



2018 ANNUAL SAFETY & SECURITY REPORT

**Campus Security Policy, Crime Statistics &
Fire Safety Report**

IN CASE OF EMERGENCY CALL 911

Campus Authorities can be reached at:

Louisville Campus Public Safety (502) 413-8888

Main Campus Reception (502) 456-6504

Dupont Campus Reception (502) 447-1000

Atkinson Square Campus Reception (502) 456-6509

Gardiner Point Residence Hall (502) 213-8333

Lexington Campus Public Safety (859) 514-3600

Lexington Campus Reception (859) 276-4257

Fort Knox Extension Campus (502) 942-8500

Louisa Center for Learning (606) 826-2971

Carlisle Center for Learning (859) 405-4107

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Mission

The Department of Public Safety will strive to maintain a campus environment characterized by safety, security and order. Public Safety will serve, educate and protect through community collaboration, problem recognition, problem resolution, communication and policy enforcement. In a partnership with the community we will continue to enhance the quality of life and ensure that every student, staff, faculty and guest of Sullivan University are provided the best quality service and safety.

Overview

In accordance with the Jeanne Clery, the Higher Education Opportunity Act, the Violence against Women Reauthorization Act (VAWA) and Michael Minger, Sullivan University has created this report identifying the following:

- Operations of the Department of Public Safety
- College policies pertaining to adherence to municipal, state and federal laws
- Policies and procedures regarding reporting of incidents, missing students, access into facilities, fire safety, emergency response and notification systems
- Crime prevention programs
- Statistical information on crimes that occurred in or near University property over the past three years including sex offenses such as Rape, Statutory Rape, Domestic Violence, Dating Violence and other.
- Fire related incidents that occurred in student residential facilities
- Life safety systems installed in student residential facilities

Prepared by the Department of Public Safety, this report is comprised of information received from the Offices of Housing and Residence Life, Department of Student Services, Health Services, Counseling Connection, Human Resources and local law enforcement agencies. Faculty, staff and students are notified by email of the availability of the Annual Crime Statistics & Fire Safety Report on the website www.sullivan.edu/public-safety/ Access to this information is provided to prospective employees in the employee new hire packet and to students through admission/registration forms. Hard copies of this report are also available in the Student Services Office upon request.

Security Operations and Enforcement Authority

The Department of Public Safety staff is professionally trained, non-sworn security officers, under the authority of the Senior Vice President for Administration. Surveillance cameras are posted throughout campus buildings. Public Safety Officers and/or contract security monitor the campus buildings. Duties include dispatching Security and Facilities staff, monitoring intrusion, duress alarms and surveillance cameras, along with activating the emergency notification system. Public Safety Officers, while enforcing Sullivan University's regulations, are authorized to ask any person for identification to determine whether individuals have lawful business at the University and can initiate a felony arrest, like any citizen of the Commonwealth when a felony has occurred. Criminal incidents that occur on campus are referred to the local law enforcement. The Sullivan University Community is encouraged to promptly

and accurately report all crimes to Public Safety and/or local law enforcement. The Public Safety Department has an excellent working relationship with law enforcement agencies and assists with investigative efforts and exchange of information on criminal matters, as deemed necessary.

Training & Development

The Department of Public Safety require campus security officers to participate in ongoing classroom and on-line training in interpersonal skills, security awareness, crisis intervention, personal and property protection and emergency response procedures, which include incidents requiring evacuation. Certification in standard first aid, CPR and the use of automated external defibrillators (AED) is also required. Security staff and supervisors undergo additional training that includes certification in handcuffs and OC spray.

Building Access and Security Policy

During regular business hours, Sullivan University is open to the college community, guests and others with legitimate college business. The hours of operation for the campus vary based on the building location. During non-business hours, access into campus facilities is strictly prohibited. Requests for extended building hours are subject to approval by the Administration. For more detailed information regarding building and department hours, please visit www.sullivan.edu/public-safety/ or the Student Portal.

Each faculty, staff and student are issued a Sullivan University photo identification card. This card may be used for access or security identification purposes and is expected to be in their possession at all times while on campus. Employees and students who have lost their ID may check with the Department of Public Safety or purchase a replacement in the Academic Services Office.

Student Residential Facilities Access Policy (Louisville Campus)

Access into student residential facilities is restricted to residents, their approved guests and other approved members of the Sullivan University community. Access is monitored by security personnel and residence hall staff and regulated by keycard. Policies and procedures pertaining to guest privileges are published in the Housing Manual. Residents are cautioned against permitting strangers access into student residential facilities and are encouraged to maintain community watch for suspicious activity or behavior.

Life Safety, Security and Emergency Notification System

Campus buildings are equipped with sophisticated life safety equipment; including, fire and intrusion alarms and notification system. The RAVE Alert emergency notification system provides a notification system that delivers email, cell phone, and/or text messages pertaining to information and responses critical to incidents occurring on campus. To receive important notifications, students, faculty and staff must register through <https://www.getrave.com/login/sullivan>

Emergency Preparedness

Recognizing the importance of emergency preparedness, Sullivan University has created a written document, the Emergency Event and Crisis Plan, outlining the University's response and recovery to any emergency or crisis. Training on the plan is conducted on an annual basis and includes field exercises, along with tests of the emergency notification system. This document can be found at <https://sullivan.edu/public-safety-emergency-procedures/>.

Reporting of Emergencies

We ask for students, faculty, and staff cooperation with the reporting of any hazardous or emergency situation involving a threat to the health and safety of our University Community or loss of University property. Hazards, such as missing fire extinguishers, obstructed emergency exits, multiple or frayed electrical extension cords, candles, open flame devices or improperly contained hazardous materials must immediately be reported to the Department of Public Safety. Emergency situations involving imminent threat to health and safety, which may be medical, criminal or involve a fire, should be called into the local authorities by dialing 911, followed by a call to the Department of Public Safety. Campus Security has the responsibility of responding and assisting the First Responders to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation.

Emergency Evacuation Exercises & Procedures

Announced and unannounced emergency evacuation and/or preparedness exercises are conducted throughout the year in University facilities and are recorded for assessment purposes. We strongly urge individuals to familiarize yourself with emergency exits, stairwells and locations of pull stations in each building and actively participate in all evacuations. Emergency response procedures and evacuation maps are posted in every classroom identifying the evacuation routes. Individuals who have difficulty navigating stairs and require assistance during an evacuation are advised to register their name with the Department of Public Safety. The Department of Public Safety distributes an email to faculty and staff annually requesting that the location of emergency exits and evacuation procedures be reviewed with students.

[In the event of a fire or smoke condition,](#)

Activate the building fire alarm system by pulling down the handle on the fire alarm pull station. The pull station provides immediate notification to the Fire Department, Campus Security and the occupants. Do not attempt to extinguish a fire unless it is impeding your exit. If you hear the alarm, always assume a fire exists and leave the building immediately.

[In the case of an emergency evacuation:](#)

- Cease all activity and immediately proceed to the nearest exit.
- Check the surface of the door and/or doorknob for heat and the bottom of the door for signs of smoke before opening it and exiting a room.
- Slowly open door, keeping the door between you and the corridor.

- Make a visual observation of the corridor for fire or smoke and proceed to the nearest exit.
- Ensure all doors are closed behind you.
- Evacuate the building via the safest and nearest available stairway exit.
- If you are an individual requiring assistance, notify security via the classroom phone by dialing 8888(Louisville Campus) or 3600(Lexington Campus) or call 911 and advise the city or first responders of your location.
- **Do not use elevators**
- Evacuate at least 300 feet away from the building and await direction from the University officials.

In the case of a blocked stairway or exit:

- Using a classroom or office phone, notify building security that all exits or stairways are blocked and advise them of your location.
- Go to the nearest room and close the door.
- Place cloth under the door to prevent smoke from entering the room.
- Hang a cloth or other object out of the window to signal that the room is occupied.
- Stay as close to the floor as possible, when smoke enters a room.
- Break top window first to expel smoke, then break bottom window to admit fresh air.

For more detailed procedures regarding emergency evacuations and procedures, visit the Department of Public Safety Office.

Immediate Emergency Notification Policy & Procedures

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the University Community, Sullivan University authorities will, without delay, distribute an alert of notification to the Campus Community, unless issuing an alert will, in the judgment of first responders, compromise the efforts to assist victims, or contain, respond to or mitigate the emergency.

The following represents the emergency notification procedure:

- Confirmation of an incident that threatens the health or safety of the University community is conducted by the Department of Public Safety and/or Facilities Department.
- Activation of the emergency notification systems is authorized by the Senior Vice President for Administration, Provost and/or the President and CEO.
- A message alerting the College community of the threat is crafted by authorities in the Public Safety Office, Student Services, and/or Administration.
- Activation of the emergency notification system is initiated by the Senior Vice President for Administration, Provost, or the President and CEO.

- Notification to neighboring institutions, local businesses and/or the media will be conducted by the Corporate Communications Department or designated staff member.

Immediate notification of a threat to the health and /or safety of College members may be distributed to either a segment of the population or the entire campus community, depending on the scope of the threat. The methods of notification may include activation of the Rave Alert, email, or postings within campus buildings and/or the University Website.

Students, faculty, and staff can register for the emergency notification system at <https://www.getrave.com/login/sullivan>.

Missing Student Policy and Protocol

In accordance with the Higher Education Opportunity Authority, it is the policy of Sullivan University to provide all students residing in on-campus housing the option of identifying an individual to be contacted by the University in the event that the student is determined to be missing for a period of more than 24 hours by providing an opportunity to register confidential contact information. This information will be accessible only to authorized campus officials and law enforcement as appropriate. Students will have an opportunity to register contact information prior to moving into University Housing and may update contact info at any time in the Housing and Residence Life Office.

Students under the age of 18, who are not emancipated, should be advised that the University is required to notify the student's custodial parent or legal guardian within 24 hours after the Public Safety Department or local law enforcement agency determines that the student has been missing for more than 24 hours, in addition to notifying any additional contact person designated by the student. A student is determined to be missing when the Public Safety Department or other law enforcement agency determines that the student has been missing more than 24 hours, without any known reason, that the report is credible, and that circumstances warrant declaring the person missing.

If a member of the University community has reason to believe that a student resides in on-campus housing is missing, or receives a report of a missing student, he or she shall immediately notify the Public Safety Department. Upon receipt of a notification of a missing student, Public Safety shall initiate an investigation to determine whether the student is missing. Public Safety shall notify all necessary law enforcement agencies to assist in the location of the missing students.

If, after investigation, Public Safety determines that the student has been missing for more than 24 hours, the University shall notify the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18, and not emancipated, the University shall additionally notify the student's parent or legal guardian no later than 24 hours after the student is determined to be missing. Upon determination that a student has been missing for more than 24 hours, Public Safety will notify Sullivan University Executive Administrators.

Nothing in this policy is intended to preclude the University from determining that a student is missing before the student has been missing for a full 24 hours or initiating notification procedures as soon as it determines that the student is missing.

Questions pertaining to this policy can be directed to the Public Safety Office.

Alcohol & Drug Policy

Sullivan University complies with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989 which recognizes that all employees, faculty and students have the right to a workplace and educational environment that is drug free. The manufacturing, possession, use, sale or distribution of any substance or paraphernalia declared illegal by municipal, state, or federal law is prohibited in the student residential facilities and on College property or at College sponsored events held off campus. Failure to comply with this legislative mandate and College policy will result in disciplinary action, which may result in termination of affiliation with the College and prosecution of a criminal offense.

An illegal drug includes any drug which is not legally obtainable in the United States, or which is legally obtainable, but is being used in a manner different from that prescribed by a doctor of medicine or intended by the manufacturer. Over-the-counter or prescription medication, which is prescribed by a doctor and is being used for its intended purpose, is not considered an illegal drug. Students, irrespective of age, are not permitted to possess or consume alcohol on campus or at college-sponsored events on or off campus. Faculty, administration, and staff are prohibited from serving or allowing students to consume alcoholic beverages on college premises or at events, meetings, or informal gatherings sponsored by the College.

To the extent that students are present at a College-sponsored event where alcohol is being served, event organizers are required to take measures to ensure that underage students do not consume alcohol. The Senior Vice President for Administration can make exceptions to this policy as appropriate. Violation of this policy will result in disciplinary action which may include immediate suspension or expulsion of students or, in regards to employees, suspension without pay or termination.

Sullivan University recognizes the dramatic impact the abuse of alcohol and drugs can have on professional, academic and family life and offers the following resources for support and assistance

- Faculty/Staff Employer Assistance Program – Louisville Campus (502)456-0058
- Counseling Center– (502)413-8617
- Health Services (Louisville Campus) – (502)413-8618
- Public Safety Office (Louisville Campus) (502)817-8292 (Lexington Campus) (859)514-3600

Additional information regarding a national resources, health risks, and penalties and sanctions related to the use of illicit drugs and alcohol, please call the Counseling Center at (502)413-8617

Harassment and Discrimination Policy

Sullivan University is committed to maintaining an environment which respects the dignity of all individuals. Accordingly, Sullivan will not tolerate harassment or discrimination based on religion, race, gender, sexual orientation, national origin, age, disability or ethnicity by students, faculty, or staff. Students may file complaints of harassment and/or discrimination or obtain a copy of the University's Harassment and Discrimination Policy from Student Services Office by reviewing the Student Handbook.

Faculty and staff may refer to the Faculty and Staff Manual for additional information pertaining to this policy and the filing of complaints.

Sexual Offense (Assault) Policy

Sullivan University (SU) seeks a safe and healthy environment for community members. The University will not tolerate any verbal or physical action by any student, faculty or staff member which harasses, disrupts or interferes with another's education or which creates an intimidating, offensive or hostile environment. While all forms of harassment are prohibited, it is the University's policy to emphasize that sexual violence/ harassment is specifically prohibited.

Sullivan University has developed the following policy on sexual misconduct/sexual violence and harassment to set forth definitions to reaffirm Sullivan's commitment to providing resources and processes for prevention, education, support, reporting, adjudication, protection from retaliation and to identify a range of penalties. The University will also provide a collection of information about incidents as a clear process for dissemination of sexual assault statistics for the University community.

For the purposes of this policy, sexual misconduct and/or violence is defined as non-consensual physical contact of a sexual nature against a person's will or where a person is incapable of giving consent. It includes acts using force, threat, intimidation, or advantage gained by the offended individual's mental or physical incapacity or impairment of which the offending student was aware or should have been aware. The use of any drug, including alcohol, judged to be related to an offense will not be considered a mitigation of circumstances, but rather an aggravating one. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, sexual coercion, domestic violence, dating violence, stalking, retaliation and intimidation. Sexual misconduct/violence can be carried out by school employees, other students, or third parties. These acts are strictly prohibited under the provision of the federal civil rights law Title IX / VAWA (Violence Against Women Act).

In addition, sexual harassment is defined as sexual advances and/or requests for sexual favors that are unwelcome in nature. Such misconduct includes but is not limited to: sexual flirtations, touching, advances or propositions, verbal abuse of a sexual nature, graphic or suggestive comments about an individual's dress or body, sexually degrading words to describe an individual and the display of sexually suggestive objects or pictures including nude or sexually suggestive photographs. Sexual harassment whether it be face-to-face or online is strictly prohibited.

In accordance with Title IX / VAWA provisions, SU will provide protection to all students and staff, regardless of national origin, immigration status, or citizenship status, and make sure students and staff are aware of their rights under Title IX / VAWA.

Incidents reported to the appropriate department will be addressed promptly and confidentially in accordance with the University's disciplinary procedures. A victim's decision to file charges against a member of the University community is one that may be facilitated by an advisor or designated advocate. This individual would be appointed or selected by the appropriate authority of the University, this individual will be deemed capable of providing culturally competent counseling and are responsible for receiving and responding to complaints of sexual violence.

In accordance with reporting procedures, Sullivan University will inform members of the community when an incident has been reported when, in the judgment of the administration, notification is appropriate and necessary (In extreme cases and consent has been obtained to maintain confidentiality).

Once a charge of inappropriate behavior is made, the University will utilize a fact-finding procedure to adjudicate the charge internally. The fact-finding process will vary depending on the nature of the allegation, the age of the student or students involved, and state or local legal requirements. Both the accuser and the accused will be advised of the final outcome and of any sanction(s) that are to be imposed. Both parties will be advised not to disclose this information to the public.

If assaulted, victims should:

- 1) Preserve any and all evidence;
- 2) Call the police if and when warranted;
- 3) Ask for immediate medical attention;
- 4) Contact someone you trust

Communicate with University officials as identified.

Investigation should include:

- Conduct interviews of the complainant, perpetrator and any witnesses
- Review any documents submitted
- Review student files and personnel files if applicable
- Allow parties equal opportunity to present their case
- Conduct fact finding hearing where applicable
- Allow lawyers or advisors if necessary
- Allow third party expert testimony
- Allow any appeal process to be applied
- Allow law enforcement intervention and/or investigation

Remedies and outcomes should be dealt with timely and in accordance with the University's disciplinary procedures as well as in accordance with the Title IX / VAWA obligations.

The University does provide an appeal process with all complaints and decisions and due process is served appropriately.

Sanctions and penalties that may be imposed include but are not limited to: probation, suspension, sanction, and expulsion from Sullivan University and any of its facilities or controlled properties. Other penalties may include file entry, transcript entry and parental notification. Information may be divulged to the parents of financially dependent students as defined by the I.R.S. without the student's consent in accordance with [34 C.F.R. 99.31 (a) (8)]. In addition, an individual charged may be subject to civil litigation, and/or prosecution by authorities in accordance with applicable State Criminal Statutes.

The use of these policies for false or malicious purposes is strictly prohibited. Any member of the Sullivan community, who exercises bad faith and brings a false, malicious charge in accordance with the above clause will be subject to disciplinary action.

SU reports campus and housing crime statistics to include sexual assaults in the Campus Security and Crime Awareness Annual Report. This publication is available in the Public Safety Department.

SU through its Human Resources department will provide training to students, faculty and staff on Title IX issues through its Skillsoft tutorials and educational material. These tutorials will include:

- Conducting investigations
- Researching facts
- Determining appropriate sanctions
- Remedies for complaints
- Ensuring policies and procedures are appropriate in the work place

Further educational seminars and presentations will be conducted and offered to all students and staff that will address:

- Sexual Violence in the workplace
- Awareness
- Prevention
- Domestic Violence
- Dating Violence
- Sexual Assault
- Stalking
- Intervention
- Etc.

In addition, all the above will be evidence based and :

- Comprehensive in nature
- Well administered
- Socio-culturally relevant
- Include outcome evaluation

Sexual Violence reporting and surveys will be conducted not only in the event of an occurrence or incident but will also be on-going during and after educational presentations, release of public statistics and local news.

Sullivan University uniformly and consistently reports all criminal sexual offenses on campus in accordance with the Clery Act and the Campus Awareness Act of 1990. This publication is available in the Public Safety Department.

Important Notification Numbers

<u>Louisville Campuses</u> Department of Public Safety (502) 413-8888 Department of Student Services (502) 413-8610 Student Counseling & Mental Health Center (502) 456-0029 Housing and Residence Life (502) 213-8330	<u>Lexington Campus</u> Department of Public Safety (859) 514-3600 Department of Student Services (859) 514-7670 Housing and Residence Life (859) 684-2127 <u>Fort Knox Campus</u> Fort Knox Administration (502) 942-8500	<u>Louisa Center for Learning</u> (606) 826-2971 <u>Carlisle Center for Learning</u> (859) 405-4107 <u>Off Campus Resource 24/7</u> Sexual Assault Crisis Hotline (888) 293-2080
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Sex Offense Registry

The Federal Campus Sex Crimes Prevention Act of October 2000 requires higher educational institutions to identify where information pertaining to registered individuals convicted of certain sexual offenses may be obtained. Individuals convicted of these crimes are obligated to not only register with the State of Kentucky, but provide notice to their place of employment, vocation, education or volunteer service. For the list of registered sex offenders or crime statistics within Kentuckiana and elsewhere, please refer to:

Kentucky - <http://kspsor.state.ky.us>

Indiana – <http://www.indianasheriffs.org/home.asp>

Other state registries may be accessed through www.fbi.gov/hq/cid/cac/states.htm

Weapons and Firearms Policy

The possession or use of firearms, explosives, dangerous chemicals, other dangerous weapons or instruments used to simulate or reasonably may be identified as weapons are prohibited on University-owned or controlled property except as they may be required for law enforcement and/or duty authorized security personnel.

Reporting of Criminal Incidents or Campus Safety Concerns

The cooperation and involvement of faculty, staff and students is absolutely necessary to maintain an effective security program. To minimize the chances of becoming a victim of a random theft, the Department of Public Safety urges you to be mindful of your surroundings and assume responsibility for the safeguarding of personal property. Items of value, such as laptops, equipment, cell phones, wallets and book bags, should never be left unattended. If you left an item unattended and are victim of theft, check with the Public Safety Office located in Student Services to see if the item has been returned.

The Sullivan community and guests are strongly encouraged to report all public safety and security incidents, hazards, suspicious activity, or damage to property immediately to the Public Safety Office. The Public Safety Office is staffed by security staff responsible for video monitoring, emergency notification and dispatching security and facilities personnel as needed.

For students experiencing emotional distress requiring immediate attention, notify the Public Safety Office for resource information.

A criminal incident that occurs off campus should be reported directly to local law enforcement by dialing 911. Notification regarding student off campus criminal behavior may be reported by the local law enforcement to the Department of Student Services, as a courtesy, and could result in judicial proceedings. There is not, however, an official local law enforcement policy regarding mandatory notification to higher educational institutions.

Counseling Center and Confidential Reporting Procedures

If a student, who is a victim of a crime, does not want to pursue action within the University or the criminal justice system, you may still want to consider making a confidential report to the Public Safety Office. With permission, a detailed report will be filed without revealing your identity. With such information, the University can keep accurate record of the number of incidents involving students; determine the pattern of crimes with regard to a particular location, assailant critical information; and also alert the campus of potential danger. All reports filed in this manner are counted and disclosed in the Annual Crime Statistics Report for the institution.

Information shared by students through the Student Counseling and Mental Health Center is confidential and is not disclosed without the individual's written permission, except when, in the judgment of the advisor, such disclosure is necessary to protect the student or others from serious harm or when such disclosure is required by law. Crimes reported to the Counseling Center are not included in the Annual Crime Statistics Report, unless the crime is reported to security personnel or another office on campus.

Campus Security Authorities

In addition to the Department of Public Safety, crimes may be reported to the following individual offices:

Louisville Campuses

Senior VP for Administration
(502) 456-6504

Associate Director of Student
Services
(502) 413-8610

Human Resources
(502) 413-8620

Housing and Residence Life
(502) 213-8330

Lexington Campus

Director of Student Services
(859) 276-4357

Fort Knox Campus

Director of Education
(502) 942-8500 ext. 5692

Louisa Center for Learning

Director of Student Services
(859) 276-4357

Carlisle Center for Learning

Director of Student Services
(859) 276-4357

Daily Crime Log

The Department of Public Safety maintains a database, which archives all crimes reported to the department, except when disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim. Information may be temporarily withheld if release of such information would: (a) jeopardize an ongoing criminal investigation or the safety of an individual; (b) cause a suspect to flee or evade detection; or (c) result in the destruction of evidence. The crime log data consists of the nature, date, time and general location of the crime and the disposition of the complaint, if known. Logs are available for review in the Public Safety Office or via the web at www.sullivan.edu/public-safety/

Timely Warning of Criminal Activity

In accordance with the Clery Act, the Department of Public Safety will generate an emergency notification upon receiving notice from a University member or the local law enforcement of a crime that is occurring in or around our campus buildings that represents an ongoing or a continuous threat to the University Community. Faculty, staff and students will be notified either through e-mail, the emergency notification system, posted bulletins and /or the University website.

Crime Prevention & Safety Awareness Programs

The Public Safety Department conducts presentations and distributes material at new student orientations throughout the year on preventive programs that include:

- Personal safety escort
- Reporting suspicious behavior or incident
- Emergency response
- Emergency notification system, Rave Alert.

Residential student meetings include discussions in security and safety issues pertaining to student community living. Posters identifying emergency exits, emergency response procedures and notification system are posted throughout campus buildings and distributed to students via email.

The Counselling Center features workshops and presentations on subjects such as stress management, sexual assault awareness, danger of online dating, and substance abuse.

Crime Statistics Categories and Recording Measures

Statistical crime data is provided for the past three calendar years in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the federal laws articulated in the Jeanne Clery Act. Data included in the statistics column for Murder/ Non Negligent Manslaughter, Negligent Manslaughter, Sex Offenses, Aggravated Assault, Larceny / Theft, Intimidation, Simple Assault, Vandalism and Motor Vehicle Thefts represent the number of victims in the crime occurrence. Similarly, cases involving arrests for Liquor Law, Drug Law and Illegal Weapons violations are recorded per person. Statistics captured under “Referred for Disciplinary Action” reflect the number of individuals in a reported incident submitted to a campus official authorized to administer and maintain a record of a disciplinary action. Statistics recorded for Robbery, Burglary and Arson indicate the number of occurrences only.

Geographic Locations

Crime statistics are categorized in four locations:

- On Campus -Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in manner related to, the institution's educational purposes, including residence halls; and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes.
- On Campus-Residential -Residential facilities for students on campus a subset of the on-campus category.
- Non-Campus -Any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- Public Property – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Campus Crime Statistics

<i>Sullivan University Main Campus, 3101 Bardstown Road, Louisville, KY 40205</i>									
Crime Statistics Reported									
Crime Category	On Campus			On Campus Residence Hall			Public Property		
Year	15	16	17	15	16	17	15	16	17
Arson	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Drug Arrests	1	0	0	0	0	0	0	0	0
Drug Referrals	13	9	3	13	8	2	0	0	0
Liquor Referrals	6	4	5	6	4	5	0	0	0
Liquor Arrests	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	1	1	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Sex Offences 1. Rape	0	1	1	0	1	1	0	0	0
2. Fondling	1	0	0	1	0	0	0	0	0
Sex Offence (Non Forcible) 1. Incest	0	0	0	0	0	0	0	0	0
2. Statutory Rape	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Theft	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	2	0	0	2	0	0	0
*No Hate Crimes reported for 2015, 2016, and 2017									
<p>Question regarding this report should be directed to:</p> <p>Department of Public Safety</p> <p>Sullivan University</p> <p>3101 Bardstown Road</p> <p>Louisville KY 40205</p>									

<i>Lexington Campus, 2355 Harrodsburg Road, Lexington, KY 40504</i>									
Crime Statistics Reported									
Crime Category	On Campus			Non-Campus Housing			Public Property		
Year	15	16	17	15	16	17	15	16	17
Arson	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Drug Arrests	0	0	0	0	0	0	0	0	0
Drug Referrals	0	0	0	0	2	1	0	0	0
Liquor Referrals	0	0	0	0	0	3	0	0	0
Liquor Arrests	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Sex Offences 1. Rape	0	0	0	0	0	1	0	0	0
2. Fondling	0	0	0	0	0	0	0	0	0
Sex Offence (Non Forcible) 1. Incest	0	0	0	0	0	0	0	0	0
2. Statutory Rape	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0
*No Hate Crimes reported for 2015, 2016, and 2017 Question regarding this report should be directed to: Department of Public Safety Sullivan University 3101 Bardstown Road Louisville KY 40205									

Fort Knox Campus, 63 Quarter Master Street, Fort Knox, KY 40121

Crime Statistics Reported

Crime Category	On Campus				Public Property		
	15	16	17		15	16	17
Year							
Arson	0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0
Burglary	0	0	0		0	0	0
Dating Violence	0	0	0		0	0	0
Domestic Violence	0	0	0		0	0	0
Drug Arrests	0	0	0		0	0	0
Drug Referrals	0	0	0		0	0	0
Liquor Referrals	0	0	0		0	0	0
Liquor Arrests	0	0	0		0	0	0
Manslaughter by Negligence	0	0	0		0	0	0
Motor Vehicle Theft	0	0	0		0	0	0
Murder/Non-Negligent Manslaughter	0	0	0		0	0	0
Robbery	0	0	0		0	0	0
Sex Offences 1. Rape	0	0	0		0	0	0
2. Fondling	0	0	0		0	0	0
Sex Offence (Non Forcible)	0	0	0		0	0	0
1. Incest							
2. Statutory Rape	0	0	0		0	0	0
Stalking	0	0	0		0	0	0
Weapons Violations	0	0	0		0	0	0

*No Hate Crimes reported for 2016, and 2017

**No data for 2015. The Center for Learning was no occupied until 2016

Question regarding this report should be directed to:
 Department of Public Safety
 Sullivan University
 3101 Bardstown Road
 Louisville KY 40205

Dupont Circle Campus, 4000 Dupont Circle, Louisville, KY 40207

Crime Statistics Reported

Crime Category	On Campus				Public Property		
	Year	15	16	17	15	16	17
Arson		N/A	N/A	N/A	N/A	N/A	N/A
Aggravated Assault		N/A	N/A	N/A	N/A	N/A	N/A
Burglary		N/A	N/A	N/A	N/A	N/A	N/A
Dating Violence		N/A	N/A	N/A	N/A	N/A	N/A
Domestic Violence		N/A	N/A	N/A	N/A	N/A	N/A
Drug Arrests		N/A	N/A	N/A	N/A	N/A	N/A
Drug Referrals		N/A	N/A	N/A	N/A	N/A	N/A
Liquor Referrals		N/A	N/A	N/A	N/A	N/A	N/A
Liquor Arrests		N/A	N/A	N/A	N/A	N/A	N/A
Manslaughter by Negligence		N/A	N/A	N/A	N/A	N/A	N/A
Motor Vehicle Theft		N/A	N/A	N/A	N/A	N/A	N/A
Murder/Non-Negligent Manslaughter		N/A	N/A	N/A	N/A	N/A	N/A
Robbery		N/A	N/A	N/A	N/A	N/A	N/A
Sex Offences 1. Rape		N/A	N/A	N/A	N/A	N/A	N/A
2. Fondling		N/A	N/A	N/A	N/A	N/A	N/A
Sex Offence (Non Forcible)		N/A	N/A	N/A	N/A	N/A	N/A
1. Incest							
2. Statutory Rape		N/A	N/A	N/A	N/A	N/A	N/A
Stalking		N/A	N/A	N/A	N/A	N/A	N/A
Weapons Violations		N/A	N/A	N/A	N/A	N/A	N/A

***No Hate Crimes reported for 2015, 2016, and 2017**

****No data for 2015, 2016, and 2017. The campus was not occupied at its current location until 2018.**

Question regarding this report should be directed to:
 Department of Public Safety
 Sullivan University
 3101 Bardstown Road
 Louisville KY 40205

Atkinson Square Campus, 3901 Atkinson Square, Louisville, KY 40218

Crime Statistics Reported

Crime Category	On Campus				Public Property		
	15	16	17		15	16	17
Year							
Arson	0	0	0		0	0	0
Aggravated Assault	0	0	0		0	0	0
Burglary	0	0	0		0	0	0
Dating Violence	0	0	0		0	0	0
Domestic Violence	0	0	0		0	0	0
Drug Arrests	0	0	0		0	0	0
Drug Referrals	0	0	0		0	0	0
Liquor Referrals	0	0	0		0	0	0
Liquor Arrests	0	0	0		0	0	0
Manslaughter by Negligence	0	0	0		0	0	0
Motor Vehicle Theft	0	1	0		0	0	0
Murder/Non-Negligent Manslaughter	0	0	0		0	0	0
Robbery	0	0	0		0	0	0
Sex Offences 1. Rape	0	0	0		0	0	0
2. Fondling	0	0	0		0	0	0
Sex Offence (Non Forcible)	0	0	0		0	0	0
1. Incest							
2. Statutory Rape	0	0	0		0	0	0
Stalking	0	0	0		0	0	0
Weapons Violations	0	0	0		0	0	0

***No Hate Crimes reported for 2015, 2016, and 2017**

Question regarding this report should be directed to:
 Department of Public Safety
 Sullivan University
 3101 Bardstown Road
 Louisville KY 40205

Louisa Center for Learning, 122 S. Main Street, Louisa, KY 41230

Crime Statistics Reported

Crime Category	On Campus				Public Property		
	15	16	17		15	16	17
Year							
Arson	N/A	0	0		N/A	0	0
Aggravated Assault	N/A	0	0		N/A	0	0
Burglary	N/A	0	0		N/A	0	0
Dating Violence	N/A	0	0		N/A	0	0
Domestic Violence	N/A	0	0		N/A	0	0
Drug Arrests	N/A	0	0		N/A	0	0
Drug Referrals	N/A	0	0		N/A	0	0
Liquor Referrals	N/A	0	0		N/A	0	0
Liquor Arrests	N/A	0	0		N/A	0	0
Manslaughter by Negligence	N/A	0	0		N/A	0	0
Motor Vehicle Theft	N/A	0	0		N/A	0	0
Murder/Non-Negligent Manslaughter	N/A	0	0		N/A	0	0
Robbery	N/A	0	0		N/A	0	0
Sex Offences 1. Rape	N/A	0	0		N/A	0	0
2. Fondling	N/A	0	0		N/A	0	0
Sex Offence (Non Forcible) 1. Incest	N/A	0	0		N/A	0	0
2. Statutory Rape	N/A	0	0		N/A	0	0
Stalking	N/A	0	0		N/A	0	0
Weapons Violations	N/A	0	0		N/A	0	0

***No Hate Crimes reported for 2016, and 2017**

****No data for 2015. The Center for Learning was no occupied until 2016**

Question regarding this report should be directed to:
 Department of Public Safety
 Sullivan University
 3101 Bardstown Road
 Louisville KY 40205

Carlisle Center for Learning, 2323 Concrete Road, Carlisle, KY 40311

Crime Statistics Reported

Crime Category	On Campus				Public Property		
	15	16	17		15	16	17
Year							
Arson	N/A	N/A	N/A		N/A	N/A	N/A
Aggravated Assault	N/A	N/A	N/A		N/A	N/A	N/A
Burglary	N/A	N/A	N/A		N/A	N/A	N/A
Dating Violence	N/A	N/A	N/A		N/A	N/A	N/A
Domestic Violence	N/A	N/A	N/A		N/A	N/A	N/A
Drug Arrests	N/A	N/A	N/A		N/A	N/A	N/A
Drug Referrals	N/A	N/A	N/A		N/A	N/A	N/A
Liquor Referrals	N/A	N/A	N/A		N/A	N/A	N/A
Liquor Arrests	N/A	N/A	N/A		N/A	N/A	N/A
Manslaughter by Negligence	N/A	N/A	N/A		N/A	N/A	N/A
Motor Vehicle Theft	N/A	N/A	N/A		N/A	N/A	N/A
Murder/Non-Negligent Manslaughter	N/A	N/A	N/A		N/A	N/A	N/A
Robbery	N/A	N/A	N/A		N/A	N/A	N/A
Sex Offences 1. Rape	N/A	N/A	N/A		N/A	N/A	N/A
2. Fondling	N/A	N/A	N/A		N/A	N/A	N/A
Sex Offence (Non Forcible) 1. Incest	N/A	N/A	N/A		N/A	N/A	N/A
2. Statutory Rape	N/A	N/A	N/A		N/A	N/A	N/A
Stalking	N/A	N/A	N/A		N/A	N/A	N/A
Weapons Violations	N/A	N/A	N/A		N/A	N/A	N/A

***No Hate Crimes reported for 2015, 2016, and 2017**

****No data for 2015, 2016, and 2017. The Center for Learning was no occupied until 2018**

Question regarding this report should be directed to:
 Department of Public Safety
 Sullivan University
 3101 Bardstown Road
 Louisville KY 40205

Definitions per the Uniform Crime Reporting Handbook

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Consent “**Lack of consent**” results from:

- (1) forcible compulsion;
- (2) incapacity to consent; or
- (3) if the offence charged is sexual abuse, any circumstances in addition to forcible compulsion or incapacity to consent in which the victim does not expressly or impliedly acquiesce in the actor’s conduct.

A person is also “*deemed incapable of consent*” when he or she is

- (1) less than 16 years old;
- (2) an individual with an intellectual disability or an individual that suffers from mental illness;
- (3) mentally incapacitated;
- (4) physically helpless; or
- (5) under the care or custody of state or local agency pursuant to court order and the actor is employed or working on behalf of the state or local agency. KRS § 510.020.

“*Mental illness*” means a diagnostic term that covers many clinical categories, typically including behavioral or psychological symptoms, or both, along with impairment of personal and social function, and specifically defined and clinically interpreted through reference to criteria contained in the Diagnostic and Statistical Manual of Mental Disorders (Third Edition) and any subsequent revision thereto, of the American Psychiatric Association. KRS § 510.010.

“*Individual with an intellectual disability*” means a person with significantly subaverage general intellectual functioning existing concurrently with deficits in adaptive behavior and manifested during the developmental period. KRS § 510.010.

“*Mentally incapacitated*” means that a person is rendered temporarily incapable of appraising or controlling his conduct as a result of the influence of an intoxicating substance administered to him without his consent or as a result of any other act committed upon him without his consent. KRS § 510.010.

“*Physically helpless*” means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to act.” KRS § 510.010.

Consent is defined as permission for something to happen or agreement to do something

Criminal Homicide-Manslaughter by Negligence

The killing of another person through gross negligence.

Criminal Homicide-Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Robbery

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

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

Burglary

The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though vehicles are later abandoned, including joyriding).

Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include; opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses - Forcible

Any sexual act directed against another person, forcibly and/or against that persons will; or not forcibly or against the persons will where the victim is incapable of giving consent.

1. Forcible Rape - The carnal knowledge of a person, forcibly and/or against that persons will; or not forcibly or against that persons will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
2. Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that persons will; or not forcibly against that persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
3. Sexual Assault With An Object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that persons will; or not forcibly against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical in capacity.
4. Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that persons will; or not forcibly or against that persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary mental incapacity.

Sex Offenses - Non forcible

Unlawful, non-forcible sexual intercourse.

1. Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
2. Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Stalking:

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his/her safety or the safety of others; or
- Suffer substantial emotional distress

Cyber-stalking is an extension of the physical form of stalking and is unacceptable at any level. Using electronic media such as the internet, social networking sites, cell phones or similar devices or mediums to pursue, track, harass, monitor or make unwanted contact with another person is a violation of the stalking policy.

Dating Violence:

“Any intentional sexual, physical or psychological attack on one partner by the other in a dating relationship”

Domestic Violence:

Domestic violence and emotional abuse are behaviors used by one person in a relationship to control the other. Partners may be married or not married; heterosexual, gay or lesbian, living together, separated or dating.

Consent and consensual consent:

Consent means that both people in a sexual encounter must agree to it, and either person may decide at any time that they no longer consent and want to stop activity. Consenting to one behavior does not obligate you to consent to any other behaviors. Consenting on one occasion also does not obligate you to consent to any other occasion.

Consensual sex is often only brought up when there is some sort of doubt whether both people engaging in a sexual activity want it to happen.

Fire Safety Report and Daily Fire Log

The Fire Safety Report discloses information regarding campus fire safety practices, standards and life safety equipment in on-campus residential facilities that Sullivan University owns or has a contractual lease agreement with. The Fire Log provides the following statistical information on fires that occurred in the last three years. The fire log is available online in the Public Safety Office.

- Number of fires and the cause of each fire
- Number of injuries related to a fire that result in treatment at a medical facility
- Number of deaths related to a fire
- Value of property damage caused by a fire

Louisville Campus Fire Log 1/2017 to 12/2017:

- 11/28/2017 Faulty sensor in roof duct of Bakery malfunctioned, was reset and repaired.
- 12/28/2017 Nolan Building alarm Mechanical room #3, water line broke caused water to go into detector shortening the sensor. Repaired, corrected and reset.

Louisville Campus Fire Log for 1/2016 to 12/2016:

- 3/1/16 Library alarm, unknown cause - no fire found and alarm reset.
- 3/28/16 & 3/29/16 Bakery alarm, low air pressure on suspension system caused by faulty air compressor - repaired and reset.
- 6/24/16 Nolan Building alarm, ground fault system on fire panel - repaired and reset.
- 7/8/16 Nolan Building alarm, elevator motor locked up causing belt to burn off. Elevator closed down for repair - repaired as required.
- 8/19/16 Bakery alarm, faulty generator switch - repaired and reset.

Louisville Campus Fire Log for 1/2015 to 12/2015:

- 5/15/2015 Kitchen #4 small cardboard fire that was extinguished.

Residence Hall at Gardiner Point 1/2017 to 12/2017:

- 6/8/2017 Extinguished cigarette was placed in outdoor trash can which started to smoke. Smoke was distinguished with water. No related deaths or property damage.

Residence Hall at Gardiner Point 1/2016 to 12/2016

- 3/12/16 Cooking competition in a meeting room, burned food which caused smoke. No fire present – alarm reset.

Residence Hall at Gardiner Point 1/2015 to 12/2015:

- 2/18/2015 Microwave smoke in room, Fire Department cleared smoke and reset alarm.
- 3/4/2015 Low pressure for suppression system faulty valve, replaced.
- 3/5/2015 Maintenance working on system and forgot to turn alarm off.
- 5/17/2015 Smokers urn in smokers section caught fire in trash and urn melted.

Lexington Campus Fire Log for 1/2012 to 12/2017:

- No reports of fire on-campus. Sullivan University-Lexington does not own or operate an on-campus residential facility.

-

Fort Knox Campus Fire Log for 1/2012 to 12/2017:

- No reports of fire on-campus. Sullivan University-Fort Knox does not own or operate an on-campus residential facility

DuPont Circle Campus Fire Log for 1/2017 to 12/2017:

- No reports of fire on campus

Atkinson Square Campus Fire Log for 1/2017 to 12/2017:

- No reports of fire on campus.

For the purposes of including a fire in the statistics in the annual fire safety report, students or employees must report a fire to the Department of Public Safety or Administration as soon as possible. The University is required by law to notify the State Fire Marshall in a timely manner once a report is received.

Description of On-Campus Student Housing Fire Safety Systems (Louisville Campus)

The following outlines the life safety and emergency systems in place at the Gardiner Point Residence Hall, located at 4004 Gardiner Point Drive, Louisville, KY 40213. Sullivan University opened this property to residents in June 2010.

Gardiner Point Residence Hall is equipped with the following fire safety systems:

- Sprinkler System
- Smoke/Heat Detection
- Pull Stations
- Fire Extinguishing Devices
- Mounted Evacuation Placards

Fire Safety Policies Pertaining to On-Campus Residential Facilities

The following policies pertaining to room alterations, decorations, appliances, etc. are designed to ensure a safe community living environment in Sullivan University on-campus residential facilities.

Appliances in Student Rooms

Appliances that require an open flame, propane, gasoline, or hot grease such as deep fryers are not allowed to be used in or around any of the residence halls. List of unauthorized appliances: toaster, rice cookers, toaster oven, crock pots, counter or tabletop grills, hamburger cookers, hot plates, electric woks, electric skillet, break cookers, space heaters, frying skillets, or anything else that is deemed inappropriate by Director of Housing or Housing Staff.

Refrigerators operating on no more than 1.6 amps and no more than 5.0 cubic feet may be used in student rooms. Units should be placed on a stand or cart unless they have feet and back-mounted heat exchangers. Units may not be placed in closets. Units must be plugged into an approved power strip or directly into the electrical outlet.

Resident Directors reserve the right to require students to remove an appliance. Student rooms are checked for appliance policy violations periodically.

Burning and Open Flames

Burning candles, incense (including potpourri pots), or creating an open flame in student rooms is prohibited. Candles with burned OR unburned wicks and incense are not allowed in student rooms.

Departmental Notification of Housing Assignments for Students with Disabilities

The Housing and Residence Life office will compile a list at the start of each quarter of students identifying disabilities or medical conditions. This list will be maintained and distributed by the Director of Housing and Residence Life. The list will provide the student's name, housing assignment, and description of disability/ accommodations.

The following offices will receive a copy of the aforementioned list: Department of Public Safety and the Housing and Residence Life Staff. The Department of Public Safety and Housing and Residence Life will be responsible for referring to the list if an emergency in a specific building occurs, in particular medical or fire emergencies requiring personnel to be notified.

Electrical Fixtures

Students may not remove or alter electrical fixtures or hardware in student rooms or common areas in the residence halls.

Fire

Any student who discovers a fire, no matter how insignificant he/she thinks it is, should sound the alarm by pulling the nearest pull station and notify a resident assistant or the resident director immediately. The building must be evacuated before attempting to contain the fire. Remember, most injuries occur from smoke, not flames.

Fire Alarms and Hall Evacuation

Students must leave the building and go to their designated locations when a fire alarm sounds. Staff may enter rooms to do an evacuation room check if there is reason to believe that anyone could not or did not evacuate. Fire evacuation routes are posted on the back of student room doors. Tampering with

fire and safety equipment (i.e., alarms, doors, pull stations, extinguishers, and security cameras) is prohibited. Students who violate this policy will be subject to expulsion from school.

Fireworks

Fireworks and other explosives are not permitted in the residence halls or anywhere on university property.

Flammable Decorations and Light Fixtures

Students may not hang items from ceilings. Also, the use of acetate, cellophane, tissue paper, or other combustible materials over or in light fixtures is forbidden by fire regulations.

Hazardous Materials

Materials that are hazardous to the health and safety of students are not permitted in residence halls. This includes but is not limited to chemicals, gasoline, and kerosene. Containers that have been used for storing gasoline are not permitted in the residence halls.

Power Strips and Extension Cords

Multiple-outlet connections are prohibited unless they are a "temporary" power strip (or box) with a built-in circuit breaker, carry an Underwriter's Laboratory (UL) approval, and have a maximum load of 15 amps. Power strips with surge suppressors do not meet this standard unless they have a built-in circuit breaker. Power strips should not be used in a built-in circuit breaker. Power strips should not be used in a series (one power strip plugged into another). Extension cords are allowed provided they are UL approved, in good condition, and plugged directly into a power strip equipped with built-in circuit breaker. Extension cords should not be used in a series (one cord plugged into another).

Smoking

The University is a smoke-free campus. Smoking, including the use of e-cigarettes, is prohibited in all buildings and outdoor areas (including the residence hall) except designated locations. Students who violate this policy by smoking in the residence hall or non-designated areas will be subject to judicial process.

Evacuation Drill Procedures for On-Campus Residential Housing

In accordance with state and federal laws, evacuation drills are conducted throughout the year. All residents and guests occupying the building at the time of the drill are required to participate in the evacuation. Floor plans indicating the evacuation routes to the internal stairwell(s) and exterior fire escape are posted on each floor. Residents are advised to become familiar with these exits, location of the fire alarm pull stations designed to activate the building alarm system.

Fire Evacuation Procedures for On-Campus Residential Housing

All student rooms and stairwells are provided with smoke detectors. Fire alarm pull stations are located throughout the buildings. The greatest threat in a fire is smoke; therefore, it is important that residents know the following guidelines to respond to a fire in the building:

- Activate the building alarm system by pulling the handle down on the fire alarm pull station. Activating the system will notify Public Safety, and the Fire Department, and residents of the emergency.
- Check the surface of the door and/or doorknob for heat and the bottom of the door for signs of smoke before opening it and exiting a room.
- Slowly open door, keeping the door between you and the corridor.
- Make a visual observation of the corridor for fire or smoke and proceed to the nearest exit.

- Do not attempt to extinguish a fire unless it is impeding your exit.
- Evacuate the building immediately through the nearest stairwell door.
- Do not use the elevators.
- Follow exit signs out of the building.
- Stand at least 300 feet away from the building and await direction from the Fire Department personnel.

In the case of a blocked stairways or exit:

- Go to the nearest room and close the door.
- Place cloth under the door to prevent smoke from entering the room.
- Hang a cloth or other object out of the window to signal that the room is occupied.
- Stay as close to the floor as possible, if smoke enters a room.
- Break top window first to expel smoke, then break the bottom window to admit fresh air.

Reviews of the evacuation drills are conducted in all buildings for assessment and training purposes. Disciplinary action will be taken and fines will be implemented for students who fail to cooperate with staff or emergency responders assisting in the course of an alarm and/or evacuating the building. Fire equipment misuse or tampering is a felony. Any resident found guilty of tampering with fire equipment, including activating a false alarm, will be subject to severe disciplinary and criminal action.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which states: (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Within the Sullivan University community, only those members, individually or collectively, acting in the student's educational interests are allowed access to student educational records. These members include personnel in the Student Services Department, Accounting, Financial Planning, Admissions, Deans, Directors, Vice-Presidents, and academic personnel within the limitations of their need to know. Faculty members may also have access to records if/when a need-to-know situation arises.

At its discretion, Sullivan University may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory information by notifying the Academic Services office in writing within two weeks after the first day of class each quarter.

Student Inspection of Records

Requests for nondisclosure and authorization to withhold Directory Information must be filed annually in the Academic Services Office.

The law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their

files if the decisions of the hearing are unacceptable. The Registrar at Sullivan University has been designated by the Institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic and financial files, cooperative education and job placement records.

Students wishing to review their education records must make written requests to the Registrar Office listing the item or items of interest. Only records covered by the Act will be made available within five days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic record for which a financial “hold” exists, or a transcript of an original or source document, which exists elsewhere.) These copies would be made at the student’s expense at prevailing rates that are listed in the current catalog. Education records do not include records of instructional, administrative, and education personnel that are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, job employment records or alumni records. Health records, however, may be reviewed by a physician of the student’s choosing.

Students may not inspect and review the following as outlined by the Act:

- Financial information submitted by their parents;
- Confidential letters and recommendations associated with admissions, employment or job placement records, or
- Honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the Institution will permit access only to that part of the record which pertains to the inquiring student.

The Institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Accuracy of Records

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the University’s Registrar. If the decisions are in agreement with the student’s requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; they will be informed by the Registrar of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the University’s President/C.E.O or Campus Director who, within a reasonable period of time after receiving such requests, will inform students of the date, place and the time of the hearings. Students may present evidence relevant to the issues raised. The panel that hears such challenges will be appointed by the C.E.O. or his/her designee.

Decisions of the hearing panel will be final. They will be based solely on the evidence presented at the hearing and will consist of written statements summarizing the evidence and stating the reasons for the decisions and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decisions of the hearing panel, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education records, a statement commenting on the information in the records, or statements setting forth any reasons for

disagreeing with the decisions of the hearings panel. The statement will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the Institution. Students should know that complaints regarding potential violations may be lodged with the Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Revisions and clarifications will be published as experience with the law and Institutional policy warrants.

Health and Safety Exemption Requirement

The school only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

Fort Knox Extension Campus Provision - Safety and Security Procedures

Fort Knox extension campus is uniquely located on the Fort Knox Military Base. Students, faculty, and staff are required to report criminal activity directly to the 34th Military Police Detachment. Military Police can be reached by dialing 911 on base and non-emergencies can be reported at (502) 624-2111. If individuals need assistance with any topic presented in this document, please contact Fort Knox Administrators.

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