

SOUTHERN STATES UNIVERSITY



Annual Campus Security and Fire Safety Report (Clery Report) 2020

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The *Annual Campus Security and Fire Safety Report*, also known as the Clery Report, includes certain crime and fire statistics, which were reported to campus security authorities in the past three years. The report also outlines statements of policy and procedure related to crime reporting; alcohol and drug use; policies related to the prevention of sexual assault, dating violence, domestic violence and stalking; crime prevention; access to campus facilities; personal safety tips; and fire safety information, among other related items. The report also gives instructions on how to report crimes.

The University is committed to providing a safe environment for learning and working.

Reporting Clery Crimes

- Online Report Form: <https://www.ssu.edu/reporting-an-incident/>
- Printable Report Form (PDF) - Print and complete if you are unable to submit online <https://www.ssu.edu/wp-content/uploads/2020/08/SSU-Misconduct-and-Grievance-Form-8-18-2020.pdf>

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The Clery Act

In 1990, the Higher Education Act of 1965 was amended to include the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). This amendment required all postsecondary institutions participating in the Title IV student financial aid programs to disclose campus crime statistics and security information. In 1998, the Act was renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of Jeanne Clery, a Lehigh University student who was raped and murdered in her dorm room in 1986. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, referred to as the Clery Act, requires the dissemination of an Annual Security Report to all current students, faculty, and staff and the notice of its availability to prospective students, faculty, and staff. The Annual Security Report includes statistics for the previous three (3) years concerning reported crimes that occurred on campus, in certain off-campus buildings, on property owned or controlled by Southern States University, and on public property either within, immediately adjacent to, or accessible from the campus. The report also includes institutional policies and procedures concerning campus safety and security programs, including those concerning alcohol and drug use, crime prevention, the reporting of crimes, emergency notifications, missing students, preventing/reporting sexual assault, and other matters required by the Clery Act. On March 7, 2013, President Obama signed the Violence Against Women Act (VAWA) was signed into law. VAWA included amendments to the Clery Act that require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking, among other changes.

The Clery Act requires colleges and universities to draft and implement policies and procedures, as well as disclose certain crime statistics. These requirements include, but are not limited to:

- Developing policies and procedures regarding crime prevention, missing students, drug and alcohol use, reporting and preventing sexual assaults, and issuing emergency notifications, among others.
- Creating awareness and prevention programs for students and employees regarding dating violence, domestic violence, sexual assault and stalking.
- Issuing Timely Warnings for Clery Act crimes that constitute a serious or continuing threat to the safety of students or employees.
- Publishing an *Annual Security and Fire Safety Report* containing crime and fire statistics and statements of policies/procedures.
- Submitting crime and fire statistics to the U.S. Department of Education.

Southern States University strives to provide safe campus environments for all its students, staff, and faculty, in compliance with Clery Act and other federal and state laws. Each year, SSU publishes its Annual Campus Security and Fire Safety Report, which includes and supplements SSU's statements of policies and procedures presented in other university publications relating to campus safety and security, as well as crime and fire statistics. This report is prepared in cooperation and collaboration between several University departments and is intended to communicate important safety information to all individuals with an interest in Southern States University; including students, staff and faculty, prospective students, accreditors and other licensing and/or approving bodies, and other stakeholders of SSU.

Additional student-centric policies and procedures can be found in the University's General Catalog, available online at <https://www.ssu.edu/academics/general-catalogs/>. All policies and procedures are subject to change without prior notice.

Preparing the Annual Campus Security and Fire Safety Report

Southern States University, referred to as the University, recognizes that crime prevention is the responsibility of each person either working, attending school, or visiting a University facility. Crime prevention is best served by the vigilant surveillance of the premises and the reporting of any suspicious behavior. The University is committed to providing a safe environment for learning and working.

The statements of policies and procedures presented in the *Annual Campus Security and Fire Safety Report* has been prepared by senior leadership from the following university departments:

- University Chancellor
- Compliance Officer
- Director of Administration
- Director of Institutional Research
- Branch Campus Directors (Irvine and Las Vegas)
- Dean of Student
- Title IX Coordinator
- Emergency Preparedness Coordinator

The University maintains contact with local law enforcement agencies for the protection of its constituents as well as for the purpose of keeping official records of crime statistics and reports. This report is prepared with cooperation from local law enforcement agencies surrounding the University's main campus and branch campuses.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University that are based upon reports of Clery Act crimes occurring on Clery geography that are (1) reported to Campus Security Authorities, who then submit reports of any crimes to the University Chancellor, or (2) reported to local law enforcement agencies. For statistical purposes of crime statistics, reporting from all sources of Clery Act crimes are based on the calendar year of January 1 – December 31st of a given year, in accordance with applicable regulations, including those published in the U.S. Department of Education's Handbook for Campus Safety and Security Reporting. SSU's statistics are also reported to the US Department of Education.

The *Annual Campus Security and Fire Safety Report* is distributed to all students, staff, and faculty by October 1st of each year and is available at <https://www.ssu.edu/campus-safety-and-security-report/>.

Reporting Crimes, Emergencies, and Safety Concerns

It is the policy of SSU that students and employees shall report any and all safety hazards, crimes, loss of property, significant illness, or injury to a Campus Director or the Title IX Coordinator. Proper reporting facilitates the apprehension of criminals and assists in making the entire campus safe. All campus directors and senior administrators are mandated to report incidents to the University Chancellor and to coordinate with local law enforcement agencies to apprehend those who violate these regulations or commit crimes on campus. When necessary, SSU will press charges against criminal violators.

SSU encourages crime victims, witnesses, and anyone who learns about a crime to report the crime or emergency promptly and accurately to the most appropriate authority.

Any person in immediate danger due to a crime or an emergency should call 9-1-1

Campus Contact Information

The following list of University Campus Personnel who are authorized points of contact at their respective campus. For questions about this report, please contact the appropriate point of contact.

Campus Location	Contact Person	Contact Title	Contact Information
San Diego, CA	John Tucker	Chancellor	(619) 298-1829
San Diego, CA	Denise Mastro	Director of Administration, Campus Director	(619) 298-1829
Irvine, CA	Beate Berg	Branch Campus Director	(949) 833-8868
Las Vegas, NV	William Doyle	Branch Campus Director	(702) 786-3788
All Campuses	Monica Hofmann	Title IX Coordinator	(619) 298-1829 TitleIX@ssu.edu

All University students, faculty and staff, and other individuals who are part of the SSU community may also email campussafety@ssu.edu.

In addition to local law enforcement, crimes may also be reported to Campus Security Authorities (“CSAs”). CSAs will not investigate the crime, but they submit reports to the University Chancellor, who will coordinate with local law enforcement when deemed appropriate. The University Chancellor assesses the information provided in the Campus Security Authority Crime Report, determines whether an immediate response is warranted, if a Timely Warning or Emergency Notification should be issued and determines appropriate follow-up.

Reporting Campus Health and Safety Concerns

Students, faculty, staff, and visitors to any University campus, facility, or event should immediately report health or safety concerns to the Chancellor or Branch Campus Director. If no one is available to meet you in person, please contact the main phone number for the local campus or email campussafety@ssu.edu.

Emergency Contact Information and Other Important Numbers

The following list of emergency, crisis, and other important contact and resource information

Emergencies

9-1-1

San Diego Police Department Non-Emergency Line – Western Division	(619) 692-4800
San Diego Fire Rescue Department	(619) 533-4300
San Diego County Access Crisis Line	(888) 724-7240
Irving Police Department Non-Emergency Line	(949) 724-7000
Irvine Fire Rescue Department	(714) 573-6000
Orange County Crisis Prevention Hotline	(877) 7-CRISIS
Las Vegas Police Department Non-Emergency Line	3-1-1
Las Vegas Fire Rescue Department	(702) 383-2888
Suicide Prevention Center of Clark County	(702) 731-2990
Alcoholics Anonymous	(212) 870-3400
Al-Anon & Alateen	(888) 425-2666
National Council on Alcoholism	(800) 622-2255
Substance Abuse and Mental Health Services Administration's National Helpline	(800) 662-4357
Center for Community Solutions – San Diego	(888) 385-4657
California Coalition Against Sexual Assault (CALCASA)	(916) 446-2520
Rape, Abuse, & Incest National Network (RAINN) Sexual Assault Hotline	(800) 656-4673
The National Domestic Violence Hotline	(800) 799-7233
Center for Victims of Crime Hotline	(202) 467-8700
National Suicide Prevention Lifeline	(800) 273-8255
The Crisis Text Line	Text HOME to 741741
Poison Control Center	(800) 222-1222

Safety & Security

Southern States University recognizes that crime prevention is the responsibility of each and every employee, student, and visitor to a University facility. Crime and other violation prevention is best served by the vigilant surveillance of the premises and reporting any suspicious personal behavior.

Services and Programs

To achieve its goals, the University has established a safety program dedicated to providing a safe and healthful working and learning environment through identifying health and safety risks before they become hazardous and by developing programs for risk prevention. These programs are designed to encourage safety awareness among individuals and to provide essential information on procedures to be followed in case of accident, injury, illness, or emergency.

Reporting an Incident

Incidents occurring on University property must be brought to the attention of campus personnel. If you are the victim or witness to a crime, you have the responsibility to report it immediately to a Campus Security Authority (CSA) and the local police. All members of the University community are encouraged to accurately and promptly report all crimes or suspicious activity. Incidents can be reported to University personnel (including staff and faculty), by calling the local Campus office, by emailing campussecurity@ssu.edu, or by submitting an Incident Report to the local Campus Director.

Emergencies requiring immediate attention should be reported to emergency responders by calling 9-1-1 or the local non-emergency number. All work-related injuries or illnesses must be reported to Human Resources by calling the main campus at (619) 298-1829 or emailing humanresources@ssu.edu.

Confidential Reporting

Pursuant to California Education Code section 67380(a)(6)(A), CSAs who receive reports from employees or students of a violent crime, sexual assault, or hate crime that occurred in an on-campus or non-campus location as defined by the Clery Act, may not disclose to local law enforcement agencies the names of the victims or the alleged assailant, unless the victim consents to disclosing their name after being informed of their right to have their personally identifying information withheld. The name of the alleged assailant may be disclosed, however, if both of the following conditions are met:

- The alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- The immediate assistance of the local law enforcement agency is necessary to contact or detain the alleged assailant.

Incident Report

SSU Campus Director and University Chancellor respond to and assist with all incidents occurring on or near University property for Southern States University. Submitting an Incident Report assures that the incident has been properly documented and provides necessary information for an investigation. For general inquiries or to follow-up on an incident, either speak with the person to whom the Incident Report was filed or by emailing campussecurity@ssu.edu

Safety Awareness and Crime Prevention Education

SSU students, staff, faculty, and campus visitors should never attempt to single-handedly try to prevent a criminal in the act of committing a crime. University members should report any emergency directly to local law enforcement authorities by calling 9-1-1 or by contacting the local police department directly.

Any person who is a victim, witness, or has knowledge of any criminal activity should immediately report it to local enforcement and/or Campus Director, a professor, or any other school staff available in the campus where the incident occurred or to security personnel, if available. Person(s) reporting crimes will be asked to complete an incident report and/or a witness statement, including the date, time, place, nature of the incident, names of witnesses, if any, and any other pertinent facts, which may be distributed to other appropriate University officials as the situation warrants.

All reports will be investigated. The University does not have procedures for voluntary, confidential reporting of crimes. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Office of Student Services, as appropriate, for review.

University members who are crime victims and do not wish to pursue action within either the criminal system or within the University are still encouraged to provide an anonymous and/or confidential report to one of the University's Campus Security Authorities (CSAs). Victims of crime can receive referral information, resources, and other options for action.

Any reports received by CSAs are not strictly confidential as CSAs are required to report the date, time, location, and all relevant information needed to classify the offense for statistical purposes. CSAs are instructed to never release personally identifiable information (PII); all individuals remain anonymous in statistical reporting.

Prevention

Each individual entering University property or attending a University event should have a preconceived plan of action in the event they should become involved in, or be a witness to, a criminal act. By following the generally prudent rules listed below, each SSU community member can help ensure that they will not become the victim of a crime.

While SSU attempts to provide a safe and secure environment, students, faculty, staff and visitors are ultimately responsible for their own safety. As SSU becomes aware of relevant programs that address responsible practices and procedures that enhance personal safety, this information will be added to this policy or kept on file in SSUs administrative offices. If requested, such information may be obtained from a school director. As well, information about Personal Safety and Crime Prevention Tips will be handed out at new student orientations.

Please see the following safety and crime prevention tips:

1. *Reduce or eliminate opportunities that may make you a target.*
2. *Increase awareness in places you are most comfortable.*
3. *Trust your instincts regardless of feeling embarrassed.*
4. *Prepare your schedule daily with safety in mind.*

Purse/Wallet Safety

- Students should carry purses, portfolios or briefcases in a manner that will allow you to let go. Straps placed across your shoulder, around your neck or wrapped around your waist have caused injuries because women could not free themselves during a purse snatch.
- Always be aware of your surroundings and carry your pocketbook clasp toward you, close to your body, tucked in the bend of your elbow as if it were a football. If there is a long strap, wrap it around the bag.

- If someone attempts to snatch your pocket book or purse, let go of it, especially if there is a weapon involved. When dining out, the only place for your purse should be your lap. The back of a chair is an easy target for a thief. Never carry a wallet in a rear pocket; use a front trouser or an inside coat pocket.
- Be particularly aware of your purse/wallet in crowded situations, such as rush-hour trains and buses. If you are jostled in a crowd, be aware that a pickpocket might be responsible. Beware of arguments or commotions designed to distract you while your pocket or purse is being picked.
- Minimize the amount of money, credit cards and valuables you carry by only taking items that are necessary for the day. Divide money between your purse/wallet and pockets. Carry your keys on your person separate from your identification

Walking - Be Street Smart

- Use well-populated and well-lit streets. If you suspect you are being followed, stay away from deserted blocks and head for an area where there are people or to the nearest open store. If you are driven home, ask the driver to wait until you are safely inside. Should a motorist bother you while you are walking, reverse your direction. If you are still followed, seek a safe location and yell for help, if possible.

Elevator

- When waiting for an elevator, leave the lobby/hallway if someone makes you feel uncomfortable.
Check the elevator's mirror before entering. Stand between the control panel and door when in the elevator. Exit the elevator if someone enters that makes you feel uneasy. If you feel the need to give an excuse, you can say, "Oh, I forgot my mail." If accosted, press as many buttons as possible to try and get the elevator to stop at the next floor.

Trolley and Bus

- Use only entrances marked by a green indicator, where there is a clerk present 24 hours a day. Have your money or Metro Card available. Use designated waiting areas during off-peak hours. Ride in the conductor's car during off-peak hours. Sit in the center of the car, away from the door, to avoid a purse or chain snatch.
- Cover jewelry; turn stone rings toward the palm side of your hand. Stay awake and aware and exit with the crowd. Wait and walk close to the wall. Wait for the bus on the sidewalk away from the curb. Sit near the front of the bus. Be aware of your wallet/purse to avoid a pickpocket.

ATM

- Be aware of suspicious people near the entrance. Use well-lit, well-populated ATM's. Avoid ATM's that have unlocked doors or are directly out on the street. Block a bystander's view when doing your transaction. Use mirrors, positioned at the ATM, to see behind you. Put your money away and take your card and receipt before exiting an ATM. Your card is exclusively for your entry only. Make sure the door closes behind you.

Risk Reduction

Risk reduction strategies include behaviors or knowledge to use in-the-moment should an act of violence take place. Many individuals may feel safer knowing that risk reduction strategies exist. Some individuals also may feel more empowered to address situations after learning different risk reduction strategies.

Below are risk reduction strategies that are incorporated throughout all primary and ongoing prevention and awareness programs:

- Understand consent. Consent is a mutual, affirmative, voluntary, and revocable agreement by each participant to engage in sexual activity. An informed verbal “yes” must accompany positive and engaging body language. The initiator of sexual activity is responsible for receiving consent from their partner. Obtaining consent is a continuous process, meaning consent to kissing doesn’t mean consent to everything else.
- Consent is voluntary and can be withdrawn at any time. Consent must be given without coercion, force, threats or intimidation by the initiator.
- Understand the influence of alcohol and other substances. Consent cannot be given when someone is under the influence of drugs and/or alcohol. However, perpetrators may attempt to use alcohol and/or drugs to facilitate a sexual assault. Statistically, the majority of reported sexual assaults occur while one or both parties are under the influence of alcohol or drugs. Alcohol or drugs are never an excuse for choosing to violate another person.
- There are a number of drugs that may be added to beverages with the intent of altering the consciousness or incapacitating a person without their knowledge. Substances are particularly dangerous when combined with alcohol, and often produce amnesia, leaving a victim unclear about what occurred. These drugs can facilitate criminal activity; most often acts of sexual misconduct or sexual assault.
- Know the definition of sexual misconduct. Sexual misconduct is any unwanted, non-consensual behavior from catcalling to kissing and fondling to rape. Ignorance of the law or of University policy concerning sexual misconduct (including assault and harassment) is never an excuse for non-consensual sexual behavior.
- Identify common behaviors that often precede an assault. Recognizable red flags include seeing someone who is attempting to separate an intoxicated individual from their friends or continuing to pour drinks for an individual who is clearly beyond their limit. Take action as a responsive bystander and remember to use IDEAS if you see those behaviors happening. You can help someone who is intoxicated by reconnecting them with their friends or calling a rideshare service to drive them home.

Bystander Intervention Techniques

Bystander intervention is when someone chooses to take action when witnessing an uncomfortable situation. It encompasses safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. The Bystander Intervention Techniques model can empower you with the skills needed to become a responsive bystander in everyday situations. Check out IDEAS for getting involved:

- **Interrupt** - Ask a question that's not related to what's going on. "Excuse me, where's the bathroom?"
- **Distract** - Draw attention to something else. "Hey, your car is getting towed!"
- **Engage Peers** - Involve a friend or someone else around you. "Let's do something."
- **Alert Authorities** - In some situations, authorities may be the best source for help (e.g., Police, party hosts, bar staff, and/or designated drivers).
- **Safety First** - Keep your safety and the safety of others in mind and let that determine how you respond.

Primary and on-going prevention and awareness programs at Southern States University emphasize that community members are not limited to just these IDEAS. All campus affiliates are encouraged to choose their own strategy or technique to intervene.

Below are some resources that SSU uses to help teach Bystander Intervention:

- Report: <http://www.nacua.org/documents/WhiteHouseTaskForceonSexualAssaultReport.pdf>
- Not Alone: Together Against Sexual Assault: <https://www.notalone.gov/>
- Climate Survey Toolkit: <https://www.notalone.gov/assets/ovw-climate-survey.pdf>
- PSA: <http://www.whitehouse.gov/1is2Many>
- Bystander Intervention Factsheet: <https://www.notalone.gov/assets/bystander-summary.pdf>
- Establishing Prevention Programming: <http://www.cdc.gov/violenceprevention/sexualviolence/prevention.html>

A common challenge with increasing bystander participation is that bystanders are often unsure of themselves as responders and unclear about whether intervention is unwelcome or needed. To help address this challenge, SSU also recommends the following bystander intervention programs:

- One in Four USA: <http://www.oneinfourusa.org/themensprogram.php>

- Coaching Boys Into Men: <http://www.futureswithoutviolence.org/engaging-men/coaching-boys-into-men/>
- The Men's Project: <http://themensproject.ca/>
- Green Dot: <https://www.livethegreendot.com/>

Campus Security Procedures

The entire University community is encouraged to report any and all now or suspected incidents of criminal activity on campus to local authorities as soon as possible. Voluntary and confidential reporting of crime incidents may be made to non-University security authorities.

Upon enrollment, students are informed of services offered by the University, including a copy of the Code of Conduct, information on how to obtain the Annual Campus Security & Fire Safety Report, and how and where to report incidents. Upon hire, University employees are provided with a copy of the Employee Handbook in addition to a copy of the most recent Annual Campus Security & Fire Safety Report.

A common theme of all security awareness programs is to encourage University community members to be aware of their responsibility for their own safety and security as well as the safety and security of others.

Annually, existing students and faculty receive a link in the Online Portal to the Code of Conduct Policy and the Annual Campus Security & Fire Safety Report.

Campus Security Authorities (CSAs)

Campus Security Authority (CSA) officials are defined as school official(s) who have significant responsibility for student and campus activities, including, but not limited to student discipline and campus judicial proceedings or who has the authority and the duty to act or respond to particular issues on behalf of the institution. At SSU, the Campus Security Authority officials are:

- (I) Chancellor
- (II) Campus Directors
- (III) Director of Institutional Research

The function of a CSA is to collect and report allegations of Clery Act crimes that they conclude were made in good faith. CSA's are not responsible for determining authoritatively whether a crime took place and do not have the authority to apprehend any alleged perpetrator of a crime.

The University strongly encourages all members of the community to report crimes directly to a CSA and/or the local police authorities. If the incident involves dating violence, domestic violence, sexual assault or stalking, CSAs who are also Responsible Employees as defined under Title IX and University policy, must also make a report to the Title IX Coordinator.

Incident Response Timing Procedures

Policy or Procedure	Response Time Frame
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Emergency Notification and evacuation procedures for alerting the campus community about significant emergencies or dangerous situations.	SSU will use Emergency Notification procedures whenever there is an <i>immediate threat</i> to the health or safety of students or employees on campus.
Issue Timely Warnings to alert the campus community about Clery Act crimes that pose a serious or continuing threat to safety.	SSU will issue a Timely Warning whenever there is a threat that a crime is ongoing or may be repeated.
Collect crime reports from campus security authorities within the institution.	Upon receipt of a submitted (verbal or written) SSU Misconduct and Grievance Form (Clery Incident Form), a local campus CSA will process the complaint as appropriate, including but not limited to escalation to the University Chancellor and/or local law enforcement authorities on an ongoing basis. Copies of reports and related documentation will be maintained by the University Chancellor.
Request crime statistics from local law enforcement in SSU's local jurisdiction	SSU will make a request annually with the CA police department for inclusion in the University's Annual Campus Security and Fire Safety Report.
Publish an annual security report containing campus security policy disclosures and crime statistics for the previous three years.	SSU will publish and distribute the Annual Campus Security and Fire Safety Report to all active University community members by October 1 st of each year.

University Crime Log

In the absence of campus security, SSU's Chancellor maintains a crime log with entries made on an as-needed basis. The crime log records criminal incidents and alleged criminal incidents that are reported to the Campus Security Authorities. To view the log, interested parties can send a request to chancellor@ssu.edu or setting up an appointment to meet with the Chancellor at the San Diego campus by calling (619) 298-1829.

All crime reporting is kept in a password protected, secure document database. Records include, but are not limited to, copies of crime reports; records for arrests and referrals for disciplinary action; timely warning and emergency notification reports; documentation, such as letters to and from local police having to do with Clery Act compliance; letters to and from local authorities; correspondence with the Dept of Ed regarding Clery Act compliance and the Violence Against Women Act (VAWA); and copies of notices to students and employees about the availability of the annual security report. All documentation is dated and easily retrievable.

Facilities and Campus Security

The University offers academic courses and student services at various locations. Although SSU maintains private facilities, it espouses an open campus environment to allow freedom of movement for University and local community members.

As a safety matter, doors should not be propped open, especially those in secure areas. It is every employee's responsibility to report suspicious activity and unauthorized visitors, and to report damaged or malfunctioning doors or windows for immediate repair. Employees should challenge individuals for their reason for being on campus or in secure areas of the University if the individual is not a recognized member of the SSU community. Individual offices should be locked when unattended, and University keys should never be given to persons not authorized to possess them.

SSU does not employ campus peace officers or contractual security officers. As such, school employees do not have powers of arrest and will call 911 in the event of a crime or other situation that warrants police intervention. Because SSU does not have a campus police department or security office, it does not keep a daily crime log.

Local police have the authority to enforce all applicable regulations and laws. Campus Directors are empowered to work closely with local and state authorities on incidents occurring on campus. Reports of violations of laws and regulations should be made promptly to the Campus Director and/or to security personnel, if available, to ensure that appropriate action is taken.

In general, University personnel are unarmed and may only make a "citizen's arrest" of a person who is in the act of committing a crime; when safely and legally able to do so. University personnel are instructed not to attempt to apprehend suspects; however, University personnel will only act in accordance with the provisions afforded individual citizens when confronting a crime. University personnel are instructed to contact local law enforcement agencies when necessary.

Criminal incidents are referred to local law enforcement agencies who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to report the crime immediately to the University and the appropriate public agency. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

SSU does not maintain any special relationships with state or local police and does not have any agreements with those law enforcement agencies (i.e., a written memorandum of understanding) to investigate alleged crimes.

San Diego Campus

The San Diego campus has a video surveillance to monitor activities in the parking lot. Video surveillance cameras are clearly visible.

Irvine Campus

The Irvine campus has an around the clock (24/7) patrol guard hired by the property management company. Irvine students can report any security incidents to the Security Service Center at (866) 234-9851.

Las Vegas Campus

Video surveillance and/or security patrols are not currently available at the Las Vegas Campus. All issues should be reported to SSU officials or by calling local law enforcement at 9-1-1.

Facility Safety and Access

SSU facilities, such as classrooms, learning resource centers, and student lounges, have the primary purpose of supporting the educational programs of the University and accessible to current students and employees of the University. Campus facilities may be available for use by current students, alumni, and employees of SSU upon request.

During regular business hours, the University will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all University facilities is by key, if issued. Emergencies may necessitate changes or alterations to any posted schedules. As a safety matter, doors should never be propped open, especially those in secure areas. Note: Southern States University does not have any campus residences or student housing.

San Diego Campus

The San Diego facility building is unlocked during the time of 7:00 am – 7:00 pm. Classrooms are unlocked at extended times before and after classes, so that students may utilize the available facilities.

Irvine Campus

The Irvine facility building is open during the time of 5:00 am – 8:00 pm Monday -Friday and Saturdays from 8:00 am to 4:00 pm.

Las Vegas Campus

The Irvine facility building is open during the time of 5:00 am – 8:00 pm Monday -Friday

Facilities Maintenance

University facilities maintenance personnel maintain and repair campus facilities. Campus Directors perform regular reviews of locks, alarms, lighting, access points, and general building structure to identify and update areas of concern. The University makes every effort to ensure that buildings and campus grounds are secure, that lighting is at appropriate levels. All University buildings are secured each evening.

Timely Warnings and Emergency Notifications

Timely Warnings of Clery Act Crimes

When a potentially dangerous threat to the University community arises, including if a Clery Act crime occurring on a Clery geographical location, a Timely Warning will be issued by the Chancellor or appropriate Campus Director through e-mail announcements, pop-up notifications in the Student and Faculty online platform portals, the posting of flyers around campuses, in-class announcements, or other appropriate means. The University email address of campussafety@ssu.edu will be used to send or receive short notifications to students, faculty, and staff.

The University Chancellor, in collaboration with local authorities and Campus Directors, will evaluate whether an incident was a Clery Act crime, whether it occurred on University property under Clery Geography, (on campus property, on public property within or immediately adjacent to or accessible from an SSU campus, or in/on non-campus buildings and property owned or controlled by the University), and whether the crime is considered to be a serious or continuing threat to the campus community. This evaluation is done on a case-by-case basis and considers several factors, such as the nature of the crime and the continuing danger to the campus community.

The Chancellor and Campus Directors (in this instance, acting as Campus Watch Commanders) all have authority to issue a Timely Warning. If a Timely Warning is deemed necessary, the Watch Commander on duty will determine the content of the Timely Warning and will initiate the notification.

Timely Warnings are primarily issued via email to all students, faculty and staff to their assigned or officially recorded email accounts with the subject heading including the phrase “Timely Warning.” If the Watch Commander deems it appropriate, Timely Warnings may also be issued utilizing text messaging.

When issuing a Timely Warning, some specific information may be withheld if there is a possible risk of compromising law enforcement efforts to investigate or solve the crime. Timely Warnings do not include names of victims.

Timely Warnings shall be issued in a timely fashion and are used to aid in the prevention of a similar occurrence.

Incidents may constitute a threat to the community, but they do not meet the criteria of a Clery-reportable crime occurring at a Clery geographic location. In such instances, a “Community Alert Bulletin” may be utilized to notify the community of the threat. The content of the Community Alert Bulletin will vary depending on the type of incident.

Notification of Campus Emergencies

Southern States University provides emergency notifications to the SSU community and the public upon confirmation of dangerous situation or significant emergency occurring on or around an SSU campus that is or may become an immediate threat to the safety or health of students, employees, and/or University guests.

Emergencies that do not fall under the requirements of the Clery Act will follow the same protocols as Timely Warnings for Clery Act Crimes but will be referred to as “Campus Emergency Notifications.”

All members of the SSU community are advised to report emergencies immediately by calling 9-1-1. Further, any situation or incident that involves a significant emergency or danger that may pose an immediate or on-going threat to the health and safety of students, employees and/or visitors on campus should be reported immediately.

Active Shooter

If an active shooter is in the vicinity: **RUN. HIDE. FIGHT.**

- Remain calm. Survey your surroundings for a safe escape route.
- **RUN.** Relocate to a safe location.
- If there is an escape path, attempt to evacuate to a safe location.
- Leave your belongings behind. Staying out of harm's way is your top priority.
- Help others escape, if possible.
- Prevent others from entering the area.
- Call 911 when you are safe. Report location of injured and if possible, description of assailant.
- **HIDE.** If evacuation is not possible, find a place to hide.
- Lock and/or blockade the door.
- Silence your cell phone.
- Hide behind large objects, out of assailant's view.
- Remain very quiet.
- Prepare to evade or defend.
- **FIGHT.** As a last resort, and **ONLY** if your life is in danger.
- Attempt to incapacitate the intruder.
- Act with physical aggression.
- Improvise weapons.
- Commit to your actions.
- When Law Enforcement Arrives:
- Remain calm and follow instructions.
- Keep your hands visible at all times.
- Avoid pointing or yelling.
- Know that help for the injured is on its way.
- Wait for further instructions. Do not drive away unless instructed to do so.

Training Video: **RUN. HIDE. FIGHT. Surviving an Active Shooter Event** (not appropriate for young viewers)

Emergency Response and Reporting

In the event of an emergency, immediately dial 9-1-1 and follow the directions of the dispatch operator or otherwise presented by Southern States University.

When an emergency has subsided, the incident should be reported as soon as possible to the Campus Director, a professor, or any other school staff available on the campus where the incident occurred. For non-emergency situations, any person who is a victim, witness, or has knowledge of any criminal activity or other emergency on campus should report it immediately Campus Director, a professor, or any other school staff available in the campus where the incident occurred or to security personnel, if available. Person(s) reporting crimes will be asked to complete an incident report and/or a witness statement, including the date, time, place, nature of the incident, names of witnesses, if any, and any other pertinent facts, which may be distributed to other appropriate University officials as the situation warrants.

All reports will be investigated. The University does not have procedures for voluntary, confidential reporting of crimes. Violations of the law will be referred to law enforcement agencies and when appropriate, to the Office of Student Services, as appropriate, for review. When a potentially dangerous threat to the University community arises, timely reports or warnings will be issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or other appropriate means. SSU has used an email campussafety@ssu.edu to send or receive short notifications to students, faculty, and staff.

Emergency Operations Plan

The University's Emergency Operations Plan (EOP) provides the framework for an organized response to a variety of hazards impacting the University community, including fires, earthquakes, hazardous spills, and civil disorders. The purpose of this plan is to establish the scope of preparedness and emergency management activities necessary during any incident or emergency event.

An effective organizational emergency response depends on an informed campus community whose members are familiar with campus procedures and understanding their personal responsibility for emergency preparedness and response.

The purpose of SSU Plan is to protect the safety of its students, faculty, staff, and take steps to:

- 1) prevent and mitigate;
- 2) prepare for;
- 3) respond to; and
- 4) recover from emergencies in order to protect the University's essential functions during and after an emergency.

The University has established the following order of priorities for emergency response on campus:

- 1) Protect Lives
- 2) Protect Facilities and the Environment
- 3) Restore Operations.

Plan Overview

The organizational approach used in the EOP is one of decentralization with the campus subdivided by campus location. Each campus is provided the necessary supplies and trained personnel to be self-sufficient before, during, and after an emergent event. Emergency Response Teams (consisting of Campus Directors and Student Services Personnel) at each campus will function within the Incident Command System (ICS) and, during escalated emergencies, the Emergency Operations Center (EOC) will be activated and support the on-scene Incident Commander. The EOC Manager will then make decisions based on the University's recovery plan to direct the campus through its recovery process.

The University's response efforts could last for hours, days, or even weeks depending on the severity of the event. It is essential to the overall success of the response that everyone clearly understands the structure of the EOP and what his or her responsibilities are.

The Plan applies to a wide range of emergencies, including but not limited to medical emergencies, weather emergencies, explosions, fire, workplace/campus violence, active shooter, suspicious persons and packages, and other events impacting the health and safety of students, faculty, staff, or the physical condition of any SSU facilities. This policy and the Plan apply to all locations. Each facility should communicate with local emergency responders (fire, police, medical) requesting their cooperation to inform the University about reported situations that may permit an emergency response or timely warning.

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus or other SSU event, the University will consider the safety of the community. This response includes but is not limited to an employee assisting a victim or containing, responding to, or otherwise mitigating the emergency. If warranted, an emergency notification will be delivered to all SSU community members of the affected campus with adequate follow-up information to students, faculty and staff as deemed appropriate.

Emergency Staff and Supplies

Individual campuses and departments play a key role through the development of on-site Emergency Action Plans to ensure that personnel can:

- Identify and use on-site emergency equipment (i.e., fire alarms, extinguishers, AEDs, etc.)
- Implement emergency response procedures based on the nature of the emergency (e.g., earthquakes, hazardous materials spills, extended power outages, etc.)
- Evacuate buildings and relocate to designated safe assembly areas.

Emergency supplies are stored in strategic locations throughout campus and are used by trained campus employees. This distributed approach to emergency response across campuses ensures full coverage and similar distribution of assets and trained personnel during campus-wide emergency events.

Emergency Response

Trained University personnel, upon either notification of a major emergency or by self-dispatch, will report to a resource staging area, and when necessary, provide Good Samaritan type assistance to individuals in need. Only personnel and University community members should not exceed the level of their individual first aid and rescue training.

When the scope an emergency exceeds the training of individual University community members responding to an emergency, those individuals must yield to the direction of trained personnel, including local law enforcement and emergency response teams, including fire rescue, paramedics, and EMTs.

Drills and Exercises

Southern States University conducts at least one emergency response exercises each year, including but not limited to tabletop drills, functional exercises, and tests of the campus emergency notification system. Evacuation procedures and emergency response protocols are published and posted throughout campus facilities conjunction with emergency response exercises.

Tests may take the form of announced or unannounced emergency response exercises and will be documented by the Campus Director. Such documentation will include a description of the exercise, the date and time of the test, and whether it was announced or unannounced.

Evacuation of Campus Buildings

In the event of a fire alarm or other need for the evacuation of all or a portion of an SSU building or campus, a Campus Emergency Notification will be sent via email, text message, and posted on the SSU Learning Platform outlining the evacuation procedures.

It is helpful to have reviewed and practiced the building evacuation maps and procedures prior to an emergency. Evaluation diagrams and instructions are posted throughout each Southern States University campus and are not to be removed or altered.

In general, the following guidelines should be followed:

- stop working as soon as it is safe to do so and gather personal belongings, such as glasses, keys, and purse or handbag
- be certain that all SSU community members in the area evacuate immediately,
- help those who need special assistance
- avoid elevators and use the nearest door with an EXIT sign to leave the building
- proceed to the designated assembly area

- report for a head count and stay in the area until you receive direction from emergency responders or authorized SSU personnel
- do not reenter the building until the building has been deemed safe to reenter

All designated assembly areas are at least 50 feet away from any structure.

Fire Emergencies

If a member of the University community discovers a fire on campus, they are directed to pull a Fire Alarm, which will initiate an audible alarm and notify building occupants; evacuate the building to the designated assembly areas (as noted on Evacuation Maps); and to contact 9-1-1.

Actions to Take in the Event of a Fire

- Activate a local alarm station which will cause the alarm to sound.
- If you can control the fire without personal danger, take action with available firefighting equipment, including fire extinguishers. If not, leave the area and report the fire immediately.
- Call 9-1-1 to notify local Fire and Rescue authorities.
- Never allow the fire to come between you and an exit.
- Remove all persons from the area of danger. Close, but do not lock doors behind you to help confine the fire.
- Evacuate the area to a designated assembly area.

Response to an Audible Fire Alarm

- If an audible fire alarm sounds, evacuate the building immediately through the nearest door with an exit sign. Wear closed-toe shoes and take your keys and ID with you.
- Do not use the elevator; do utilize the nearest safe stairway.
- If requested, accompany and assist persons with disabilities who appear to need assistance.
- Touch closed doors before opening. If the surface is hot, do not open — use another exit route.
- Close, but do not lock, all doors as you leave.
- Walk, do not run.
- Report to your designated assembly area.
- Stay in your designated outdoor assembly area for a head count.
- Report any missing individuals and last known locations to emergency responders.
- Notify emergency responders about sensitive research, operating equipment, animals left in buildings, etc.
- Wait for instructions from emergency responders.
- Remain outside at your designated assembly area.
- Do not block the access of police, fire fighters, or University staff to the building.
- Do not re-enter the building until authorized to do so by an appropriate authority (police, fire department, etc.).
- Learn about your emergency exit routes now.
- Check the emergency evacuation exit for your unit.
- Find the outside assembly area for your unit.

It is mandatory that all individuals evacuate if a fire alarm is activated.

Earthquake

BEFORE

- Decide where you can take cover when tremors start.
- Clear the area underneath your desk of boxes or other items.
- Store your Grab-in-Go bag underneath your desk or table.
- Secure bookshelves or partitions to walls.
- Keep overhead bins locked.
- Prepare a kit for home. (3-day supply of food & water, First Aid kit, blankets, flashlights, radio, and batteries.)
- Store a pair of shoes and flashlight in a bag and tie it to your bed post.
- Establish an out-of-state contact.
- Join your local Community Emergency Response Team (CERT).

DURING

- Resist the urge to panic and flee. Remain calm.
- Protect yourself from falling or flying objects.

IF YOU ARE INSIDE

- Get under or beside something that is sturdier than you.
- Stay away from large windows, shelving systems, or tall room partitions.
- **DROP** onto your hands and knees and take cover underneath a desk, table, or stairwell; or beside an interior wall or sofa.
 - If the table or desk is near a window, get underneath the table or desk and pull in a chair as close as possible to protect you from flying glass.
- Do not stand in doorways. Doors can swing violently, resulting in smashed or broken fingers.
- **COVER** the back of your head and clasp your hands behind your neck. Bend over to protect your vital organs.
- If you are in a wheelchair, set your parking brake, lean forward and cover your neck with your hands and arms or other items.
- Close your eyes and mouth to protect against dust and debris.
- **HOLD ON** to desk or table legs so that you can remain covered; or hold on to sofa leg. Be prepared to move with your shelter.
- Remain sheltered until shaking stops.
- Prepare for aftershocks, power outage, sounding alarms, activated fire sprinklers, and noise from broken glass, creaking walls or falling objects.
- If you are inside, stay inside.

IF YOU ARE OUTSIDE

- Resist the urge of running towards a building.
- **DROP, COVER and HOLD ON.**

- Drop down to your hands and knees.
- Cover your head with your arms, clasping your hands behind your neck.
- Bend over to cover your vital organs and hold on.
- If you can move safely, relocate to an open area away from overhead power lines, building facades, or windows.

IF YOU DRIVING

- Gradually decrease speed and pull over to the side of the road.
- Do not stop under overpasses or bridges.
- Set your parking brake.
- Turn on the radio and listen to emergency alerts.
- If a power line falls on your car, call 911 and remain inside your vehicle. Do not touch windows, doors or any metal surfaces.

IF YOU ARE IN A CLASSROOM, AUDITORIUM, THEATRE, or STADIUM

- **DROP** to your hands and knees, in between the seats.
- **COVER** your neck with your hands and arms. Bend over as far as possible to protect your vital organs.
- **HOLD ON** to a chair leg with one hand, while protecting your head and neck with your other arm.
- Close your eyes and mouth to protect against dust and debris.

IF AT A GROCERY STORE

- Resist the instinct to run.
- **DROP, COVER and HOLD ON.**
 - Drop down to your hands and knees.
 - Cover your head with your arms, clasping your hands behind your neck.
 - Bend over to cover your vital organs and hold on.
- If you can move safely, relocate to an open area away within the store away from shelving.

AFTER

- Retrieve your dust mask from your Grab-n-Go bag and use it to cover your nose and mouth.
- Check your surroundings before leaving your shelter or bed.
- Be careful of any debris, such as broken glass or exposed electrical wires.
- Do not attempt to evacuate unless absolutely necessary.
- If evacuating, take all essential items (jacket, purse/wallet, cell phone, car and house keys, laptop, etc.) and your Grab-n-Go bag.
- Survey your immediate area for trapped or injured persons and ruptured utilities.
- Provide care for injured and resolve any issues such as chemical spills or other hazards.
- Be prepared for aftershocks by relocating to a safe area and not running.
- If possible, notify your out-of-state contact.

Training videos published by Great Shakeout can be viewed online:

<https://www.youtube.com/playlist?list=PLs1gMujRSBY2t7JB4VS-AymFwN-6Lvg20>

Emergency Contact Information

SSU Students, faculty and staff are responsible for ensuring current and accurate information is on file with the University to ensure they receive timely emergency warning notifications. The University does not assume responsibility for incorrect contact information on file which may cause a notification not to be sent due to technical malfunctions; human or technical error; lost, delayed, or garbled data; transmissions, omission, interruption, deletion, defect or failures of any telephone, computer line, network, computer equipment, or software; or any other factors which may cause a lost notification.

Emergency Phone Numbers

Fire, Police, Medical	911
Poison Control Center	(800) 222-1222

When calling emergency services, remain calm and provide the following information:

- Your name;
- Building and room location of emergency;
- Nature of the emergency: fire, chemical spill, medical, assault, etc.;
- Injuries;
- Hazards present which may affect responding emergency personnel; and
- A phone number near the scene where you can be reached.

Missing Persons

Should any University community member have reason to believe that a student or employees of Southern States University is missing, they should contact local law enforcement by either calling 9-1-1 or the local non-emergency line. The police department will generate a missing person report and initiate an investigation.

California law requires all local police and sheriff's departments to accept any report by any party, including a telephonic report of a missing person, without delay and shall give priority to handling these reports over the handling of reports relating to crimes involving property. The local police or sheriff's department is required to immediately take reasonable steps to locate the missing person.

Missing Person Notification

In cooperation with local law enforcement, Southern States University will attempt to make contact with the student's designated contact person within 24 hours of the determination that a University community member is a missing person. If the student or employee does not have a designated contact, the University may contact other students, parents, law enforcement agencies, and other persons or entities that may have information on the whereabouts of the missing University community member.

Criminal Activity Response and Reporting

All members of the Southern States University community are encouraged to report all crimes and public safety concerns and incidents to appropriate law enforcement agencies and to campus administrators when the victim of such crimes elect to or are unable to make a report.

Incidents of an emergent nature should be immediately reported to local law enforcement by calling 9-1-1. Reports should be given directly to law enforcement. If appropriate, reporting parties should follow up their report with appropriate University personnel at their earliest opportunity.

In all cases, any security violations or crimes that occur at any University location (leased, owned, or licensed by the University) shall be communicated through the applicable University personnel. The University will investigate and take action, as it deems appropriate, in the event of a report of criminal activity.

For making a confidential and/or anonymous report, see Confidential Reporting under the section Reporting Crimes, Emergencies, and Safety Concerns.

Weapons-Free Campus

The unauthorized possession, use, or sale of firearms, ammunition, fireworks, explosives, or dangerous weapons of any type is strictly prohibited on or in campus facilities and is subject to criminal sanctions as well as SSU discipline.

Hazing Policy

In accordance with California Penal Code §245.6, hazing is against the law and against SSU University values. It is illegal to participate in any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term “hazing” does not include customary athletic events or school-sanctioned events. SSU further extends “hazing” to include any level of mental or bodily injury as the result of methods used of initiation or preinitiation into a student organization or student body. Students found to have violated this policy will be expelled, and if appropriate, reported to local authorities for criminal prosecution.

Criminal Activity at Non-Campus Locations of Student Organizations

The San Diego Police Department, Irvine Police Department, and Las Vegas Police Department have primary jurisdiction for the public and private property that adjoins Southern States University property. Student organizations that elect to meet off-campus should report all criminal activity to local law enforcement.

Drugs, Alcohol, and Tobacco Abuse Prevention Program

The following information is provided regarding University and campus policies prohibiting the unlawful possession, use or distribution of drugs, alcohol, or tobacco; sanctions relating to drug, alcohol, and tobacco violations by students or employees; federal, state and local laws and penalties for drug and alcohol offenses; health risks associated with the use of drugs, alcohol abuse, and tobacco; and drug, alcohol, and tobacco, counseling, treatment, or rehabilitation or re-entry programs.

The following are only summaries existing laws, regulations and University policies. Please refer to the applicable cited laws, regulations, and policies for the current and full text of the law, regulation, or policy.

Drugs, Alcohol, and Tobacco Abuse Prevention Policy

In accordance with the Drug-Free Schools and Communities Act of 1989 (34 CFR, Part 86), Southern States University supports this legislation and makes it known that it cares for the well-being and health of all members of the SSU community. Specifically, the University

- Is committed to preventing illicit drug use and alcohol abuse or providing appropriate referrals for intervention;
- Expects that all members of the SSU community who use alcohol, tobacco, or prescription drugs do so within the bounds of good judgement and lawful behavior;
- Expects that all members of the University community accept responsibility for their behavior and its effects on the SSU community by adhering to University regulations, applicable state laws, and legislation of the United States.

Southern States University policy prohibits the unlawful manufacturing, distribution, possession, or use of alcohol, illegal drugs, or controlled substances; inappropriate use of prescription drugs; tobacco use; and the unauthorized use of alcohol on university premises. Such prohibition specifically includes, without limitation:

- Possession use, sale, distribution, or furnishing of any controlled substance, including heroin, barbiturates, cocaine, LSD, methamphetamine, hallucinogens, and marijuana.
- Possession, use, sale, distribution, or furnishing of alcohol on campus, unless at a specifically authorized University activity;
- It is unlawful to distribute, sell, or provide alcohol to a person under the age of 21;
- The possession of alcohol by anyone less than 21 years of age in a public place, or a place open to the public is illegal;
- The sale of any controlled substance which is in violation of local, state, or federal statutes;
- Use of tobacco products is prohibited while on University property;
- It is unlawful to sale, distribute, or otherwise provide tobacco and nicotine to a person under the age of 21; and
- Any other conduct which involves a drug-related violation of local, state, or federal ordinances.

Violations of this policy will result in disciplinary action or referral for prosecution in accordance with local, state, and federal statutes, or both.

Drug, Alcohol, and Tobacco Annual Information Distribution

The possession, use, or distribution of illicit drugs, alcohol, and tobacco is governed by Southern State University's Drugs, Alcohol Abuse Prevention Policy, federal law, and California State Law.

In compliance with the law, SSU will include annual distribution of information regarding the following each publication of this yearly report, supplementing the University's catalog, published at least once academic year.

Drug-Free Campus Policy

SSU prohibits the possession, use, or distribution of illegal drugs on University property. Possession, sale, use, or distribution of controlled substances, including marijuana, is a violation of federal and/or state laws and University policy. Students and employees who violate state or federal drug laws will be referred by SSU to the appropriate authorities for criminal prosecution, and, if convicted, may be subject to suspension, termination, or expulsion from the University.

Southern States University prohibits the use, possession, and/or sale of marijuana in any form on all University campuses, while attending off-campus University-sponsored or endorsed events, and while conducting business on behalf of the University.

On November 8, 2016, California and Nevada voters passed measures legalizing the use of recreational marijuana among people over the age of 21. It is important to understand that passage of these laws does not change Southern State University's policy; marijuana remains prohibited on all University property and at all University events.

Notwithstanding state legalization, using, distributing and possessing marijuana remains illegal under federal law. The federal Controlled Substances Act criminalizes possession and distribution of controlled substances, including marijuana, with a limited exception for certain federally approved research. The Drug Free Schools and Communities Act and the Drug Free Workplace Act require that Southern States University, as a recipient of federal funding, establish policies that prohibit marijuana use, possession and distribution on campus and in the workplace.

Drug Violations

The possession, use, or distribution of alcohol and illicit drugs by members of the SSU community on any campus facility during class, study, or work periods is incompatible with the goals of the University. No employee or student should report to work or class while under the influence of alcohol or illegal drugs. Violators of these rules are subject to evaluation and/o/treatment for a substance use disorder, or to disciplinary action as described in the General Catalog, up to and including termination or expulsion. SSU employees are also subject to the "Drug-Free Workplace" policies described in the Employee Handbook.

Alcohol Policy

The possession, consumption, or sale of alcohol on campus or at SSU-sponsored activities is prohibited, unless specifically sanctioned by the University and allowed by state and local alcoholic beverage regulations. The use of alcoholic beverages in the following instances must be approved by the chancellor or any designated staff on campus and at functions sponsored by SSU.

Non-alcoholic beverages and food items must be available at the same place as the alcoholic beverages and readily accessible if alcoholic beverages are available. Advertisements for social functions may not describe the availability of alcohol as a promotional tool nor promote consumption of alcohol by minors. All persons must have proof of age at any activity involving the consumption of alcoholic beverages. If alcoholic beverages are served, the sponsoring organization must implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear to be intoxicated. Individuals involved in the illegal use or distribution of alcohol are subject to arrest and University disciplinary action.

Alcohol Violations

The legal drinking age in the United States is 21 in all 50 states and the District of Columbia. 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 University has physical campuses can be located at the following websites:

- National Highway Traffic Safety Administration

<https://www.nhtsa.gov/risky-driving/drunk-driving>

- California Alcoholic Beverage Control Board Beverage Control Administration

<https://www.abc.ca.gov/>

- Nevada Department of Taxation: Alcohol Beverage Control

<https://tax.nv.gov/> and <http://www.nvabc.com/>

Smoke and Tobacco-Free Policy

The use of tobacco products (including but not limited to, cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco or all other tobacco products) as well as smoking or use of any smoking device (including but not limited to unregulated nicotine products), by students, faculty, staff, and visitors is strictly prohibited at all times on SSU owned or operated campus locations. In doing so all areas of the University are designated as “Tobacco and Smoke-Free Areas” in this Policy.

Tobacco Violations

The legal age to purchase tobacco products in the United States is 21 in all 50 states and the District of Columbia. Persons possessing or consuming tobacco under the legal age may face fines or jail time. Many states impose severe penalties for persons using false identification to procure these items. Violations of this policy may be subject to corrective action under the Student Code of Conduct, Human Resources, and other applicable university regulations or policies, vendor contracts, and citations and fines per state codes.

SSU community members are encouraged to visit the following internet resources regarding the effects of tobacco, information, and cessation:

- American Cancer Society – Stay Away from Tobacco
 - <https://www.cancer.org/healthy/stay-away-from-tobacco.html>
- American Lung Association – Stop Smoking
 - <https://www.lung.org/quit-smoking>
- BeTobaccoFree.gov – How to Quit
 - <https://betobaccofree.hhs.gov/>
- Centers for Disease Control and Prevention – Quit Smoking
 - https://www.cdc.gov/tobacco/quit_smoking/index.htm

Health Risks of Alcohol, Tobacco, and Drug Use

Health risks associated with use of alcohol, tobacco, and illicit drugs include physical and psychological addiction; permanent damage to vital organs, such as the brain, lungs, and liver; complications during pregnancy; loss of motor coordination; psychological and mood disorders; and increased risk of several types of cancers.

The National Institute on Alcohol Abuse and Alcoholism provides a comprehensive description of the effects alcohol has on the body. Please see:

<https://www.niaaa.nih.gov/alcohols-effects-body>.

The National Institute on Drug Abuse provides a comprehensive description of the health consequences of drug misuse. Please see:

<https://www.drugabuse.gov/related-topics/health-consequences-drug-misuse>
<https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>

The Center for Disease Control provides information on the health consequences of tobacco use. Please see: https://www.cdc.gov/tobacco/basic_information/health_effects/index.htm

Treatment Resources for Drug, Alcohol, and Tobacco Addiction

Anyone dealing with substance abuse issues are encouraged to contact services to help them break the cycle of addiction.

National Resources

The following national agencies are available for guidance and assistance in identifying a counseling, treatment, or rehabilitation program:

Substance Abuse & Mental Health Services Association (SAMHSA)

(800) 662-HELP (4357)

www.samhsa.gov

A 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.

Alcoholics Anonymous

(212) 870-3400

<https://aa.org/>

Alcoholics Anonymous is an international fellowship of men and women who have had a drinking problem. It is nonprofessional, self-supporting, multiracial, apolitical, and available almost everywhere. There are no age or education requirements. Membership is open to anyone who wants to do something about his or her drinking problem.

Al-Anon & Alateen

(888) 425-2666

<https://al-anon.org/>

Al-Anon Family Groups is a "worldwide fellowship that offers a program of recovery for the families and friends of alcoholics, whether or not the alcoholic recognizes the existence of a drinking problem or seeks help." Alateen "is part of the Al-Anon fellowship designed for the younger relatives and friends of alcoholics through the teen years."

National Council on Alcoholism

(800) 622-2255

Resources for tobacco cessation programs are available through the National Tobacco Cessation Collaborative (NTCC).

<http://www.tobacco-cessation.org/resources/programs.html>

Drug, Alcohol, and Tobacco Violation Sanctions and Remedies

The University strives to maintain learning and working environments free from the illegal use, possession or distribution of alcohol, tobacco, and controlled substances. The manufacture, sale, distribution, dispensation, possession, or use of alcohol and controlled substances OR the use of tobacco by SSU students and employees on University property, at official University functions, or on University business is governed by law and University policies.

Students found to be in violation of these laws or policies may be subject to disciplinary action, up to and including dismissal, in addition to any criminal or civil penalties resulting from violating local, state and/or federal law.

Employees found to be in violation of these laws and policies may be subject to disciplinary action, up to and including dismissal, under applicable University policies and labor contracts, and may be required to participate in an appropriate treatment program, in addition to any potential criminal or civil penalties resulting from violating a local, state and/or federal law.

Laws Governing the Unlawful Possession or Distribution of Controlled Substances, Alcohol, and Tobacco

Federal Laws

Federal law prohibits the illegal possession of a controlled substance.

- a. First offense: prison sentences up to one year and a minimum fine of \$1,000.
- b. Second offense: prison sentences up to two years and a minimum fine of \$2,500.
- c. Third offense: prison sentences up to three years and a minimum fine of \$5,000.
- d. Special sentencing provisions apply for possession of flunitrazepam, including imprisonment of three years as well as the fine schedule referenced above.

Information regarding Federal Trafficking Penalties for controlled substances and marijuana can be found in Drugs of Abuse: A DEA Resource Guide (2017 Edition) published by the US Department of Justice Drug Enforcement Administration: https://www.dea.gov/sites/default/files/drug_of_abuse.pdf

Loss of Federal Aid

Students convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance for conduct that occurred during a period of enrollment for which the student was receiving any Federal grant, loan, or work assistance shall not be eligible to receive any grant, loan, or work assistance from the date of that conviction for the following period: Students convicted of drug possession will be ineligible for one year from the date of the conviction of the first offense, two years for the second offense, and indefinitely for the third offense. Students convicted of selling drugs will be ineligible for two years from the date of the first conviction, and indefinitely for the second offense.

Those who lose eligibility can regain eligibility by successfully completing an approved drug rehabilitation program.

Forfeiture of Personal Property and Real Estate

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

State of California Law

Drugs and Other Controlled Substances

California penalties for offenses involving controlled substances are set forth in the California Health & Safety Code § 11350. A summary of penalties are presented below. A copy of this publication is available online at:

https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=HSC§ionNum=11350.

- Imprisonment in the county jail or state prison, a fine not to exceed \$70, or probation with fine for felony convictions of at least \$1,000 for the first offense and at least \$2,000 for second or subsequent offenses or community service for unlawful possession of controlled substances.
- Under California law, possession of certain controlled substances (Schedule I, II, and III) for sale or purchasing for the purpose of sale are punishable by imprisonment of two, three, or four years.
- Penalties are more severe for offenses involving heroin, cocaine, cocaine base, or any analog of these substances and occurring upon the grounds of, or within, a church or synagogue, a playground, a public or private youth center, a child day care facility, or a public swimming pool, during hours in which the facility is open for business, classes, or school-related programs, or at any time when minors are using the facility.
- It is unlawful to possess any device, contrivance, instrument, or paraphernalia used for unlawfully injecting or smoking certain controlled substances.
- Personal property may be subject to forfeiture if it contains drugs or was used in a drug manufacture, distribution, dispensation or acquired in violation of this division.
- The California Legislature declares that the dispensing and furnishing of prescription drugs, controlled substances and dangerous drugs or dangerous devices without a license poses a significant threat to the health, safety and welfare of all persons residing in the state and shall be guilty of a crime.

Alcohol

The following summarizes some of the pertinent California State Laws regarding alcohol that may be relevant to University personnel and students:

- It is illegal for persons under the age of 21 to possess an alcoholic beverage in any public place or any place open to the public. Sanctions range from a fine of \$250-\$500 and community service, depending on whether the offense is a first or subsequent violation.
- Any person who furnishes, gives or sells any alcoholic beverage to someone under the age of 21 is guilty of a misdemeanor. Potential sanctions include fines of \$250 or higher, community service, and imprisonment, depending on the facts of the case.
- Any person under the influence of alcohol in a public place and unable to exercise care for one's own safety or that of others is guilty of a misdemeanor.
- It is illegal for persons to operate a motor vehicle while under the influence of alcohol or other intoxicants or with a blood alcohol level of .08% or higher.
- It is a misdemeanor to ride a bicycle upon a highway under the influence of alcohol, drugs or both.
- It is an infraction to possess an open container of an alcoholic beverage while in a motor vehicle.
- It is an infraction for an owner or driver of a motor vehicle to allow an open container of alcohol in the passenger area.

A complete list of violations and penalties are available at the following websites:

- California Business and Professions Code (BPC), Division 9. Alcoholic Beverages, Chapter 16.

https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=BPC§ionNum=25662

- California Penal Code, Part 1. Crimes and Punishments, Title 15.

https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=647.&lawCode=PEN

- California Vehicle Code (VEH), Division 11. Rules of the Road, Chapter 12. Public Offenses, Article 2. Offenses Involving Alcohol and Drugs

https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=VEH§ionNum=23152

Tobacco

The following summarizes some of pertinent California State Law regarding tobacco that may be relevant to University personnel and students:

- It is unlawful for any person, firm, or corporation to sell, give, or in any way furnish to a minor any tobacco product or paraphernalia if that person, firm, or corporation knows or should otherwise have grounds to know that the recipient is a minor.

For more information regards tobacco laws affecting California, visit:

https://www.changelabsolutions.org/sites/default/files/2019-06/2019_CA_Law_Booklet_FINAL_20190626.pdf

State of Nevada Law

Drugs and Other Controlled Substances

Nevada listing of offenses involving controlled substances are set forth in the Nevada Revised Statutes (NRS) 453. A copy of this publication is available online at: <https://www.leg.state.nv.us/Nrs/NRS-453.html>.

Alcohol

Nevada laws related to Intoxicating Liquor are set forth in the Nevada Revised Statutes (NRS) 369 and NRS 202. A copy of this publications are available online at: <https://www.leg.state.nv.us/Nrs/NRS-369.html> and <https://www.leg.state.nv.us/Nrs/NRS-202.html>

Tobacco

Nevada laws related to Tobacco are set forth in the Nevada Revised Statutes (NRS) 370. A copy of this publication is available online at: <https://www.leg.state.nv.us/NRS/NRS-370.html>.

Penalties

A summary of penalties within the State of NV are presented below and can be found online at <https://www.leg.state.nv.us/NRS/NRS-193.html>. Civil penalties may also be imposed.

NRS 193.130 Categories and punishment of felonies. [Effective July 1, 2020.]

1. Except when a person is convicted of a category A felony, and except as otherwise provided by specific statute, a person convicted of a felony shall be sentenced to a minimum term and a maximum term of imprisonment which must be within the limits prescribed by the applicable statute, unless the statute in force at the time of commission of the felony prescribed a different penalty. The minimum term of imprisonment that may be imposed must not exceed 40 percent of the maximum term imposed.
2. Except as otherwise provided by specific statute, for each felony committed on or after July 1, 1995:

- a. A category A felony is a felony for which a sentence of death or imprisonment in the state prison for life with or without the possibility of parole may be imposed, as provided by specific statute.
- b. A category B felony is a felony for which the minimum term of imprisonment in the state prison that may be imposed is not less than 1 year and the maximum term of imprisonment that may be imposed is not more than 20 years, as provided by specific statute.
- c. A category C felony is a felony for which a court shall sentence a convicted person to imprisonment in the state prison for a minimum term of not less than 1 year and a maximum term of not more than 5 years. In addition to any other penalty, the court may impose a fine of not more than \$10,000, unless a greater fine is authorized or required by statute.
- d. A category D felony is a felony for which a court shall sentence a convicted person to imprisonment in the state prison for a minimum term of not less than 1 year and a maximum term of not more than 4 years. In addition to any other penalty, the court may impose a fine of not more than \$5,000, unless a greater fine is authorized or required by statute.
- e. A category E felony is a felony for which a court shall sentence a convicted person to imprisonment in the state prison for a minimum term of not less than 1 year and a maximum term of not more than 4 years. Except as otherwise provided in paragraph (b) of subsection 1 of NRS 176A.100 or paragraph (a) of subsection 2 of NRS 453.336, upon sentencing a person who is found guilty of a category E felony, the court shall suspend the execution of the sentence and grant probation to the person upon such conditions as the court deems appropriate. Such conditions of probation may include, but are not limited to, requiring the person to serve a term of confinement of not more than 1 year in the county jail. In addition to any other penalty, the court may impose a fine of not more than \$5,000, unless a greater penalty is authorized or required by statute.

[1911 C&P § 18; RL § 6283; NCL § 9967] — (NRS A 1967, 458; 1995, 1167; 1997, 1177; 1999, 1186; 2019, 4419, effective July 1, 2020)

NRS 193.140 Punishment of gross misdemeanors.

Every person convicted of a gross misdemeanor shall be punished by imprisonment in the county jail for not more than 364 days, or by a fine of not more than \$2,000, or by both fine and imprisonment, unless the statute in force at the time of commission of such gross misdemeanor prescribed a different penalty.

[1911 C&P § 19; RL § 6284; NCL § 9968] — (NRS A 1967, 459; 1981, 652; 2013, 977)

NRS 193.150 Punishment of misdemeanors.

1. Every person convicted of a misdemeanor shall be punished by imprisonment in the county jail for not more than 6 months, or by a fine of not more than \$1,000, or by both fine and

imprisonment, unless the statute in force at the time of commission of such misdemeanor prescribed a different penalty.

2. In lieu of all or a part of the punishment which may be imposed pursuant to subsection 1, the convicted person may be sentenced to perform a fixed period of community service pursuant to the conditions prescribed in NRS 176.087.

[1911 C&P § 20; RL § 6285; NCL § 9969] — (NRS A 1967, 459; 1981, 487, 652; 1991, 1931; 2001 Special Session, 136)

Discrimination, Equal Opportunity, Harassment, and Retaliation Policies

As used in this document, the terms “victim,” “survivor,” and “complainant” refer to the person to which an alleged act of discrimination, harassment, or misconduct was perpetrated against. “Reporting party” and “witness” are terms used for individuals who either report or act as witnesses to alleged acts against another person. The terms “accused,” “respondent,” and “responding party” refers to the person who has allegedly engaged in an act of discrimination, harassment, retaliation, or misconduct.

All members of the Southern States University community are encouraged to report all acts of overt or perceived discrimination, harassment, and/or retaliation to campus administrators and appropriate law enforcement agencies.

Incidents of an emergent nature should be immediately reported to law enforcement by calling 9-1-1.

Reports should be given directly to law enforcement. If appropriate, reporting parties should report the incident to appropriate University personnel at their earliest opportunity.

In all cases, any violations that occur at any University location (leased, owned, or licensed by the University) shall be communicated through the applicable University personnel. The University will investigate and take action, as it deems appropriate.

For making a confidential and/or anonymous report, see Confidential Reporting under the section Reporting Crimes, Emergencies, and Safety Concerns.

Applicable Scope

Southern States University affirms its commitment to promoting the goals of equity and fairness in all aspects of education. All policies herein are subject to resolution in accordance with SSU's Equity Resolution Process. The ERP is applicable to all members of the SSU community, including students, faculty, administrators, staff, guests, visitors, etc.

This policy also applies to all on-campus conduct and off-campus conduct (if the conduct occurs in the context of an education program or setting or has a continuing effect on an SSU location). No SSU University administrator, faculty member, staff member, or student shall retaliate, intimidate, threaten, force, or otherwise discriminate against any individual within the University Community for exercising their rights or responsibilities under Title IX of the Education Amendments of 1972 or the Campus Sexual Violence Elimination Act. SSU will take strong responsive action against any retaliation. SSU encourages victims to report offenses to campus security, the Campus Director, and/or Title IX Coordinator and to exercise their rights, if desired.

Applicable Laws

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex and/or gender in education programs or activities operated by recipients of federal financial aid. Sexual harassment and misconduct are a form of sex and gender discrimination prohibited by Title IX, and Title IX prohibits sex and gender discrimination in both educational and employment settings.

The Violence Against Women Reauthorization Act of 2013 (VAWA) became effective March 7, 2014, and covers domestic violence, dating violence, sexual assault, and stalking. Any complaints of Sexual Misconduct or other items covered under VAWA must be promptly reported to the Title IX Coordinator.

Title VII of the Civil Rights Act of 1964 makes it illegal to discriminate against someone on the basis of race, color, religion, national origin, or sex or to retaliate against someone who has filed a discrimination claim. The Pregnancy Discrimination Act extends Equal Employment Opportunity to protect woman from discrimination because of pregnancy, childbirth, or a medical condition related to childbirth.

The Age Discrimination in Employment extend discrimination protection to people who are 40 years old or older.

Title I of the Americans with Disabilities Act of 1990 makes it illegal to discriminate against individuals with a diagnosed disability.

Nondiscrimination Policy

Southern States University, in accordance with applicable federal and state laws and university policies, does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, national or ethnic origin, religion, sex, gender identity, gender expression, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or

obligation for service in the uniformed services) in the administration of its educational and operational policies and procedures. Specifically, the University does not discriminate in admission, financial aid, employment, or entry or exit from educational courses and programs. The university also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.

This policy covers nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community who acts to deny, deprive, or limit the educational, employment, and/or social access, benefits and/or opportunities of any member of the SSU campus community, guest, or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of the Nondiscrimination Policy. When brought to the attention of the University, any such discrimination will be appropriately addressed and remedied, according to the Equity Resolution Process (ERP), as described in this publication. Non-members of the SSU community who engage in discriminatory actions within university programs or on university property are not under the jurisdiction of this policy but can be subject to actions that limit their access and/or involvement with University programs as the result of their misconduct. All vendors serving the University through third-party contracts are subject by those contracts to the policies and procedures of their employers or to these policies and procedures, if their employer has agreed to be bound.

Discriminatory Harassment Policy

Southern States University students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. SSU's Discriminatory Harassment Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under University policy.

Retaliation Policy

Southern States University prohibits retaliation against a person based on their report or other disclosure of alleged Prohibited Conduct to a University employee or their participation in the investigation, reporting, remedial, or disciplinary processes provided for in this Policy.

An adverse action is conduct that would discourage a reasonable person from reporting Prohibited Conduct or participating in a process provided for in this Policy, such as threats, intimidation, harassment and coercion. For instance, taking the following actions could be examples of retaliation: lowering of grades; assigning poor performance ratings; changing work duties; lodging threats; taking disciplinary action, including but not limited to suspension or expulsion of students, or firing of an employee. Retaliation does not include good faith actions lawfully pursued or consistent with University policy in response to a report of Prohibited Conduct.

The University will respond promptly and effectively to reports of such conduct. This includes action to stop, prevent, correct, and when necessary, discipline behavior that violates this Policy.

Anonymous and Confidential Reports

Anonymous and/or confidential reports that include references to activities that involve discrimination, harassment, and/or retaliation under the Southern States University's Equal Opportunity, Harassment, Nondiscrimination Policy, and Retaliation Policy may be treated differently per this policy. A person may report an incident without disclosing their name, identifying the respondent, or requesting any action. While anonymous reports are accepted, the University may be limited in its ability to investigate and respond to any incident that is reported anonymously. The University will balance any request from a reporting party to remain anonymous against its obligations to afford a responding party fundamental fairness by providing notice and an opportunity to respond to allegations before any action is taken against them. In the event that the circumstances of the report dictate a full investigation, the University will take all actions necessary to conduct the investigation, which may include disclosing the identity of the reporting party and other steps that might compromise their request for confidentiality and anonymity. Reports that are made anonymously or by third parties may not initiate the formal Equity Resolution Process (ERP). The University may undertake a preliminary inquiry even in cases where the reporting party chooses not to participate.

Title IX Coordinator

The Title IX Coordinator oversees implementation of the University's policies on harassment, nondiscrimination, and retaliation. The Title IX Coordinator acts with independence and authority, free of conflicts of interest. To raise any concern involving a conflict of interest by the Title IX Coordinator or any other administrator involved in the ERP, contact the University Chancellor (chancellor@ssu.edu). Inquiries about and reports regarding this policy and procedure may be made internally to TitleIX@ssu.edu.

Title IX Coordinator: Monica E. Hofmann

Email: TitleIX@ssu.edu or mhofmann@ssu.edu

Office: Virtual Office affiliated with the San Diego Campus

Phone Number: (619) 298-1829 – Ask to be connected to the Title IX Coordinator

Sexual Misconduct Prevention and Awareness

As required by law and policy, Southern States University expressly prohibits domestic violence, dating violence, sexual assault, stalking, and harassment. Retaliation against an individual for the reporting, testifying, and/or otherwise assisting in the investigation of such incidents is also prohibited.

Sexual Misconduct Policy

Federal and state laws define various violent and/or non-consensual sexual acts as crimes. Though some of these acts intersect with criminal law, Southern States University has defined categories of sex and gender harassment and/or discrimination as sexual misconduct, bias-based harassment of one's sex, gender, or related identity; intimate partner (dating and/or domestic) violence; non-consensual sexual contact; and/or stalking. Sanctions will be based on the facts and circumstances of the particular allegation and that acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Generally speaking,

Southern States University considers Non-Consensual Sexual Intercourse violations to be of the most serious sexual misconduct offenses and therefore typically imposes the most severe sanctions, including but not limited to expulsion for students and termination for employees. However, the University reserves the right to impose any level of sanction, ranging from a reprimand up to and including expulsion or termination, for any act of sexual misconduct or other sex or gender-based offenses.

Sexual Misconduct Definitions

Each state has statutes that define rape, sexual assault, consent, domestic violence, and stalking. Questions regarding these definitions may be directed to the Title IX Coordinator.

Sexual Harassment

Sexual harassment is a form of sex/gender discrimination and, therefore, an unlawful discriminatory practice. Southern States University has adopted the following definition of sexual harassment in order to address the special environment of an academic community, which consists not only of employer and employees, but of students as well.

Sexual Harassment is broadly defined as:

- a) Any instance of *quid pro quo* harassment by a school's employee;
- b) Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access;
- c) Any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking, as defined in the Violence Against Women Act (VAWA).

Quid Pro Quo Sexual Harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational development or performance.

Quid Pro Quo sexual harassment is not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access, because such misconduct is sufficiently serious to deprive a person of equal access.

Consensual Relationship

Consent is affirmative, conscious, voluntary, and revocable. Consent to sexual activity requires of each person an affirmative, conscious, and voluntary agreement to engage in sexual activity.

It is the responsibility of each person to ensure they have the affirmative consent of the other to engage in the sexual activity. Lack of protest, lack of resistance, or silence do not, alone, constitute consent. Affirmative consent must be ongoing and can be revoked at any time during sexual activity.

The existence of a dating relationship or past sexual relations between the Complainant and Respondent will never by itself be assumed to be an indicator of consent (nor will subsequent sexual relations or dating relationship alone suffice as evidence of consent to prior conduct).

The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable. In making this determination, the factfinder will consider all of the facts and circumstances the Respondent knew, or reasonably should have known, at the time. In particular, the Respondent's belief is not a valid defense where:

- The Respondent's belief arose from the Respondent's own intoxication or recklessness;
- The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented; or
- The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:
 - asleep or unconscious;
 - unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication; or
 - unable to communicate due to a mental or physical condition.

Note: Incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely as a result of drinking, using drugs, or taking medication.

Sexual Assault – Penetration

Without the consent of the Complainant, penetration, no matter how slight, of:

- the Complainant's mouth by a penis or other genitalia; or
- the Complainant's vagina or anus by any body part or object.

Sexual Assault – Contact

Without the consent of the Complainant, intentionally:

- touching Complainant's intimate body part (genitals, anus, groin, breast, or buttocks);
- making the Complainant touch another or themselves on any intimate body part; or
- touching the Complainant with one's intimate body part, whether the intimate body part is clothed or unclothed.

Relationship Violence

- Physical violence toward the Complainant or a person who has a close relationship with the Complainant (such as a current or former spouse or intimate partner, a child or other relative),

or
- Intentional or reckless physical or non-physical conduct toward the Complainant or someone who has a close relationship with the Complainant (such as a current or former spouse or intimate partner, a child or other relative) that would make a reasonable person in the Complainant's position fear physical violence toward themselves or toward the person with whom they have the close relationship, that is by a person who is or has been in a spousal, romantic, or intimate relationship with the Complainant, or who shares a child with the Complainant, and that is part of a pattern of abusive behavior by the person toward the Complainant.
- Physical violence is physical conduct that intentionally or recklessly threatens the health and safety of the recipient of the behavior, including assault.
- Patterns of abusive behavior may consist of or include non-physical tactics (such as threats, isolation, property destruction, abuse of pets, economic control, displaying weapons, degradation, or exploitation of a power imbalance).
- The nature of the relationship between the Complainant and Respondent is determined by the length and type of relationship, and the frequency of interaction between them. Relationship violence includes both "dating violence" and "domestic violence."
- Conduct by a party in defense of self or another is not Relationship Violence under the Sexual Violence and Sexual Harassment Policy. If either party asserts that they acted in defense of self or another, the Title IX Officer will use all available, relevant evidence to evaluate the assertion, including reasonableness of the defensive actions and which party is the predominant aggressor.

Stalking

Stalking is the repeated conduct directed at a Complainant (for example, following, monitoring, observing, surveilling, threatening, communicating or interfering with property), of a sexual or romantic nature or motivation, that would cause a reasonable person to fear for their safety, or the safety of others, or to suffer substantial emotional distress.

Procedures for Victims of Sexual Misconduct

Victims of sexual misconduct, including dating and domestic violence, sexual assault, or stalking are encouraged to seek medical attention, preserve evidence, report the crime to local law enforcement and school officials, and to seek confidential support.

Medical Attention

Medical providers can treat injuries and test for pregnancy and sexually transmitted diseases (STDs). Some medical providers can perform a Sexual Assault Forensic Exam which preserves evidence for use in a criminal case.

Preservation of Evidence

Preserving the evidence from the incident is important. Even if the victim does not wish to report the incident to local law enforcement immediately or is not certain whether he or she will prosecute, preserving evidence allows the victim to change his or her mind later. Victims should make every effort to save anything that might contain the perpetrator's DNA, therefore a victim should not:

- Bathe or shower;
- Use the restroom;
- Change clothes;
- Comb hair;
- Clean up the crime scene; or
- Move anything the offender may have touched.

Police Reporting

Each person who is the victim of sexual misconduct is encouraged to report the incident to local police authorities. Reporting such crimes is at the sole discretion of the victim. For the quickest response, victims should dial 9-1-1. Even if the victim is unable to preserve evidence, or if the incident happened in the past, victims can still file a police report. Southern States University can provide victims with the legal definitions that may be relevant to the incident, including the definition of 'consent' in their state, and can provide assistance in filing a police report at the request of the victim.

Civil Lawsuit

Victims may choose to file a civil lawsuit against the perpetrator, whether or not criminal charges have been filed. A civil lawsuit provides the opportunity to recover actual damages, which may include compensation for medical expenses, lost wages, pain, suffering, and emotional distress.

Law Enforcement Resources

San Diego Police Department – Western Division	Conducts patrol, investigation, crime prevention, and related law enforcement duties for neighborhoods surrounding the San Diego Campus	(619) 692-4800 (non-emergency) 9-1-1 (emergency) https://www.sandiego.gov/police/services/divisions/western
San Diego County Sheriff's Department	Provides general law enforcement, detention and court services for the people of San Diego County.	(858) 565-5200 (non-emergency) 9-1-1 (emergency) https://www.sdsheriff.net/
Irvine Police Department	Conducts patrol, investigation, crime prevention, and related law enforcement duties for neighborhoods surrounding the Las Vegas Campus	(949) 724-7000 (non-emergency) 9-1-1 (emergency) https://www.cityofirvine.org/irvine-police-department
Orange County Sheriff's Department	Provides general law enforcement, detention and court services for the people of Orange County.	(714) 647-7000 (non-emergency) 9-1-1 (emergency) https://www.ocsd.org/
Las Vegas Police Department	Conducts patrol, investigation, crime prevention, and related law enforcement duties for neighborhoods surrounding the Las Vegas Campus	3-1-1 (non-emergency) 9-1-1 (emergency) https://www.lvmpd.com/
Clark County Sheriff's Department	Provides general law enforcement, detention and court services for the people of Clark County.	(702) 455-5400 (non-emergency) 9-1-1 (emergency) http://www.clarkcountynv.gov/sheriff-civil/

Community, National, and Global Resources

Center for Community Solutions (CCS)	Confidential 24-hour crisis hotline, emergency shelter, accompaniment, legal, counseling services for victims of sexual assault and domestic violence in San Diego County.	(888) 385-4657 www.ccssd.org
Women's Resource Center	Confidential 24-hour crisis hotline, support services, counseling, shelter and education for North San Diego County residents involved in or threatened by domestic violence or sexual assault.	(760)757-3500 https://www.wrcsd.org/
San Diego Stalking Hotline	Confidential support and information for victims of stalking.	(619) 515-8900 http://www.sdcda.org/preventing/stalking/
Casa Cornelia Law Center	Free legal services to victims of human and civil rights violations. Assistance with visa and immigration issues for undocumented victims of crime.	(619) 231-7788 http://casacornelia.org/Home.html
San Diego Family Justice Center	Provides support to victims/survivors and children of family violence, including legal services, food, shelter, clothing, spiritual support, medical services and other services.	(619) 533-6000 https://www.sandiego.gov/sandiegofamilyjusticecenter
RAINN (Rape, Abuse, and Incest National Network)	National network supporting victims and survivors of sexual assault and abuse. 24/7 free and confidential hotline and chat services.	(800) 656-4673 https://www.rainn.org/
U.S. Department of State – Office of Overseas Citizens Services	Assist victims/survivors who are overseas with local and/or US-based resources for victims of crime, including local legal representation.	From the US or Canada: 1-(888)-407-4747 From overseas: +1-(202)-501-4444 https://travel.state.gov/content/passports/en/emergencies.html
US Department of Education Financial Aid	Provides federal financial aid assistance.	(800) 4FED-AID https://www2.ed.gov/about/contacts/gen/index.html

Restraining Orders

Victims may choose to obtain a protective or restraining order (such as a Domestic Violence restraining order or a civil harassment restraining order). Restraining orders must be obtained from a court in the jurisdiction where the incident occurred. Restraining orders can protect victims who have experienced or are reasonably in fear of physical violence, Sexual Misconduct, Dating Violence, Domestic Violence, or Stalking. The campus Title IX Coordinator or Campus Director can offer assistance with obtaining a protective or restraining order.

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeane Clery Act and the Family Educational Rights and Privacy Act of 1974, requires universities to include a statement in this report informing their campus communities on how to obtain law enforcement information about registered sex offenders. This law also requires sex offenders, who must register under state law, to provide notice of enrollment or employment at any institution of higher learning.

California Sex Offender Registry

www.meganslaw.ca.gov

The State of California (Penal Code 290) requires sex offenders who are required to register with the State to also register, within five (5) working days, with the city police department in which the campus or center registered sex offender is attending classes as a student or working as an employee. The State makes this information available to law enforcement agencies. Any member of the public or campus community may access the sex offender registry.

Nevada Sex Offender Registry

<http://www.nvsexoffenders.gov/>

The State of Nevada (NRS 179D) requires sex offenders who are required to register with the State also register, within 48 hours, , with the city police department in which the campus or center registered sex offender is attending classes as a student or working as an employee. The State makes this information available to law enforcement agencies. Any member of the public or campus community may access the sex offender registry.

Prevention Programs

SSU encourages all students and employees to participate in educational programs to prevent dating violence, domestic violence, sexual assault, and stalking. Such programs are intended to stop these incidents before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Students and employees can get support by contacting the National Domestic Violence Hotline at 1-800-799-7233.

Employee Training

All faculty and staff of the University are required to complete a one-hour online training program within thirty (30) days of hire. Supervisory staff are required to complete a two-hour online training program within thirty (30) days of hire or promotion to a supervisory role. The training addresses physical and nonphysical sexual harassment, discrimination, and retaliation. Employees are required to complete the course every two years.

Reporting EEOC and Civil Rights Offenses

Equal Employment Opportunity Commission (EEOC)

For external assistance related to workplace discrimination, employees can contact the US Equal Employment Opportunity Commission (EEOC). The EEOC is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

More information on the EEOC, including filing a complaint, may be conducted online by visiting: <https://www.eeoc.gov/>.

Other Civil Rights Offenses

In addition to the forms of sexual misconduct described above, the following behaviors are also prohibited as forms of discrimination when the act is based upon the reporting party's actual or perceived membership in a protected class.

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- **Discrimination**, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits or opportunities;
- **Intimidation**, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- **Hazing**, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
- **Bullying**, defined as
 - Repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally that is not speech or conduct otherwise protected by the 1st Amendment.
 - Cyber bullying is bullying that takes place using electronic technology including internet, cell phones, computers as well as digital communication tools and forums including text messages, email, social media sites, and websites, to send or post messages with the intention to hurt or humiliate another person;
- **Intimate Partner Violence**, defined as violence or abuse between those in an intimate interaction and/or relationship to each other;

- **Stalking**
 - Stalking 1:
 - A course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome, AND
 - Would cause a reasonable person to feel fear
 - Stalking 2:
 - Repetitive and menacing pursuit, following, harassing, and/or otherwise interfering with the peace and/or safety of another

Sanctions for the above-listed “Other Civil Rights Behaviors” range from reprimand through expulsion (students) or termination of employment.

Office of Civil Rights (OCR)

For external assistance related to civil rights, individuals may contact the Office of Civil Rights (OCR) headquarters in Washington D.C. or the OCR enforcement office serving the state or territory. The Office for Civil Rights enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.

Location	Address	Phone	Email
National Headquarters	400 Maryland Avenue, SW Washington, DC 20202-1100	800-421-3481	OCR@ed.gov
For California Campuses	50 United Nations Plaza San Francisco, CA 94102	(415) 486-5555	OCR.SanFrancisco@ed.gov
For Nevada Campus	915 Second Avenue, Room 3310 Seattle, WA 98174-1099	(206) 607-1600	OCR.Seattle@ed.gov

Reporting Discrimination, Harassment, or Retaliation to the University

Victims may wish to report incidents of sexual misconduct, discrimination, harassment, and/or retaliation to the University to access support or to file a complaint against a University student, faculty, or staff member. Reports made to the Title IX Coordinator, CSAs, or Chancellor will automatically trigger a report and action by Southern States University. However, it should be noted that any other university employee who receives a complaint of this nature may be a confidential resource for SSU students without automatically triggering a notice to the Title IX Coordinator and subsequent report.

If the complainant makes a report, the Title IX Coordinator of Southern States University is obligated to promptly contact the alleged victim (also referred to as “complainant”) and confidentially offer the following:

- Availability of supportive measures, including written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or other protective measures. SSU will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- Consider the complainant’s wishes with respect to supportive measures.
- Provide written notification to complainant about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community.
- Explain to the complainant the process for filing a complaint.

If the responding party is not affiliated with the University as a student, faculty, or staff member, or if the complainant chooses not to identify the accused individual, the University can still assist the complainant with advising and other support services and may assist in rescheduling course requirements, assigning an incomplete in a class, or allowing a reporting party to transfer class sections.

Reporting Parties

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment) in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.

Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator.

Non-Reporting

Victims are strongly encouraged to report any incident of Sexual Misconduct, Dating- or Domestic-Violence, or Stalking to the Policy, Campus Title IX Coordinator, Campus Security Authority, or University Chancellor so that steps may be taken to protect them and the rest of the University community. However, opting not to report (non-reporting) is also an option.

Complaint Procedures

Southern States University has adopted and published complaint procedures that provide for prompt, impartial, and equitable resolution of complaints of Sexual Misconduct, Relationship Violence (domestic- and dating-), Stalking, protected-class Discrimination, and Retaliation.

Regardless of whether an employee, a student, or a third party ultimately is the filing complainant under applicable complaint procedure, if the University knows or has reason to know about a possible Sexual Misconduct, Relationship Violence (domestic- and dating-), Stalking, protected-class Discrimination, and Retaliation violation, the University must review the matter to determine if an investigation is warranted. When warranted, all such investigations must be prompt, thorough, and impartial. The University must take appropriate steps to eliminate the Sexual Misconduct, Relationship Violence (domestic- and dating-), Stalking, protected-class Discrimination, and Retaliation, prevent its recurrence, and remedy its effects.

How to File a Complaint

To formally file a complaint, any University community member who is the victim of or witness to acts of Sexual Misconduct, Relationship Violence (domestic- and dating-), Stalking, protected-class Discrimination, and Retaliation can complete the [SSU Misconduct and Grievance Form](#) or report to the Title IX Coordinator. Complaints regarding sexual misconduct will be accepted in any form and will trigger an investigation. Complainant's wishes with respect to whether the school investigates will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

Note: A complaint must be on file with the Title IX Coordinator by the complainant (or signed by the Title IX Coordinator) before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent (alleged perpetrator).

Southern States University will not restrict the rights under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with Title IX.

If the allegations in a formal complaint do not meet the definition of Sexual Harassment as presented in Southern States University's Sexual Misconduct Policy, or did not occur in the institution's education program or activity against a person in the United States, SSU will dismiss such allegations for purposes of Title IX but will still address the allegations in any manner the school deems appropriate under SSU's Code of Conduct.

Confidential Support

Victims may wish to talk with a person who can support them while maintaining confidentiality.

In San Diego County, individuals can contact the Center for Community Solutions, which provides free comprehensive services to victims of sexual assault, relationship violence, and stalking. The Center of Community Solutions can be reached by phone at (888) 385-4657 or on the web at <http://www.ccssd.org/get-help/hotline/>.

In California, individuals can contact California Coalition Against Sexual Assault (CALCASA) at (916) 446-2520 or on the web at <http://calcasa.org>; they can direct individuals to support in each county.

Outside of California, individuals can contact Rape, Abuse & Incest National Network (RAINN) at their Sexual Assault Hotline (800) 656-4673 (toll-free), (202) 544-3064, or on the web at <https://www.rainn.org/>.

University Investigation, Disciplinary Procedures, and Sanctions – Equity Resolution Process (ERP)

Southern States University will act on any formal or informal allegation or notice of violation of the policy of nondiscrimination that is received by the Title IX Coordinator. All discrimination allegations are exempt from other student, staff, or faculty complaint and grievance processes and replaced with the Equity Resolution Process (ERP) outlined within this document.

The described procedures below apply to all allegations of Sexual Misconduct, Relationship Violence (domestic- and dating-), Stalking, protected-class Discrimination, and Retaliation consistently and transparently. The University has procedures to equitably and promptly respond to, investigate, and adjudicate allegations of findings as based on the “preponderance of the evidence” standard. Both the complainant and the respondent may appeal written findings to the University Chancellor, as well as the ultimate sanction for the violation of Southern States University policy in student misconduct cases.

These procedures may also be used to address collateral misconduct occurring in conjunction with harassing or discriminatory conduct (e.g.: vandalism, physical abuse of another, etc.). All other allegations of misconduct unrelated to incidents covered by this policy will be addressed through the procedures elaborated in the respective student and employee handbooks or codes of conduct.

Proceedings Overview

During the investigation, the University will impose objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person’s status as a complainant, respondent, or witness.

- 1) An initial inquiry regarding the scope of a formal complaint will be evaluated by the Title IX Coordinator.
- 2) If the incident is found to be a violation of University Policy under Title IX, the Title IX Coordinator will conduct a campus investigation and provide a report to the University Chancellor.
 - a. Inquiry and investigation results deemed to be outside the scope of Title IX will be turned over to the senior university administrator of the appropriate department.
- 3) The University Chancellor will review the complaint and campus investigation report and issue a ruling on the investigation as to whether to proceed with a hearing or begin disciplinary procedures.
- 4) The Dean of Students will meet with both the complainant and responding party prior to a formal hearing to

- a. Gather more information on the case and offer resources
 - b. See if an informal resolution can be reached.
- 5) If an Informal Resolution cannot be reached, the Chief Academic Officer will hold a live Student Conduct Hearing (proceeding) where the complainant, responding party, and any witnesses can be questioned and cross-examined. This proceeding will happen in real time but parties need not be in the same room and may participate virtually.
- 6) At the conclusion of the Student Conduct Hearing, the Chief Academic Officer will provide the University Chancellor with a Student Conduct Proceeding Determination report.
- 7) The University Chancellor will issue a final ruling on Student Sanctions.

All University personnel involved in the Investigatory, Disciplinary, and Sanctioning proceedings will:

- Be free from conflicts of interest or bias for or against complainants or respondents,
- Receive annual training on the definition of sexual harassment (as defined by the Title IX Final Rule published May 6, 2020),
- Have a thorough understanding of the University's educational program or activity under investigation,
- Have been trained in how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- Have received training in any technology used at a live hearing
- Have received training on issues of relevance, including how to apply "rape shield protections" provided only for complainants
- Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The procedure for SSU employees and third parties is separate from but similar to the procedure for SSU students.

When a student, employee, former employee, applicant for employment, student-employee, or third-party reports to the University that they have been the victim of Sexual Misconduct, Dating- or Domestic- Violence, or Stalking, whether the offense occurred on-campus or off-campus, the University will provide the student or employee with a written explanation of their rights and options.

The investigation process, from initial complaint to the final result, shall be prompt, fair, and impartial.

At the conclusion of the University's complaint and investigation procedure, any student or employee found to have violated University policy against Sexual Misconduct, Relationship Violence (domestic- and dating-), Stalking, protected-class Discrimination, and Retaliation will be subject to a hearing and disciplinary sanctions.

During such investigations or hearings conducted by SSU, no information that is protected by a legal privilege, such as the attorney-client privilege or the doctor-patient privilege, can be used during an investigation unless the person holding the privilege has waived it. Further, neither party nor the school is allowed to seek, permit questions about, or allow the introduction of evidence that is protected by a recognized privilege. Additionally, individuals can always opt to waive their own privilege, if they so choose.

Victims are not required to participate in any University disciplinary hearings and may choose not to take part in this procedure.

Disciplinary procedures will:

- Provide prompt, fair, and impartial process and resolution;
- Be conducted by University officials who receive annual training on Sexual Misconduct, Dating- and Domestic-Violence, and Stalking;
- Provide the complainant and responding party the same opportunity to be accompanied to any meeting, proceeding, or hearing by the advisor of their choice;
- Simultaneously inform the complainant and responding party, in writing, of:
 - The outcome of the disciplinary proceeding;
 - The University's procedures to appeal the result of the disciplinary proceeding;
 - Any change to the disciplinary results that occur prior to the time such results become final; and
 - When disciplinary results become final.

Sanctions are imposed on responding parties found to have violated University Policy. These sanctions may include but are not limited to the following:

Students	Employees
<ul style="list-style-type: none"> • Written reprimand • Suspension • Mandated education or training • Change in course schedule • Change in campus location • Restrictions from all or portions of 	<ul style="list-style-type: none"> • Verbal reprimand • Written reprimand • Suspension • Mandated education or training • Change in course schedule • Change in campus location

campus locations Dismissal (expulsion)

- Restrictions from all or portions of campus locations Reduction in salary
- Paid or unpaid administrative leave
- Termination

Investigation and Hearing Protocols

During the grievance process and when investigating:

- The burden of gathering evidence and burden of proof must remain on SSU, not on the parties.
- SSU will provide equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence.
- SSU will not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no “gag orders”).
- Parties must have the same opportunity to select an advisor of the party’s choice who may be, but need not be, an attorney.
- SSU will send written notice of any investigative interviews, meetings, or hearings.
- SSU will send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence.
- SSU will send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond.
- SSU will dismiss allegations of conduct that do not meet the Final Rule’s definition of sexual harassment or did not occur in a school’s education program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude the school from addressing the conduct in any manner the school deems appropriate.
- Schools may, in their discretion, dismiss a formal complaint or allegations therein if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the respondent is no longer enrolled or employed by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.
- Schools must give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.
- Schools may, in their discretion, consolidate formal complaints where the allegations arise out of the same facts.
- The Final Rule protects the privacy of a party’s medical, psychological, and similar treatment records by stating that schools cannot access or use such records unless the school obtains the party’s voluntary, written consent to do so.
- Any formal notices regarding the process will be simultaneously emailed to both the complainant and respondent.

Unless the Chancellor's Office notifies the campus that an appeal has been filed, investigative findings pursuant to investigations conducted by the Title IX Coordinator become final on the 15th calendar day after the date of the Notice of Investigation Outcome is issued. If an appeal is filed, the investigation findings do not become final until the appeal has been exhausted.

Title IX and VAWA Violation Inquiry and Campus Investigation

The Title IX Coordinator is responsible for the initial inquiry and subsequent investigation of complaints of Sexual Misconduct (including sexual harassment and discrimination), and related Retaliation. Upon initial inquiry, the Title IX Coordinator will determine if there is reasonable cause to believe that the accused party violated the University's Nondiscrimination Policy, Discriminatory Harassment Policy, Sexual Misconduct Policy, and/or Retaliation Policy and prepare reports that include findings of facts and conclusions about whether any University Policy was violated. If the inquiry determination is that a violation was likely to have transpired, a campus investigation will ensue, resulting in a Campus Investigation Report. Where complaints are made against a student and there is reasonable evidence that support the allegation and violation of a University Policy, the Title IX Coordinator will simultaneously provide a written notice to both parties via email as well as to the University Chancellor and Dean of Students. This notice will contain the following information:

1. The actual allegations and facts that would constitute sexual harassment
2. The presumption of innocence
3. A statement that the parties are entitled to an advisor of their choice
4. A statement that the parties can request to inspect and review certain evidence
5. Information regarding the code of conduct and false statements

Unless the determination is appealed, in accordance with the appeal procedures listed herein, the determination is final and binding in all subsequent proceedings. The University Chancellor will promptly implement effective remedies designed to end the discrimination, prevent its recurrence, and address its effects.

Where complaints are made against a University employee, Human Resources and the Chief Academic Officer will be notified and provided with copies of the investigation reports.

The Title IX Coordinator will meet separately with the complainant, accused party, and potential witnesses in order to gather information, data, and evidence. The campus investigation to determine if a violation was made will be completed within four (4) weeks after the incident was reported, unless the timeline has been extended, with permission granted by the University Chancellor. The timeline should not be extended for a period longer than an addition six (6) calendar weeks from the original no-later than completion date. Before reaching a final conclusion or issuing a campus investigation report, the Investigator will have done the following:

- a) Advised both the complainant and the responding party, verbally or in writing, of any evidence upon which the findings will be based; and

- b) Given both Parties an opportunity to respond to the evidence, including presenting further relevant evidence, information, or arguments that could impact the outcome.

The Investigator will not reach a final conclusion or issue a Campus Investigation Report until giving careful consideration to any such relevant evidence, information, or arguments provide by the Parties. The Investigator retains discretion and authority to determine relevance.

Where complaints are found to be outside the scope of the Title IX Coordinator's jurisdiction, all documents, reports, and other evidence will be turned over to the head of the appropriate University department for violations of Code of Conduct or other University Policy. Should the complaint be dismissed, the Title IX Coordinator will promptly send a written notice of complaint dismissal simultaneously to both parties via email and explain the reason for the dismissal under Title IX as well as information on the appeal option to the University Chancellor.

For the purposes of Title IX, SSU follows both mandatory and discretionary dismissal options:

Mandatory dismissal of Title IX complaints will take effect under the following circumstances:

- The complaint does not describe conduct that meets the definition of sexual harassment;
- The complaint alleges sexual harassment that did not occur in the school's education program or activity;
- The complaint alleges sexual harassment that did not occur in the United States at all.

Discretionary Dismissals of Title IX complaints will take effect under the following circumstances:

- If the complainant notifies the Title IX Coordinator, in writing, that the complainant wishes to withdraw the formal complaint or some of the allegations;
- If the respondent is no longer enrolled or employed by SSU; or
- If specific circumstances prevent the school from gathering evidence sufficient to reach a determination of the allegations (following initial inquiry).

The University Chancellor will issue a ruling on the investigation as to whether to proceed with a hearing or begin disciplinary procedures. The University Chancellor will notify both parties and the Title IX Coordinator of their determination within seven (7) calendar days of receiving the Title IX Coordinator's Campus Investigation Report.

Appeal of Title IX Investigation Outcome

Any complainant or responding party who is not satisfied with a campus investigation outcome may file an appeal with the University Chancellor within two (2) weeks after the date of the Notice of Investigation Outcome. The appeal is limited to one or more of the following issues:

1. The investigation outcome is unsupported by the evidence, based on the preponderance of the evidence standard;

2. Prejudicial procedural errors impacted the investigation outcome to such a degree that the investigation did not comply with relevant University Policy; or
3. New evidence not available at the time of the investigation.

The Chancellor's Office will respond within four (4) weeks. The response provided by the University Chancellor is final.

Student Conduct Hearing (Proceeding)

Where the Title IX Coordinator's campus investigation report finds a violation of University Policy within the scope or their jurisdiction, and any appeal regarding the investigation to the University Chancellor has been exhausted, the report is referred to the (acting) Dean of Students to initiate student conduct proceedings via the Equitable Resolution Process. The Dean of Students will offer to conduct pre-hearing conferences separately with the complainant and respondent to review information concerning the charges, interim remedies, proposed sanctions or range of sanctions, the nature of further proceedings, and possible disposition without hearing (informal resolution).

The Dean of Students shall, in consultation with and agreement from the Title IX Coordinator, determine which cases are appropriate for disposition without hearing, taking into consideration the Campus Investigation Report and any additional information provided during any conferences. If a proposed informal resolution agreement can be reached, the terms shall be put in writing and signed by the student charged, complainant, and the University, after a reasonable opportunity to consult with an advisor or other legal counsel. (See Informal Resolution for more information on this option.)

If an informal resolution cannot be reached, the process will move into live hearings and cross examination. The Chief Academic Officer will preside over these hearings and provide a Student Conduct Hearing Determination. Such hearings will allow for the following:

- The Chief Academic Officer will permit each party (or their advisor) to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.
- Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
- At the request of either party, the University must provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.
- Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the Chief Academic Officer must first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.

- If a party does not have an advisor present at the live hearing, the University must provide, without fee or charge to that party, an advisor of the school's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party.
- If a party or witness does not submit to cross-examination at the live hearing, the Chief Academic Officer must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the Chief Academic Officer cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- Live hearings may be conducted with all parties physically present in the same geographic location or, at the school's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually.
- SSU will create an audio or audiovisual recording, or transcript, of any live hearing.
- Questions, evidence, and/or cross-examination about a complainant's prior sexual behavior are under rape shield protections for complainants, unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.
- The Title IX Coordinator, the Dean of Students, and the University's legal counsel will be able to present discovered evidence and conduct cross-examination of both the complainant and the responding party on behalf of the University without bias or favor toward either the party.
- The Title IX Coordinator's Campus Investigation Report and any appeal response from the Chancellor's Office pursuant to the scope of this hearing will be entered into evidence at the hearing, redacted as appropriate to protect private (e.g. contact) information or otherwise required by law.
- If the accused student fails to appear at the hearing without good cause, the hearing shall proceed nonetheless.

Upon conclusion of a review of the evidence, testimony, and cross-examination, the Chief Academic Officer will use the preponderance of the evidence standard in order to make a determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, and rationale for the result as to each allegation.

The Chief Academic Officer will submit a Student Conduct Hearing Determination report to the University Chancellor. The written determination will include the following components:

- a) Identification of the allegations potentially constituting sexual harassment as defined by §106.30;
- b) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- c) Findings of fact supporting the determination

- d) Recommended sanctions, if any, as well as recommendations regarding additional remedies;
List any mitigating or aggravating factors relied upon by the Chief Academic Officer in reaching the recommendations.

The report will be submitted to the University Chancellor within two (2) weeks after the hearing. A copy of the Student Conduct Hearing Determination will also be sent simultaneously to both the complainant and respondent via email.

Appeal of Student Conduct Hearing Determination

Within two (2) weeks of receiving a copy of the Student Conduct Hearing Determination, both parties may submit an appeal to the University Chancellor from a determination regarding responsibility, and from SSU's dismissal of a formal complaint of any allegations therein, on the following bases:

- procedural irregularity that affected the outcome of the matter,
- newly discovered evidence that could affect the outcome of the matter, and/or
- Any University Official, including the Title IX Coordinator, Dean of Students, and Chief Academic Officer had a conflict of interest or bias, that affected the outcome of the matter.

The Chancellor's Office will respond within two (2) weeks. The response provided by the University Chancellor is final.

University Chancellor's Sanction Decision

The University Chancellor will review the Title IX Campus Investigative Report and the Chief Academic Officer's Student Conduct Hearing Determination and issue a decision concerning appropriate sanctions. The Chancellor's decision letter will be issued within 14 calendar days (2 weeks) after receipt of the Student Conduct Hearing Determination. The Chancellor shall simultaneously send the sanction decision electronically to the student charged and complainant(s). Unless the Chancellor's Office notifies the campus that an appeal has been filed, the Chancellor's sanction decision becomes final on the 15th calendar day after the date of the decision letter.

Student Sanctions

One or more of the following sanctions may be imposed for each violation of the Student Code of Conduct:

- 1) **Restitution** – compensation for loss, damages, and/or injury. This may include appropriate service and/or monetary material replacement.
- 2) **Loss of Financial Assistance** – Scholarships, loans, grants, fellowships, and any other types of financial aid given or guarantee for the purpose of academic assistance can be conditioned, limited, cancelled, and/or denied.
- 3) **Educational and Remedial Sanctions** – Intended to discourage a repeat of the misconduct or as deemed appropriate based on the nature of the violation, educational sanctions may be imposed. Educational and remedial sanctions are intended to be reflective and provide resources for students. Educational and remedial sanctions may include, but are not limited to:
 - Attending workshops
 - Performing research
 - Writing reflective essays
 - Online tutorials regarding the topic of the violation
 - Service to the University or surrounding community
 - Training

- 4) **Counseling** – Counseling may include mandatory participation in a group or individual counseling program.
- 5) **Warning** - A warning will come in the form of a formal written letter cautioning the respondent to adhere to the Student Conduct Code and adjust behavior accordingly. Violating the Student Conduct Code is a serious charge that can affect the reputation of both the respondent and the University. Any additional violation of the Student Code of Conduct for which a student is found responsible will be regarded as a second offense.
- 6) **Denial of Access to Campus, On-Campus Locations, or Persons** – A designated period of time during which the student is not permitted a) on University property or specific areas of campus; or b) to have contact (in any form, including physical and/or electronic) with the complainant, witnesses, or other specified individuals.
- 7) **Disciplinary Probation** - A designated period of time during which privileges of continuing in student status are conditioned upon future behavior. Conditions may include the potential loss of specified privileges to which a current student would otherwise be entitled, or the probability of more severe disciplinary sanctions if the student is found to violate the Student Conduct Code or any University policy during the probationary period.
- 8) **Suspension** – Temporary separation of the student from active student status.
 - A student who is suspended for less than one academic year shall be placed on inactive student status and remains eligible to re-enroll at the University once the suspension has been served. Conditions for re-enrollment may be specified.
 - A student who is suspended for one academic year or more shall be separated from student status but remains eligible to reapply to the University once the suspension has been served. Conditions for readmission may be specified.
 - Suspension of one academic year or more, withdrawals in lieu of suspension, and withdrawals with pending misconduct investigations or disciplinary proceedings will be entered on the student's transcript permanently without exception; this requirement shall not be waived in connection with a resolution agreement.
- 9) **Expulsion** - Permanent separation of the student from student status from Southern States University. Expulsion, withdrawal in lieu of expulsion, and withdrawal with pending misconduct investigation or disciplinary proceeding shall be entered on the student's transcript permanently, without exception; this requirement shall not be waived in connection with a resolution agreement.
 - NOTE: Students are not considered to be in good student standing for purposes of admission to Southern States University while under a sanction of suspension or expulsion, or while admission or readmission have been disqualified.

- 10) **Administrative Hold and Withholding a Degree** – The University may place an administrative hold on registration transaction and release of student records, transcripts, or documents of students who have been sent a written notice of a pending investigation or disciplinary case concerning that student, and may withhold awarding a degree or certificate otherwise earned until the completion of the investigatory and disciplinary procedure, including the completion of all sanctions imposed.
- 11) **Record of Discipline** - A record of disciplinary probation or suspension is entered on a student's transcript, with beginning and end date, for the duration of the sanction. A record of expulsion or suspension for one academic year or more shall note the effective date of discipline and remains on the transcript permanently, without exception. A record of withdrawal in lieu of suspension or expulsion and withdrawal with pending misconduct investigation or disciplinary proceeding remains on the transcript permanently, without exception. These requirements shall not be waived in connection with any resolution agreement.
- 12) **Interim Suspension** - The Chancellor may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to insure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within 14 calendar days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the Chancellor or designated representative, enter any campus of Southern States University other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for expulsion.

Appeal of Student Sanctions

The complainant and student charged each may file an appeal of the Chancellor's decision of appropriate sanctions to the Chancellor's Office no later than 14 calendar days after the date of the Chancellor's Student Sanctions Decision Letter. The complainant may also appeal any proposed sanctions agreed to as part of a proposed resolution agreement with the student charged.

Sanction appeals are limited to a determination as to whether the sanction is reasonable under the facts and circumstances as determined by the investigation and whether any prejudicial procedural errors occurred during the hearing. The Chancellor's Office appeal review will not involve a new investigation and will not consider evidence that was not introduced during the investigation or hearing. The record will be limited to the record at the hearing.

The Chancellor's Office shall issue a final appeal response no later than 14 calendar days after receipt of the written appeal. The Chancellor's decisions to any student sanction appeals request are final and binding.

Informal Resolution

An allegation that is found to have merit by the Title IX Coordinator to initiate an investigation may be concluded through either a Student Conduct Proceeding (hearing) or via an Informal Resolution. SSU will offer to facilitate informal resolution options, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent to attempt informal resolution. The appointed SSU facilitator of such informal resolution will be properly trained.

- SSU will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or realization of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. Similarly, a school may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.
- At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.
- The informal resolution process *will not* be considered to resolve allegations that an employee sexually harassed a student.

Any proposed resolution may be appealed by the complainant and is not final until any such appeal is exhausted. If not resolved, the Dean of Students will issue a Notice of Hearing and shall schedule the hearing promptly, but in any event no sooner than two (2) weeks after, and no later than four (4) weeks after, the date of the Notice of Hearing. The findings and conclusions of the investigations and hearings conducted in accordance with University Policies, once any appeals are exhausted, are final and binding.

Prohibited Title IX Misconduct Retaliation

Charging a student or University employee with code of conduct violation that does not involve sexual harassment but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX constitutes retaliation.

SSU will keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding.

Complaints alleging retaliation may be filed according to a SSU's prompt and equitable grievance procedures, as presented in the University Catalog.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

University Grievance Policy

The University is committed to providing a learning and working environment in which complaints and grievances are addressed fairly and resolved promptly. As such SSU continuously strives to provide a fair and reasonable University governing system and is committed to ensuring that all University parties have access to the information they need regarding the University's policies and procedures. It is the intent of this policy to aid the University in providing a fair internal process for the resolution of academic, administrative, and operational disputes between and among students, staff, faculty, and administrators within the Southern States University community.

The formal policies herein are intended to be used only when matters cannot be resolved informally. SSU community members who feel aggrieved should first seek to resolve the issue through informal resolution at the unit, department, or campus level before filing a formal grievance under this policy. The procedures contained herein are not intended to be used to challenge the desirability of University Policies.

Two general types of complaints are addressed by this policy:

- Student Complaints
- Employee Complaints

Note that grades are not subject to grievance under this policy (see Grade Appeals in this Catalog).

For complaints related to the Sexual Misconduct, Harassment, and Retaliation policies, including ADA and EEOC complaints, SSU community members are encouraged to review the information presented in the [SSU Clery Report](#) and to use the appropriate SSU Misconduct and Grievance Referral Form available at www.ssu.edu/reporting-an-incident.

All Southern States University community members are encouraged to voice their comments and concerns so that the University can best serve all members of the University community.

Grievance Definitions

Grievance

A written complaint filed by a student of Southern States University against an employee or contractor of Southern States University or against a policy of Southern States University relating to a breach, misinterpretation, or misapplication of an existing University policy or established practice or protocol.

Student

Student is defined by US Code 5 USCS § 8101 as an individual training at an institution which is (b) a school or college or university which has been accredited by a State or by a State-recognized or nationally recognized accrediting agency or body. Such individuals are deemed not to have ceased to be students during an interim between school years if the interim is not more than 4 months and if they show to the satisfaction of the University that they have a bona fide intention of continuing to pursue a course of study or training during the semester or other enrollment period immediately after the

interim or during periods of reasonable duration during which, in the judgment of the University, they are prevented by factors beyond their control from pursuing their education.

Faculty Member

A person who is employed or contracted by Southern States University to deliver curriculum to students. Faculty are categorized as either full-time or adjunct faculty.

Academic Staff

A person who is employed by Southern States University to assist students in the delivery of curriculum, including but not limited to Academic Advisors, Librarian, Library Assistant, etc.

Administrative and Operational Staff

A person who is employed by Southern States University to assist in the administrative operation of the university in order to fulfil its mission. Such employees include but are not limited to the University Registrar, Bursar, Career Advisors, Information Technology personnel, and admissions staff.

University Administrator

A person who is the appointed head of an administrative or academic unit, campus director, chair, dean, officer, Provost, or Chancellor.

Policy

A written statement of protocols, principles, and procedures that govern the actions of University community members within or on behalf of the University, including written rules, bylaws, procedures, and/or standards.

Practice

Actions taken by University personnel (including staff, faculty, administrators, and contractors), based on customs or standards within the University that may be unwritten but of longstanding durations and for whose existence the reporting party can offer evidence. This can be viewed as formal or informal precedence.

Violation

A breach, misinterpretation, or misapplication of existing policy or established practice.

Confidentiality

All information submitted as part of a complaint will be treated as confidential and will only be available to the appropriate/involved parties. The complainants (reporting party) should also respect the need for confidentiality throughout the complaint process. An SSU community member who submits a complaint should be aware that complete confidentiality cannot always be guaranteed if effective action is to be taken. Where a complaint is in reference to a specific individual, the complaint cannot be investigated if the complainant does not wish the allegation to be made known to that individual. Anonymous complaints may not be considered. Confidentiality cannot be guaranteed if the complaints are related to the Sexual Misconduct, Harassment, and Retaliation policies, including ADA and EEOC complaints, as specified in the [SSU Clery Report](#).

University Grievance Procedure for Students

Students should use the following procedure for complaints about service, support, or assistance provided by academic, administrative, and operative departments of Southern States University as well as complaints regarding academic and non-academic appeals policies and procedures (except for grade appeals).

Level 1: Informal Complaint

Students should discuss their concerns with the person(s) who is directly responsible (e.g. course instructor, staff member, etc.) in order to resolve the issue. Depending on the severity of the issue, a written record may or may not be drafted and placed in the student's permanent record.

Level 2: Formal Complaint

If the complaint cannot be resolved to the satisfaction of the student at Level 1, the student should discuss the issue with their Campus Director. The Campus Director will consider the complaint and attempt to bring the issue to a satisfactory resolution.

In certain situations, the Campus Director may refer the complaint to an appropriate University administrator or University committee. The respective Administrator or Committee will consider the complaint and provide a written recommendation to the Campus Director.

The Campus Director will consider the proposed recommendation and notify the student in writing of the decision. Written documentation regarding the resolution will be placed in the student's file and maintained for a minimum of seven (7) years past the student's last date of attendance.

Level 3: Escalated Complaint

After following the steps above for Level 1 and Level 2 complaints, the student may submit a formal written complaint to the Grievance Committee by filing an SSU Misconduct and Grievance Referral Form, available at www.ssu.edu/reporting-an-incident. The complaint will be referred to the appropriate department head or administrator who will work with the Grievance Committee to investigate and proffer a resolution. The appropriate department head or Grievance Committee may reach out to the student to further discuss the grievance and draft resolution prior to finalization. This draft resolution must then be reviewed and approved by the University Chancellor in order to become binding and final. A written resolution response will be provided to the student once the resolution has been approved by the University Chancellor.

The original written complaint, any related documentation, a copy of the resolution response, and a description of any actions taken as a result of the complaint will be maintained on file for seven (7) years past the student's last date of attendance.

Level 4: Unresolved Complaints

If the student is dissatisfied with the final resolution as approved by the University Chancellor, they have the right to file a complaint with ACICS, the California Bureau for Private Postsecondary Education, and/or the Nevada Commission on Postsecondary Education at the addresses below.

University Grievance for Employees

This policy is intended to provide fair and prompt consideration to all employee complaints regarding issues and concerns related to working conditions, performance, policies, procedures, and/or problems or issues with co-workers or supervisors. The University encourages all employees to use the complaint procedure without fear of prejudice or retaliation and with the assurance that their confidences will be respected.

Human Resources will keep all expressions of concern, investigative findings, and terms of any resolution in confidence, unless otherwise required by law. It should be noted that in the course of investigation and issue resolution, some dissemination to others may be necessary and/or appropriate.

Level 1: Informal Complaint

Southern States University expects that each employee will attempt to resolve the conflict directly and informally. However, unresolved conflicts may be escalated to either Human Resources or to the employee's supervisor.

Level 2: Formal Complaint - Supervisor

If the complaint cannot be resolved to the satisfaction of the employee at Level 1, the employee should discuss the issue with their supervisor. The supervisor will consider the complaint and attempt to bring the issue to a satisfactory resolution.

In certain situations, the supervisor may refer the complaint to either Human Resources, an appropriate University administrator, or University committee. Human Resources, the respective Administrator, or Committee will consider the complaint and provide a written recommendation to the supervisor.

The supervisor will consider the proposed recommendation and notify the employee in writing of the decision. Written documentation regarding the resolution will be placed in the employee's file and maintained for a minimum of seven (7) years past the employee's last date of employment.

Level 3: Formal Complaint – Human Resources

After following the steps above for Level 1 and Level 2 complaints, the employee may submit a formal written complaint to Human Resources and the Grievance Committee by filing an SSU Misconduct and Grievance Referral Form, available at www.ssu.edu/reporting-an-incident. The complaint will be referred to Human Resources, which will enlist the assistance and review of the appropriate department head or administrator who will work with the Grievance Committee to investigate and proffer a resolution. The appropriate department head or Grievance Committee may reach out to the employee through Human Resources to further discuss the grievance and draft resolution prior to finalization. This draft resolution must then be reviewed and approved by the University Chancellor in order to become binding and final. A written resolution response will be provided to the employee once the resolution has been approved by the University Chancellor.

The original written complaint, any related documentation, a copy of the resolution response, and a description of any actions taken as a result of the complaint will be maintained on file for seven (7) years past the employee's last date of employment.

Level 4: Unresolved Complaints

If the employee is dissatisfied with the final resolution as approved by the University Chancellor, they have the right to file a complaint with ACICS, the California Bureau for Private Postsecondary Education, and/or the Nevada Commission on Postsecondary Education at the addresses below.

Unresolved Complaints

If complaints cannot be resolved with the University after following the University's Grievance Procedures, the following agencies can be contacted directly.

Accrediting Council for Independent Colleges and Schools

Complaints may be filed with the University's institutional accrediting body by contacting the Accrediting Council for Independent College and School.

Address: 1350 Eye Street, NW
Suite 560
Washington, DC 20005

Website: www.acics.org

Email: complaintsadverse@acics.org

The California Bureau for Private Postsecondary Education

Any student, employee, or member of the public may file a complaint about Southern States University with the Bureau for Private Postsecondary Education.

Mailing Address: P.O. Box 980818
West Sacramento, CA 95798-0818

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Fax: (916) 263-1897

Website: <http://www.bppe.ca.gov/enforcement/complaint.shtml>

Nevada Commission on Postsecondary Education

Pursuant to NRS 394.443 and NRS 394.520 students enrolled in a licensed, private postsecondary institutions in the state of Nevada, have the right to register a legitimate complaint with the Commission on Postsecondary Education. Employees and members of the public are also invited to contact the Commission.

Address: 2800 E. St. Louis Avenue
Las Vegas, NV 89104

Phone: (702) 486-7330

Fax: (702) 486-7340

Website: www.cpe.nv.gov

Clery Geography Definitions

The crime statistics provided in the Annual Security Report, located on the University's website at <https://www.ssu.edu/clery-report/>, are reported to the U.S. Department of Education, at <http://ope.ed.gov/security>, and can be found on the attached reports. Crime statistics are recorded in the calendar year the crime was reported.

Please note that the University does not have any Non-campus sites that are controlled by recognized student organizations. The University also does not have any on-campus student housing facilities, campus residences, or student housing.

Crimes are reported according to the following geographic definitions:

On-Campus – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified above, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-campus – Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution 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.

NOTE: As of September 17, 2019, SSU University no longer maintains or uses off-campus housing facilities, off-campus student organization facilities or any other off-campus facilities and therefore does not monitor reports of criminal activity at off-campus locations.

Definitions of Reportable Crimes: Clery, VAWA, Title IX

The definitions employed by SSU when reporting crimes are those presented in the Summary Reporting System (SRS) User Manual from the Federal Bureau of Investigation's (FBI's) Uniform Reporting Program (URP), and from the U.S. Department of Education Code of Federal Regulations as they relate to hate crimes and are used for purposes of reporting hate crimes under the Clery Act. The definitions for larceny-theft, simple assault, intimidation, and the destruction/damage/vandalism of property come from the Hate Crime Data Collection Guidelines and Training Manual from the FBI's Uniform Crime Reporting Program.

Individuals are reminded that each state has statutes that define rape, sexual assault, consent, domestic violence, and stalking. If you have questions regarding these definitions, please contact a member of the Title IX Team.

The crimes reported by Southern States University include the number of all reported offenses, without regard to the findings of a court, coroner or jury, or the decision of a prosecutor. Southern States University classifies and counts crimes from the records of calls for service, complaints, and investigations. SSU assumes no responsibility for the accuracy of crime statistics reported by local police jurisdictions.

This section also presents additional definitions of "Complainant," "Respondent," "Formal Complainant," and "Supportive Measures," as published in the Title IX Final Rule dated May 6, 2020.

Definitions

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

Criminal Homicide - Manslaughter by Negligence - The killing of another person through gross negligence.

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 a 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 the vehicles are later abandoned – including joyriding.)

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.

Weapons Law Violations - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violations - The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations - The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Larceny - Theft (Except Motor Vehicle Theft) - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple Assault - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation - To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Sexual Assault – An offense that meets the definition of rape, fondling, battery, incest, or statutory rape.

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

- **Fondling/Battery** - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** - Sexual intercourse with a person who is under the statutory age of consent.

Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on the reporting party's statement and with consideration of the:

- Length of the relationship;
- Type of relationship and
- Frequency of interaction between the persons involved in the relationship.

For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence – A felony or misdemeanor crimes of violence committed by a:

- Current or former spouse of the victim,
- Person with whom the victim shares a child in common,
- Person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner,
- Person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred, or
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.
- For the purposes of this definition –

- “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.
- “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Hate Crime - A crime that is reported to local police agencies or to a Campus Security Authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability. (34 CFR § 668.46(a)).

For purposes of Clery Act reporting, hate crimes are reported for the following crimes:

- criminal homicide: murder and non-negligent,
- manslaughter,
- sex offenses (rape, fondling, battery, incest, and statutory rape),
- robbery,
- aggravated assault,
- burglary,
- motor vehicle theft,
- arson,
- larceny-theft,
- simple assault,
- intimidation, and
- destruction/damage/vandalism of property.

Complainant – an individual who is alleged to be the victim of discrimination, harassment, equal opportunity, retaliation, and/or sexual misconduct, including sexual harassment. A third-party reporting witness will be referred to as a “reporting party.” A complainant may also be referred to as a “victim” or “survivor.”

Reporting Party – A third-party witness of alleged discrimination, harassment, equal opportunity, retaliation, and/or sexual misconduct, including sexual harassment.

Respondent - an individual who has been reported to be the perpetrator of conduct that could constitute discrimination, harassment, equal opportunity, retaliation, and/or sexual misconduct, including sexual harassment. A respondent may also be referred to as “the accused,” “alleged perpetrator,” or “responding party.”

Formal Complaint - A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment and states:

- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the school with which the formal complaint is filed.
- A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information for the Title IX Coordinator and by any additional method designated by the school.

Document Filed by a Complainant - A document or electronic submission (such as by e-mail or through an online portal provided for this purpose by the school) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

- Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or a party during a grievance process and must comply with requirements for Title IX personnel to be free from conflicts and bias.

Supportive Measures - Individualized services reasonably available that are nonpunitive, non-disciplinary, and not unreasonably burdensome to reporting or responding parties while designed to ensure equal educational access, protect safety, or deter misconduct.

“Rape Shield” - Protections that ensures survivors of sexual misconduct are not required to divulge any medical, psychological, or similar privileged records. Schools are required to offer an equal right of appeal for both parties to a Title IX proceeding.

Preponderance of the Evidence – The standard of evidence in which the proof need only show that the facts are more likely to be than not so or anything about a “fifty-fifty” likelihood of guilt.

Consent (abbreviated) - Clear, unambiguous, and voluntary agreement between the participating individuals to engage in specific sexual activity.

Consent (unabridged) - Lack of consent results from: forcible compulsion; or incapacity to consent; or where the offense charged is sexual abuse or forcible touching, 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. Where the offense charged is rape in the third degree, a criminal sexual act in the third degree, or forcible compulsion in circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack of consent to such act under all the circumstances.

A person is incapable of consent when he or she is: less than 17 years old; or mentally disabled; or mentally incapacitated; or physically helpless; or committed to the care and custody of the state department of correctional services, a hospital, the office of children and family services and is in residential care, or the other person is a resident or inpatient of a residential facility operated by the office of mental health, the office for people with development disabilities, or the office of alcoholism and substance abuse services, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such department or hospital.

Annual Fire Safety Report

The Higher Education Opportunity Act (Public Law 110-315) requires all academic institutions with on-campus student housing facilities to produce a fire safety report outlining fire safety practices, standards, and fire statistics for on-campus student housing facilities for the three (3) most recent calendar years. Southern States University does not have any on-campus student housing.

Southern States University Campus Statistics: 2017-2019

The crime statistics provided in the Annual Security Report, located on the University's website at <https://www.ssu.edu/campus-safety-and-security-report/>, are reported to the U.S. Department of Education, at <http://ope.ed.gov/security>, and can be found on the following tables. Crime statistics are recorded in the calendar year the crime was reported. Please

Southern States University Clery Crime Statistics: 2017-2019

<i>Offense</i>	San Diego Campus					Irvine Campus				Las Vegas Campus			
	Year	On-Campus Total	Non-Campus	Public Property	Total	On-Campus Total	Non-Campus	Public Property	Total	On-Campus Total	Non-Campus	Public Property	Total
Murder (Non-negligent Manslaughter)	2019	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2018	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2017	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
Manslaughter by Negligence	2019	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2018	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2017	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
Forcible Sex Offenses (Rape/Fondling/Battery)	2019	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2018	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2017	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
Non-Forcible Sex Offenses (Incest/Statutory Rape)	2019	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2018	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2017	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
Robbery	2019	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2018	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2017	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
Aggravated Assault	2019	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2018	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2017	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
Burglary	2019	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2018	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2017	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
Motor Vehicle Theft	2019	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2018	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2017	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0

<i>Offense</i>	Year	San Diego Campus				Irvine Campus				Las Vegas Campus			
		On-Campus Total	Non-Campus	Public Property	Total	On-Campus Total	Non-Campus	Public Property	Total	On-Campus Total	Non-Campus	Public Property	Total
Arson	2019	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2018	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2017	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
Alcohol	2019	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2018	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2017	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
Drug Abuse Violations	2019	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2018	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2017	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
Weapons Possession	2019	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2018	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2017	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
Dating Violence*	2019	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2018	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2017	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
Domestic Violence *	2019	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2018	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2017	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
Stalking*	2019	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2018	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0
	2017	0	n/a	0	0	0	n/a	0	0	0	n/a	0	0

* These crimes are also reported in compliance with VAWA reporting requirements.

Campus crime, arrest, and referral statistics include those reported to designated campus officials (Campus Security Authorities) and local law enforcement agencies (when available). A procedure is in place to capture the statistics for crimes reported anonymously to designated campus officials.

NOTE: The University does not have any On-campus student housing facilities, campus residences, or student housing.

The University does not have any Non-campus sites that are controlled by recognized student organizations.

<i>Offense</i>		San Diego Campus	Irvine Campus	Las Vegas Campus	Total
Unfounded Crimes	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

In the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore 'unfounded', the university will withhold or subsequently remove the reported crime from its crime statistics.

Southern States University Hate Crime Statistics: 2017-2019

<i>Offense</i>		San Diego Campus	Irvine Campus	Las Vegas Campus	Category of Bias [^]
Hate Crimes – Simple Assault	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Hate Crimes – Larceny – Theft	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Hate Crimes – Intimidation	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Hate Crimes – Destruction, Damage, Vandalism of Property	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
In the current reporting period, 0 of the crimes presented in the Southern States University Clery Crime Statistics were reported as Hate Crimes.					
[^] Categories of bias for hate crimes include actual or perceived: (a) race, (b) gender, (c) gender identity, (d) religion, (e) sexual orientation, (f) ethnicity, (g) national origin, or (h) disability.					

Southern States University VAWA Offenses: 2017-2019

<i>Offense</i>		San Diego Campus	Irvine Campus	Las Vegas Campus	Total
Dating Violence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Domestic Violence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Stalking	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Appendices

The below appendices are designed to be printed and distributed as appropriate throughout the Southern States University campuses.

- Active Shooter Response
- What to do During an Earthquake
- What to do in Case of Fire
- SSU Building Emergency Coordinator Checklist
- What to do Before, During, and After an Emergency
- Classroom Emergency Quick Guide

Active Shooter Response

RUN **HIDE** **FIGHT**

BE PREPARED | ACTIVE SHOOTER RESPONSE

RUN

If a safe path is available, RUN

- Do not hesitate, get out
- Leave your belongings
- Do not attempt to move injured people

HIDE

If you cannot get out safely, HIDE

- Be quiet and silence your phone
- Block entrances and lock doors
- Stay out of the shooter's view

FIGHT

If your life is in danger, FIGHT

- Try to disable the shooter
- Use improvised weapons
- Fight like your life depends on it

FIGHT ONLY AS A LAST RESORT

WEST SHORE SCHOOL DISTRICT

What to do During an Earthquake



What to do in case of Fire

WHAT TO DO IN CASE OF FIRE

			
KEEP CALM	IDENTIFY THE SOURCE OF THE FIRE	ELIMINATE FIRE SOURCES	USE THE EXTINGUISHER Identify this symbol
			
ACTIVATE THE ALARM	HELP WHO NEEDS IT	USE THE EVACUATION ROUTE	DO NOT USE ELEVATORS
			
WITH A WET FABRIC COVERS NOSE AND MOUTH	STAY LOW TO AVOID SMOKE INHALATION	OBEY THE INSTRUCTIONS OF TRAINED PERSONNEL	GO TO THE MEETING POINTS See if someone is missing

FOR DRILLS AND BEFORE A FIRE HAVE PREPARED AND FUNCTIONAL:


Filled Extinguisher


Smoke detector


Water sprinklers


Alert alarms


Medical first aid kit

#getready



MNC · NCM
 MESOAMERICA REGION



CALL 911

SSU Building Emergency Coordinator Checklist

Building evacuations are divided into three types:

Fire alarm evacuations: Evacuations initiated by the sound of the fire alarm in response to a fire or possible smoke in the building.

Controlled evacuations: Evacuations initiated by a phone call or message from the local emergency management services (i.e. law enforcement, fire and rescue) or senior university administrator in response to a non-fire, non-fire alarm report of a potential hazard in or around the building. People are usually able to collect personal belongings and leave the building in a slow, deliberate manner.

Active shooter: Evacuations initiated in response to a shooter actively menacing campus facilities, occupants, and immediate surrounding areas.

These checklists provide general information applicable to most anticipated emergency situations. They do not address every contingency. Every situation is different, and you may have to think “outside the box” from what is provided here and in your Building Emergency Coordinator training. Sometimes you may have to decide if it is safe to move to the rally point or if an alternate location is necessary. Depending on the situation you may decide to shelter-in-place until it is safe to leave. In all cases, your first concern is your safety and the safety of others.

Fire Alarm Evacuations

1.	Grab and don personal protective equipment.
2.	Take your cell phone (if you have one) to allow communication with the EOC.
3.	Assign a “Runner” in the event that cell phone service is interrupted.
4.	On your way out of the building – shout, blow a whistle and knock on doors to alert other building occupants. If people refuse to leave, move on and document their location to report to first responders and the EOC.
5.	Feel doorknobs for heat with the back of the hand prior to grasping. Do not open hot doors if possible – use an alternate exit route. Do not use elevators.
6.	Close doors behind you. This helps control the passage of smoke and flames.
7.	On your way out, instruct others to go to the assigned rally point at the exterior of the building.
8.	Make note of the location of the fire if known and report it to the first responders and EOC.
9.	Use fire extinguishers to extinguish small fires only if safe to do so and you have a safe exit path.
10.	Assign someone to help evacuate those who need assistance. If unable to evacuate someone, try to get them to a safe location like a stairwell to await rescue and report their location to the incident command post. See Evacuation of disabled & special populations checklist for information
11.	Respond to the exterior rally point and attempt to identify any missing or trapped occupants.
12.	Report to the incident command post; identify yourself; and report building status and any known trapped or missing occupants.
13.	Remain at the incident command post to assist unless directed otherwise by incident command personnel. Utilize runners to communicate incident status with building occupants at the rally point.
14.	Do not attempt to or allow others to re-enter building until authorized by the incident command post. Follow instructions of the incident command staff / EOC with regards to further actions and release from the rally point.
15.	Turn in all documents, check-in lists, notes and status reports to the Emergency Manager as soon as possible upon conclusion of the incident.

Controlled Evacuations

1.	Grab and don personal protective equipment.
2.	Take your cell phone (if you have one) to allow communication with the EOC.
3.	Assign a "Runner" in the event that cell phone service is interrupted.
4.	Notify building occupants that a controlled evacuation has been requested by university public safety officials. Notification may have been provided through campus emergency notification systems however Building Emergency Coordinators should assure that all occupants are notified.
5.	Unless told otherwise by university public safety officials, direct building occupants to evacuate to building rally points.
6.	Assign someone to help evacuate those who need assistance. If unable to evacuate someone, try to get them to a safe location like a stairwell to await rescue and report their location to the incident command post. See Evacuation of disabled & special populations checklist for information
7.	Respond to the exterior rally point and attempt to identify any missing occupants.
8.	Report to the incident command post; identify yourself; and report building status and any known trapped or missing occupants.
9.	Remain at the incident command post to assist unless directed otherwise by incident command personnel. Utilize runners to communicate incident status with building occupants at the rally point.
10.	Do not attempt to or allow others to re-enter building until authorized by the incident command post. Follow instructions of the incident command staff / EOC with regards to further actions and release from the rally point.
11.	Turn in all documents, check-in lists, notes and status reports to the Emergency Manager as soon as possible upon conclusion of the incident.

Active Shooter

1.	Grab and don personal protective equipment.
2.	Take your cell phone (if you have one) to allow communication with the EOC.
3.	If possible, evacuate the building.
4.	Leave belongings behind.
5.	Help others escape if possible.
6.	Do not attempt to move wounded people.
7.	Get to a safe location and call 9-1-1.
8.	If evacuation is not possible shelter-in-place.
9.	Move to a room with a locking door and lock it.
10.	Block the door with heavy furniture.
11.	Keep quiet and turn cell phones on silent.
12.	Stay clear of windows that can be accessed by the shooter.
13.	Remain calm
14.	Act Against Shooter as a Last Resort – Life in Imminent Danger
15.	Act as aggressively as possible against him/her.
16.	Throw items and improvise weapons.
17.	Yell loudly
18.	Commit to your actions

What to do Before, During, and After an Emergency

The information below is intended to assist individuals, departments, units, and campus auxiliary organizations.

Before an emergency

- ✓ **Become familiar with campus Emergency Preparedness information and resources**
 - **Emergency Phone Numbers**
 - **Emergency Procedures**
SSU Police Emergency (police/fire/medical): 9-1-1
 - **Emergency Operations Plan**
- ✓ **Become familiar with your building floor plans, building exits, and doors.**
- ✓ **Cooperate during campus emergency drills.**
- ✓ **Share this information with students, faculty, and staff at the beginning of each semester.**

During an emergency

- ✓ **Remain calm.**
- ✓ **Dial 9-1-1 for emergencies.**
- ✓ **Alert emergency responders (police, fire, medical) to situations requiring their attention.**
- ✓ **If you are EVACUATING a building, move to the designated evacuation assembly point by the safest route available.**
- ✓ **Take personal belongings.**
- ✓ **Walk; do not run. Do not use elevators.**
- ✓ **Assist individuals with disabilities.**
- ✓ **Provide emergency personnel with relevant information.**
- ✓ **Remain at the evacuation assembly point and do not re-enter building until authorized by emergency personnel.**
- ✓ **If you are SHELTERING IN PLACE, ^{*} stay inside the building or proceed to a safe place.**
- ✓ **If you are in a room with a door, make sure the door is closed. *Due to the varying age of campus building: doors may lock manually, remotely, or not at all.***
- ✓ **If applicable and time permits, lock doors and silence cell phones.**
- ✓ **If you are in a room with a window, make sure the window is closed.**
- ✓ **Remain where you are until further direction from emergency personnel or department safety coordinator.**

After an emergency

- ✓ **Follow instructions from emergency personnel or department safety coordinators.**
- ✓ **Follow campus updates which may be communicated through a variety of methods**
- ✓ **Refer to your Department Emergency Plan and / or Business Continuity Plan.**
- ✓ **Essential services for campus response and recovery activities will be identified and communicated**
- ✓ **Normal campus operations will resume as soon as possible following an emergency.**

Faculty plays an important role in guiding students in the event of an emergency. The information below is intended to assist faculty with emergency preparedness in a classroom or lab and should be reviewed with students at the beginning of each semester.

Classroom Emergency Quick Guide

Faculty plays an important role in guiding students in the event of an emergency. The information below is intended to assist faculty with emergency preparedness in a classroom or lab and should be reviewed with students at the beginning of each semester.

What to Know at the Beginning of a New Academic Term (quarter)

- ✓ BUILDING EVACUATION ROUTES AND EVACUATION ASSEMBLY POINTS
 - Building evacuation routes and evacuation assembly points are posted at stairwell and building exits

For this class, the closest building exit is: _____

We will meet at: _____

- ✓ BUILDING DOORS AND WINDOWS
 - Become aware of how classroom doors and windows operate. Due to the varying age of campus buildings, doors may lock manually, remotely, or not at all.
- ✓ EMERGENCY COMMUNICATION
 - Dial 9-1-1 from any phone for emergencies.

- ✓ EMERGENCY NOTIFICATION

Information about a campus emergency will be initiated as soon the situation allows and may be communicated using a variety of methods

What to do During a Drill or an Actual Emergency

- ✓ BUILDING ALARM – EVACUATE
- ✓ FIRE – EVACUATE
- ✓ POWER OUTAGE – EVACUATE IF INSTRUCTED TO DO SO
- ✓ EARTHQUAKE – DROP, COVER, AND HOLD ON UNDER A DESK OR AGAINST AN INSIDE WALL (PROTECT HEAD AND NECK)
- ✓ HAZARDOUS MATERIAL RELEASE (INDOORS) – EVACUATE
- ✓ HAZARDOUS MATERIAL RELEASE (OUTDOORS) – SHELTER IN PLACE
- ✓ EVACUATION PROCEDURES
 - Evacuate using the nearest exit.
 - Secure any hazardous materials or equipment before leaving.
 - Take personal belongings.
 - WALK – DO NOT RUN. DO NOT USE ELEVATORS.
 - Assist individuals with disabilities.
 - Assemble at the building evacuation assembly point unless otherwise instructed.
 - Provide emergency personnel with relevant information.
 - Remain at evacuation assembly point and do not re-enter building until authorized by emergency personnel.
- ✓ SHELTER IN PLACE PROCEDURES
 - Stay inside the building or proceed to a safe place.
 - If you are in a room with a door, make sure the door is closed.
 - If applicable and time permits, lock doors and silence cell phones.
 - If you are in a room with a window, make sure the window is closed.
 - Remain where you are until further direction from emergency personnel.
- ✓ ACTIVE SHOOTER / VIOLENT INTRUDER – SHELTER IN PLACE OR EVACUATE IF SAFE TO DO SO

NOTE: SHELTER IN PLACE AND EVACUATION PROCEDURES ARE DIFFERENT FOR THIS TYPE OF SITUATION.