft | | Liquor Law Violation | | Drug Law Violation | | Weapons Possession | |
|---|-------------------|-------------------------------------|-----------------|------------------------|-----------------|-----------------------|-----------------|---------------------------|--------|-----------|-----------------|--------------------|-----------------|-----------|-----------------|-----------|-----------------|--|-----------------|----------------------|-----------------|--------------------|-----------------|--------------------|-----------------|
| State | Jurisdiction | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property |
| DC | Washington /WMATA | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 37 | 0 | 0 | 0 | 0 | 0 | 0 |
| DC | Club Quarters | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 5 | 0 | 7 | 0 | 5 | 0 | 0 | 0 | 202 | 0 | 0 | 0 | 0 | 0 | 0 |

Crime Statistics 2013

| 2013* Crime statistics for GS locations and statistics within a one mile radius, which is considered to be "on campus". | | Murder & Non-Negligent manslaughter | | Negligent Manslaughter | | Forcible sex Offenses | | Non-forcible Sex offenses | | Robbery | | Aggravated Assault | | Burglary | | Arson | | Motor Vehicle Theft and property theft | | Liquor Law Violation | | Drug Law Violation | | Weapons Possession | |
|---|-------------------|-------------------------------------|-----------------|------------------------|-----------------|-----------------------|-----------------|---------------------------|--------|-----------|-----------------|--------------------|-----------------|-----------|-----------------|-----------|-----------------|--|-----------------|----------------------|-----------------|--------------------|-----------------|--------------------|-----------------|
| State | Jurisdiction | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property |
| DC | Washington /WMATA | 0 | 1 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 37 | 0 | 0 | 0 | 0 | 0 | 0 |
| DC | Club Quarters | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 187 | 0 | 0 | 0 | 0 | 0 | 0 |

Crime Statistics 2012

| 2012* Crime statistics for GS locations and statistics within a one mile radius, which is considered to be "on campus". | | Murder & Non-Negligent manslaughter | | Negligent Manslaughter | | Forcible sex Offenses | | Non-forcible Sex offenses | | Robbery | | Aggravated Assault | | Burglary | | Arson | | Motor Vehicle Theft and Property Theft | | Liquor Law Violation | | Drug Law Violation | | Weapons Possession | |
|---|-------------------|-------------------------------------|-----------------|------------------------|-----------------|-----------------------|-----------------|---------------------------|-----------------|-----------|-----------------|--------------------|-----------------|-----------|-----------------|-----------|-----------------|--|-----------------|----------------------|-----------------|--------------------|-----------------|--------------------|-----------------|
| State | Jurisdiction | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property | On Campus | Public Property |
| DC | Washington /WMATA | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 41 | 0 | 0 | 0 | 0 | 0 | 0 |
| DC | Club Quarters | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 0 | 5 | 0 | 9 | 0 | 1 | 0 | 191 | 0 | 0 | 0 | 0 | 0 | 0 |

Appendix X Crime Definitions

Homicide: Killing of another purposely, or otherwise, with malice aforethought.

Sex Abuse: Engaging in or causing another person to submit to a sexual act by force, threat or reasonable fear, involuntary impairment of the person's ability to appraise or control his or her conduct, rendering that other person unconscious or under conditions wherein a reasonable person would not believe that consent was freely and knowingly given. The most serious sex abuse categories are included in the reports of DC Code Index Violent Crimes: Sexual Assault and on the Crime Mapping Application. The figures reported in this category include First Degree Sex Abuse, Second Degree Sex Abuse, Attempted First Degree Sex Abuse and Assault with Intent to Commit First Degree Sex Abuse against adults. Data in this format is available online from 2011.

Robbery: The taking of anything of value from another person by force, violence or fear.

Assault Dangerous Weapon (ADW)/Aggravated Assault: Knowingly or purposely causing serious bodily injury, threatening to do so, or knowingly engaging in conduct that creates a grave risk of serious bodily injury to another person.

Arson: The malicious burning, or attempt to burn, any structure, vessel, vehicle, railroad car or property of another.

Burglary: The unlawful entry of a structure, vessel, watercraft, railroad car or yard where chattels are deposited with the intent to commit any criminal offense

- **Burglary-1:** Burglary of a dwelling or other building that is occupied at the time of the event.
- **Burglary-1 Armed:** Committing the act of burglary by use of, or threat of, any dangerous or deadly weapon.
- **Burglary-2:** Burglary of a dwelling or other building that is not occupied at the time of the event.

Motor Vehicle Theft: The theft of any self-propelled, motor driven vehicle that is primarily intended to transport persons and property on a highway.

Theft: Wrongfully obtaining or using the property of another with the intent to deprive the owner of the value thereof.

- **Theft-1:** Theft of another's property valued at \$1000 or more.
- **Theft-2 Armed:** Theft of another's property valued at less than \$1000.

Theft F/Auto: of items from within a vehicle, excluding motor vehicle parts and accessories.

Theft/Other: A broad inclusion of Theft offenses including embezzlement, theft of services and fraud/false pretenses. The Theft/Other category excludes theft of items from a motor vehicle or the motor vehicle itself.

Robbery - Pickpocket: A Robbery committed by the sudden and stealthy seizure of a wallet or other item from the body of a person. Since no overt force is used this offense will be classified as a theft.

Robbery - Snatch: A Robbery committed by the sudden and stealthy seizure of a purse, wallet or other item from another person's possession, in his/her presence and without the use of overt force. Since no force is used this offense will be classified as a theft.