**2015 NATIONAL CAREER EDUCATIONANNUAL SAFETY AND SECURITY REPORT**
**Including Clery Act Disclosures of Campus Security Policy and Crime Statistics**
**(Rancho Cordova, California Campus)**

**Including Calendar Year 2012, 2013 and 2014 Crime Statistics**

To maintain compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act") and related Higher Education Act ("HEA") requirements, and in an effort to continuously promote and improve safety and security measures on campus, the National Career Education ("NCE") collects and publishes information regarding its current safety and security policies, victim services and crime statistics. Once collected, the information is presented annually in this Annual Safety and Security Report ("Report") to prospective and current students, faculty, staff and the public. **Any questions about this Report should be directed to the NCE Campus Director at (916) 642-1116**

## I. COMPLETION AND DISSEMINATION OF THE REPORT

Annually, prior to October 1 of each year, NCE compiles this Report based on crime, arrest and referral information obtained from local law enforcement agencies and as reported to NCE's Campus Director, Sheryl Winter, who also serves as the Campus Security Authority and Title IX Coordinator who can be reached at **(916) 642-1116, sheryl.winter@nceschool.com, 11080 White Rock Road, Suite 100, Rancho Cordova, CA 95670.** All crime statistics contained in this Report are for Clery Act reportable crimes occurring on NCE's campus, as defined by 34 C.F.R. § 668.46(a), and on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus. NCE's physical campus includes a building with approximately 32,000 square feet located at **11080 White Rock Road, Suite 100, Rancho Cordova, CA 95670**. The Report also includes NCE's current policies required pursuant to the current version of 34 C.F.R. § 668.46 and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA), Pub. Law 113-4.

NCE distributes this Report to all enrolled students and current employees via a notice by U.S. Postal Service, campus mail and/or electronic mail or text notifying them that the current version of the Report has been posted to http://nceschool.com/student-consumer-information/ and that a paper copy of the Report will be provided upon request. The Admissions Department provides written notice to all prospective students prior to enrollment regarding the availability and location of the Report. The Human Resources Department provides all prospective employees with information regarding the availability and location of the Report. All prospective employees may receive a copy of the Report by calling the Campus Director. In addition, a copy of the current Report is made available to the public on NCE's website. The crime statistics contained in this Report, as reported annually to the U.S. Secretary of Education, can also be viewed by searching under NCE's name at http://nces.ed.gov/collegenavigator/

## II. POLICIES FOR REPORTING AND RESPONDING TO CRIME AND EMERGENCIES

### A. STUDENT, FACULTY AND STAFF REPORTING PROCEDURES

#### 1. Reporting Emergencies

"Emergency" includes any dangerous situation involving immediate threat to the health or safety of students, faculty, staff or guests occurring on or near the campus, including fire. Upon observing or involvement in any type of emergency, students, faculty, staff and guests should immediately **call 911**. If possible, information about the emergency should also be communicated immediately to the Campus Director or other available NCE staff for purposes of expediting NCE's Emergency Response and Evaluation Procedures as set forth in Section II.B.3.

### 2. Reporting Crimes

Crimes that should be reported to the Campus Director by students, faculty and staff include: criminal homicide, murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, dating violence, domestic violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, drug and alcohol violations, and illegal weapons possession. Where there is any question about whether an incident is a crime, a report should be made to the Campus Director for assistance in determining the nature of the incident. Witnesses or victims of crime may report crimes on a confidential basis for inclusion in NCE's annual crime statistics reporting.

Upon observing or involvement in any type of crime on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus:

- ***A student should immediately notify the Campus Director or nearest available NCE staff. All NCE faculty and staff are trained to notify the Campus Director or his/her on-site designee immediately of all crimes reported to them by students****.*

- ***Faculty and staff should immediately notify the Campus Director or his/her on-site designee****.*

## B. INSTITUTIONAL RESPONSE PROCEDURES

### 1. Response to Reports of Crime or Emergency

Upon receipt of a report of a crime or emergency, the Campus Director will:

- Immediately assess, based on his/her own judgment or after consultation with other NCE employees, whether the situation warrants contacting 911 and/or following the emergency response and evacuation procedures contained in Section II.B.3.

- Immediately assess, based on his/her own judgment and/or after consultation with other NCE employees or the local police, whether a "timely warning" to the campus community should be issued pursuant to the Timely Warning policy in Section II.B.2.

- With regard to a reported incident that is or may be a sex offense, the Campus Director will evaluate and respond to the reported sex offense in accordance with the Institute's Sexual Harassment Policies and Procedures contained in Section IX.

- For all reported crimes, the School Director within 24 hours of the incident document all then-available and relevant information including the date, time, location, and description of the incident for purposes of compiling this annual Report.

### 2. Timely Warning of Reported Crime

In the event that a situation arises, either on or off campus, that, in the judgment of the School Director, constitutes an ongoing or continuing threat to students and employees, including with regard to any crime reportable pursuant to the Clery Act, a campus wide "timely warning" will be issued. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the students and employees, NCE will post a warning via one or more of the following means of communication: all-page, local television station or other appropriate local media, email or text message and/or verbal or written notice.

**Anyone with information warranting a timely warning should report the circumstances to the Campus Director or his/her on-campus designee by phone at (916) 642-1116 or in person.**

### 3. Emergency Response and Evacuation Procedures

In the event the building needs to be evacuated or locked down for any reason, maps of the evaluation route have been posted in each office, common areas and classrooms. NCE will, without delay, and taking into account the safety of students, faculty and staff, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the Campus Director or other responsible authority, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

NCE has developed a process to confirm that there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the notification system. In the event of significant emergency, NCE will issue a warning via one or more of the following means of communication: all-page, other spoken or written verbal announcement, or other appropriate means to immediately inform individuals on campus of the need to evaluate and procedures to follow. The front desk personnel and Campus Director will notify the local police, fire or other appropriate first responder to assist with the emergency.

NCE tests its emergency response and evacuation procedures at least once annually on an announced or unannounced basis. When tests are conducted, NCE publicizes its emergency response and evaluation procedures to students, faculty, and staff, including making available a copy of this policy. NCE maintains documentation of each test exercise including date and time performed and whether announced or unannounced will be completed immediately following testing.

## III. SCHOOL CLOSURES OR DELAYS – NON-EMERGENCY

Upon a decision by the Campus Director, after consultation with other NCE officials as appropriate, to close a campus or delay opening for any reason, including for a weather related reason, NCE will announce the information on local radio or TV stations after 6:00 am for the day classes and after 3:00 pm for evening classes. Closings for day and evening classes will be announced separately. When school closings are excessive, make up classes may be required.

## IV. POLICY STATEMENT ADDRESSING COUNSELORS AND COUNSELING SERVICES

There are no Pastoral or Professional Counselors on Campus. Crisis, mental Health and victim resource hotline numbers are available from the School Director. Section IX of this policy addresses NCE's policies with respect to support services and confidentiality for victims of sexual violence.

## V. ACCESS POLICY, SECURITY OF CAMPUS FACILITIES, AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES

NCE does not maintain residential facilities. The building is open to staff, faculty and/or students during business hours (8 am to 10:45 pm daily, Monday-Friday). During non-business hours access to each Campus is by key fob and a security code only or by admittance via a designated staff member for the purpose of staff use, maintenance or cleaning. Security cameras are posted in main areas and doorways for monitoring purposes.

## VI. CAMPUS LAW ENFORCEMENT AND RELATED POLICIES

NCE does not employ security personnel or campus police and NCE employees have no authority to arrest or detain any individual. NCE faculty or staff will assist in notifying appropriate law enforcement authorities if a student requests assistance in contacting police. Students, faculty, and staff are encouraged to accurately and promptly report all crimes and public safety related incidents to the Campus Director as set forth in Section II.A and to notify local police.

If you are a victim of or witness to a crime and do not want to pursue action through NCE's procedures or the criminal justice system, the School encourages you to consider reporting the incident to the Campus Director for the limited purpose of permitting NCE to include the incident in its crime statistic reporting without revealing your identity. With such information, NCE can keep an accurate record of the number of similar incidents, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. NCE will make best efforts, to the extent permitted by law, to maintain the privacy of that information and to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). Police reports are public records under state law, and NCE cannot hold reports of crime obtained from police records in confidence. Policies with respect to victims of sexual violence are contained in Section IX.

## VII. SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

During new student and new employee (faculty and staff) orientations, individuals are informed of NCE's current security and crime prevention policies and practices as well as the protection of personal safety and prevention of crime. Such orientations may include a Power Point presentation and/or review of the policies contained in this Report and the Student Catalog. The presentations include required training regarding preventing and responding to sexual harassment/violence, among other topics as contained in Section IX. Should time be of the essence regarding security awareness, information may be released to the Campus community through the timely warning procedures contained in this Report.

## VIII. POLICY ON POSSESSION, USE AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

All NCE property has been designated "drug free" and the Institute is committed to full compliance with the Drug Free Workplace Act and the Drug-Free Schools and Communities Act regulations as contained in 34 C.F.R. Part 86. A copy of NCE's Drug-Free Schools/Drug-Free Workplace Annual Disclosure containing its policy on possession, use and sale of alcoholic beverages and illegal drugs is contained in the Student Catalog. At least on an annual basis, students, faculty and staff are provided with a copy of that policy. New students, faculty and staff are provided this information during orientation. Annually students are provided this information by means of the current Student Manual and material posted on

campus. Current faculty and staff are provided this information during their annual review.

## IX. POLICY REGARDING SEXUAL HARRASSMENT AND SEX OFFENSES

NCE is committed to creating and maintaining an educational climate that is free from all forms of sex discrimination, including sexual misconduct of all types. Students, faculty and staff should be aware that discrimination and/or other harassment based on sex, gender identity or sexual orientation is unacceptable. To fulfill its educational mission NCE has designated the Campus Director as its designated representative to coordinate NCE's compliance with Title IX of the Education Amendments of 1972, as amended and the Clery Act. **Students, faculty or staff who feel that they have been the victim of sex harassment, sex discrimination, sexual violence or other sexual misconduct should contact the Title IX Coordinator at (916) 642-1116, sheryl.winter@nceschool.com, 11080 White Rock Road, Suite 100, Rancho Cordova, CA 95670 and follow these procedures**. For grievances other than those related to Title IX, students should follow the procedure outlined in the Notice of Student Rights in the Student Catalog.

All proceedings and records concerning sexual harassment or sexual violence complaints shall be confidential to the extent permitted or required by law. Memoranda describing any formal reprimand or disciplinary action for violating this policy will be placed in a student's permanent academic file and an employee's permanent personnel file. No student, faculty or staff will be subjected to retaliation, threats, intimidation, coercion or otherwise discriminated against by members of the NCE community as a result of filing a Title IX report or grievance, or by serving as a witness or otherwise assisting in a Title IX grievance procedure. Anyone experiencing retaliation should report the incident to the Title IX Coordinator.

### Sexual Harassment and Sexual Violence

Sexual harassment and acts of sexual violence, including sexual assault, domestic violence, dating violence and stalking are prohibited by NCE and will not be tolerated. All members of the NCE community (students, faculty and staff) are encouraged to promptly and accurately report incidents of sexual harassment and sexual violence. This allows NCE to quickly respond to the allegations and offer immediate support to the victim. NCE is committed to protecting the confidentiality of victims, and will work closely with individuals who wish to obtain confidential assistance regarding an incident of sexual misconduct and will maintain the privacy of information to the extent permitted or required by law. Allegations will be investigated promptly and thoroughly as provided by this policy, and both the victim and the accused will be afforded equitable rights during the investigative process. NCE will include information on crimes of sexual violence in its Clery Act Annual Security Report in a manner that protects the identity of the victim.

Any student who feels that he or she is the victim of sexual harassment including sexual violence has the right to seek redress of the grievance pursuant to this policy. NCE provides these procedures for reviewing and resolving such complaints. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

### Key Definitions

**Sexual harassment** is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

1. The advances, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic

environment.
2. Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.
3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions.

Sexual Harassment is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, (42 U.S.C. S2000e, et. seq.), and Title IX of the Education Amendments of 1972 (20 U.S.C. 1691, et. seq.) and is punishable under both federal and state laws. Forms of sexual harassment include, but are not limited to, sexist remarks or behavior, constant offensive joking, sexual looks or advances, repeated requests for dates, unwelcome touching, promise of reward for sexual favors. Students, faculty or staff who experience sexual harassment should be encouraged to make it clear to the alleged offender that such behavior is offensive. However, failure to comply with this provision does not defeat the School's investigation of the allegation.

**Sexual violence** means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category, including sexual assault or harassment based on sexual orientation, domestic violence, dating violence, and stalking. Alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy. These acts will not be tolerated at NCE as such acts are inappropriate and create an environment contrary to the goals and mission of NCE. Any such acts will be thoroughly investigated and will subject an individual to appropriate disciplinary sanctions and/or possible action by appropriate law enforcement agencies.

**Sexual assault** includes rape, acquaintance rape, fondling, incest, and statutory rape, as well as other forms of nonconsensual sexual activity.

**Domestic violence** means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under domestic or family violence 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 act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating violence** means a violence act committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse of threat of such abuse and dating violence does not include acts covered under the definition of domestic violence.

**Stalking** means "engaging in a course of conduct (two or more acts including but not limited to acts in which the stalker directly, indirectly, or through third parties, or by any action, method, device or means, follows, monitors observes, surveils, threatens or communicates to or about a person or interferes with his or her property that is directed at a specific person and would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Reasonable persons 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.

**Consent** means voluntary agreement to engage in sexual activity by verbal agreement or active and willing participation in sexual activity. Someone who is incapacitated or under the age of consent under

state law cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent may be withdrawn at any time. Coercion, force, or threat of either invalidates consent.

**Reporting Sexual Offenses**

Upon observing or involvement in any type of sexual misconduct on campus or on public property, including thoroughfares, streets, sidewalks, and parking facilities, within the campus or immediately adjacent to or accessible from the campus, NCE encourages students, faculty and staff to promptly report the incident to the local police and/or Institute's Title IX Coordinator at **((916) 642-1116, sheryl.winter@nceschool.com, 11080 White Rock Road, Suite 100, Rancho Cordova, CA 95670.** A report may be made to either or both the police and the Title IX Coordinator. The Title IX Coordinator is responsible for NCE's compliance with Title IX of the Education Amendments of 1972. In this role, the Title IX Coordinator administers the review, investigation and resolution procedures for reports of sexual misconduct. Where there is any question about whether an incident is a sex offense, a report should be made to the Title IX Coordinator for assistance in determining the nature of the incident.

**Victims of Assault/Violence:** If you are a victim of a sexual violence, your first priority should be to get to a place of safety. You should then obtain any necessary medical treatment. Information about the alleged offense should be provided to the Title IX Coordinator as soon as possible. Time is a critical factor for evidence collection and preservation.

NCE strongly advocates that a victim of sexual assault or violence report the incident to police in a timely manner and, if requested to do by the victim, the Institute will assist the victim in contacting the police. However, the victim is not required to contact the police in order to pursue the Grievance Procedure contained in this policy or for NCE to conduct an independent investigation under this section.

The Title IX Coordinator and has primary responsibility for receiving, evaluating and investigating sexual misconduct reports and for maintaining accurate Clery Act crime statistics. Students, faculty and staff who believe they are the victim of sexual misconduct should report the incident to the Title IX Coordinator. Upon receipt of the report, the Title IX Coordinator has the following responsibilities:

1. Provide the complainant with a copy of this policy, information on the availability of NCE's formal investigatory procedures (see Formal Investigatory and Disciplinary procedures below), and information about local victim support resources for victims including existing counseling, health, mental health, victim advocacy, legal assistance and other services available to victims.

2. Provide options to facilitate changes to transportation, working, academic and/or living situations, if requested, while an informal or formal investigation is pending, including the option to issue a no-contact order. NCE will seek to maintain the confidentiality of the identity of the victim and any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of NCE to provide the accommodations or protective measures. These steps will be taken by NCE regardless of whether the victim chooses to file a formal complaint.

3. Inform the complainant that informal mediation cannot be used by NCE to resolve sexual violence complaints.

4. Inform the complainant of their right to file a separate criminal complaint for allegations relating to sexual violence and that NCE can assist the victim in doing so if requested.

5. For incidents other than allegations of sexual violence, undertake, with permission of or at the request of the complainant, to resolve the conflict informally by informing the individual alleged to have caused the grievance that the complaint has been filed; seek to find out the facts; and, if both parties desire it, arrange a meeting to try to resolve the differences. All individuals who are involved in an investigation as the accused, accuser or witness have a duty to keep all information confidential to the extent permitted by law. Persons who violate the confidentiality rights of other individuals may be subject to disciplinary action.

In the event that an attempt at informal resolution of the problem is unsuccessful, or if the complainant or NCE deems that informal resolution is undesirable or not permitted by law, the Title IX Coordinator will stop the informal resolution process and assist the complainant in filing of a formal complaint or self-initiate a formal investigation.

### B. Formal Investigatory and Disciplinary Procedures

All reports of sexual violence received by the Title IX Coordinator must be resolved through this formal investigatory and disciplinary procedure. NCE is committed to providing a fair, prompt and impartial process from investigation initiation to final result. If a victim discloses an incident but wishes to maintain confidentiality or request that no formal investigation be conducted or disciplinary action taken, NCE must weigh that request against its obligation to maintain a safe environment. When NCE honors the complainant's request for confidentiality, the complainant must understand that NCE's ability to meaningfully investigate the incident and pursue disciplinary action against the accursed may be limited. In the case of sexual violence, NCE may be required to formally investigate and, if appropriate, pursue disciplinary action under this policy. If NCE determines it cannot maintain the victim's confidentiality, it will so inform the victim prior to initiating the investigation and will, to the extent possible, share as limited information as possible in an effort to protect the victim's identity. NCE may not require a victim to participate in a formal investigation or hearing that it is initiated.

Any student, faculty or staff, or group of same, alleging that an act of sexual harassment or violence has taken place has the right to seek redress of the grievance by means of these formal procedures. In order to ensure availability of witnesses and fresh memories of the alleged discriminatory event, all grievances or investigations covered by these formal procedures should be filed as promptly as possible after the alleged discriminatory conduct. While informal resolution of the conflict is always open to the aggrieved party, an attempt at informal resolution is not a prerequisite to filing a formal grievance or to NCE's obligation to investigate a reported event.

To initiate this procedure, a student, faculty member or staff should direct a written complaint to the Title IX Coordinator that states in detail the nature of the complaint, any relevant dates, and the names of any potential witnesses, and any request for confidentiality. In a situation deemed to be an emergency by the Title IX Coordinator, NCE will issue a Timely Warning and the individual alleged to have caused the

grievance or complaint may be temporarily transferred or put on leave pending the outcome of the case. The Title IX Coordinator need not wait for the conclusion of a criminal investigation or criminal proceeding to begin an investigation where warranted.

After report of the grievance, the Title IX Coordinator will:

1. Provide the complainant with a copy of this policy and information about local victim support resources. Victims of sexual violence will be provided information about evidence preservation.

2. Provide options to facilitate changes to transportation, working, academic and/or living situations, if requested, while an informal or formal investigation is pending, including the option to issue a no-contact order.

3. Inform the complainant of their right to file a separate criminal complaint for allegations relating to sexual violence and that NCE can assist the victim in doing so if requested.

The Title IX Coordinator will initiate an investigation within ten days of receipt of the formal grievance to determine whether there is a reasonable basis for taking action. At a minimum, this investigation will consist of interviewing the complainant, the individual alleged to have caused the grievance, and any witnesses to the conflict. Within 30 days, the Title IX Coordinator must prepare a written report recommending one of three actions:

1. Concluding that the complaint is without merit and that no further action is warranted.

2. Recommending efforts to bring about an informal resolution under this policy if warranted and permitted by law.

3. Initiation of a formal grievance hearing to evaluate possible disciplinary action against the individual alleged to have caused the grievance.

Either party, the complainant or the individual alleged to have caused the grievance, may request in writing within ten (10) calendar days after notification by the School, a formal hearing if dissatisfied with the conclusion.

**Hearing Procedure**

A Grievance Committee composed of the Title IX Coordinator and one other senior level management personnel who has received annual training on sexual violence and Title IX investigative procedures and who is appointed by the CEO will be convened to review the Title IX Coordinator's recommendations and to receive any oral or written testimony from the complainant, the individual alleged to have caused the grievance, and any relevant witnesses from both parties and any other relevant evidence. The standard of evidence used in the hearing will be "preponderance of the evidence." Both the complainant and the alleged perpetrator will be afforded equal and timely access to any information that will be used at the hearing. No party may have their lawyer present at any stage of the proceedings before the Grievance Committee but may be assisted in the process by a support person of their choice including an attorney.

In all cases, the Title IX Coordinator will maintain regular communications with both the accuser and accused and provide both parties with equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for the Title IX Coordinator and the Grievance Committee to fully evaluate the alleged offense.
The Committee will decide:

1. Whether the complaint is without merit and that no further action is warranted.
2. What, if any, remedial action is necessary .
3. The nature, scope and timing of any proposed disciplinary action against the alleged perpetrator.

The determination of the merits of the complaint by the Grievance Committee will be final. NCE will inform both parties simultaneously of its final determination.

The Title IX Coordinator will, barring extenuating circumstance, complete the investigation and make a determination regarding any necessary discipline of accused and remedies to accuser within 60 days of the date that the report is first received by the Title IX Coordinator.

The Campus Director will determine if the incident is indicative of systemic issue related to the sex offense and, if so, work with NCE staff to recommend changes to Institute policies, procedures or training to prevent re-occurrence.

### C. Disciplinary Options

**Penalties**: Substantiated accusations of sexual violence may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment. Other potential penalties include: suspension, community service, probation, no-contact order, or violence prevention training. In case of any formal proceedings against either a student accused of violating this Policy or an employee brought before a Grievance Committee proceeding, the penalties shall be as proposed by the Grievance Committee. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

**Complaint Record and Notice of Outcome**: All proceedings and records will be confidential to the extent permitted by law. However both parties will be notified, in writing, concurrently about the outcome of the complaint by the Grievance Committee. Memoranda describing a reprimand will be placed into the files of any student or employee in the event disciplinary action is taken against one of the parties. At the request of the individual alleged to have caused the grievance, a memorandum recognizing a finding of non-harassment or nondiscrimination will be placed into the file of the student or employee.

### D. Education and Training

In an effort to promote a safe environment and to prevent acts of sexual misconduct, NCE engages in sexual violence prevention and awareness training. NCE educates the student community about this policy, sexual violence prevention and related Institute policies during all orientations held for new students upon the onset of a class. The Title IX Coordinator and persons appointed by the CEO to serve on the Grievance Committee will receive annual training on issues related to sexual violence. The Title IX Coordinator is responsible for training current students and all Institute faculty and staff about the Institute's Title IX policies and conducting the new student training. NCE also provides ongoing prevention and awareness training for current students and staff at least annually.

### E. Bystander Intervention and Risk Reduction

All crimes, including crimes of sexual violence, can be prevented through steps by the campus community to reduce risk of being a victim of a crime and by intervening before a crime has occurred

where there is a reasonable belief that a crime may occur. NCE urges members of the campus community to take steps to reduce their changes of being a victim of a crime including by: locking doors, securing items of value, walking in pairs at night, avoiding impairment caused by alcohol or drugs and other self-protective steps. In addition, if you witness what you believe to be a situation that may lead to the commission of a crime, NCE urges all members of the campus community to call 911 or to contact a NCE employee immediately. In addition, members of the campus community may be able to interrupt the commission of a crime of sexual violence by intervening in the situation on a potential victim's behalf where the intervention is not likely to pose harm to the intervenor. NCE urges all members of the campus community work together to promote a safe campus environment for everyone. NCE includes training on bystander intervention and risk reduction in all primary and ongoing training for students and staff.

## X. POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION INFORMATION.

The local Police Department provides a link to the California Sex Offender Registry. NCE is required to inform students and employees about where law enforcement information provided by a State concerning registered sex offenders may be obtained. The law also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In California, information about convicted sex offenders is available at www.meganslaw.ca.gov.

## XI. CLERY ACT CRIME REPORT STATISTICS

**NATIONAL CAREER EDUCATION – Rancho Cordova, CA Campus:**

| OFFENSE | PROPERTY | 2012 | 2013 | 2014 |
|---|---|---|---|---|
| | | | | |
| Criminal Homicide: Murder and Non-Negligent Manslaughter, Negligent Manslaughter | On-Campus Property | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| Sex Offenses - Forcible: Rape, Fondling. | On-Campus Property | N/A | N/A | 0 |
| | Public Property | N/A | N/A | 0 |
| Sex Offenses – Non-forcible: Incest, Statutory Rape | On-Campus Property | 0 | 0 | 0 |
| | Public Property | N/A | N/A | 0 |
| VAWA Offenses: Domestic Violence* | On-Campus Property | N/A | N/A | 0 |
| | Public Property | N/A | N/A | 0 |
| VAWA Offenses: Dating Violence* | On-Campus Property | N/A | N/A | 0 |
| | Public Property | N/A | N/A | 0 |
| VAWA Offenses: Stalking* | On-Campus Property | N/A | N/A | 0 |

| | | | | |
|---|---|---|---|---|
| | Public Property | N/A | N/A | 0 |
| Robbery | On-Campus Property | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| Aggravated Assault | On-Campus Property | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| Burglary | On-Campus Property | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| Motor Vehicle Theft | On-Campus Property | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| Arson | On-Campus Property | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| Hate Crimes related to any of the above listed crimes, and Hate Crimes involving simple assault, larceny-theft, intimidation, or destruction/damage/ vandalism of property | On-Campus Property | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| Arrests and Disciplinary Actions, including liquor law, drug law and illegal weapons possession violations | On-Campus Property | 0 | 0 | 0 |
| | Public Property | 0 | 0 | 0 |
| Unfounded Crimes | On-Campus Property + Public Property | N/A | N/A | 0 |

* These crimes were not required to be tracked or reported in 2012, and are subject to a good faith reporting requirement in 2013.