

### **Campus Security and Crime Prevention Policy**

The SAE Institute of Technology, New York – Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is prepared by the Campus Director and the Department of Academic and Student Services. The Report includes information on SAE's policies and procedures with respect to safety and crime prevention, as well as statistics for all Clery-covered crimes reported to have occurred on SAE's Clery geography over the past three calendar years. In addition, SAE annually contacts local law enforcement to obtain crime statistics for Clery-covered crimes reported to local police and occurring on SAE's Clery geography.

The Final Report is distributed to students and employees on an annual basis and is provided to prospective students and new employees. The report is available to all currently enrolled students throughout the year through the school website.

### **Reporting Crimes and Emergencies**

A safe environment is everyone's responsibility. Students and employees are encouraged to accurately report all criminal acts, suspicious activities, or emergencies promptly to campus security personnel and appropriate law enforcement agencies when the victim of a crime elects not to, or is unable to, make such a report. Victims or witnesses have the right to report these matters confidentially and are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Campus Director. Reports are kept secure in the administration office and names of victims or witnesses are not disclosed in the crime report or in any Timely Warning issued in connection with the incident. It is the policy of SAE New York that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law, except in certain limited instances where a student files a complaint alleging sexual harassment, declines to notify local law enforcement, and requests that SAE maintain the complainant's confidentiality. Such requests will be evaluated pursuant to school policies. SAE does not have pastoral or professional counselors available to students or employees.

Students and employees should promptly report all criminal actions and emergencies occurring on or around campus to the Campus Director, either in person or by calling the school at (212) 944-9121, for the purposes of making Timely Warnings and the annual disclosure of crime statistics in this Report.

You may also contact the local police department by dialing 911. All criminal activity is documented by the completion of an Incident Report.

### **Campus Facilities: Security and Access to the Institution**

It is the policy of SAE Institute of Technology, New York that access to facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to SAE's policies and conduct codes and must register at the front desk upon arrival. Students and employees are responsible for the conduct of their guests at all times, pursuant to this policy:

#### **All employees shall be required to:**

- Keep all unsupervised and unoccupied areas locked at all times.
- Routinely check the alarm system and security lighting to ensure their operational effectiveness.
- Ensure that the security contacts are on site during all hours that the building is open. SAE Institute is normally open Monday – Thursday 9:00 AM – 11:30 PM, and Fridays 9:00AM – 8:00PM.
- Report immediately, to the Campus Director's office, any suspicious activities related to the Institution or of its properties, regardless of how minor these may seem.
- Notify Studio Technicians if Campus Director is unavailable.
- Be familiar with all the Institution's procedures regarding the handling of any accidents or criminal activities.

The incident procedures are listed below:

- a) Immediately determine the condition of any injured employee, student, or other parties.
- b) Notify the appropriate authorities by calling 911 (if necessary).
- c) Ensure the Campus Director is made aware of the incident
- d) Gather information from any witnesses
- e) All involved parties must complete an Incident Report with the Studio Technician or Campus Director. This report is filed in the corresponding student file and in the internal electronic DoneSafe system.

- f) Investigate property damage or theft, following the above steps.
- g) Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes.
- h) A summary of the report is entered into the Contact Manager in Anthology and entered into the internal electronic DoneSafe system.

**All students are required to:**

- Notify a staff member if a student becomes ill or is injured while on campus.
- Upon enrollment, report to the Student Services Advisor, any physical condition that may require immediate medical attention. A copy of this notification is maintained in the student's permanent confidential file.
- Be aware of any announcements. These may contain information regarding the change of criminal or emergency contact information or procedures.

As noted above, facilities staff regularly check the alarm system and security lighting to ensure their operational effectiveness. Employees are encouraged to raise security concerns with school administrators. School administrators will address security considerations as they are raised or in response to patterns of crime.

**Campus Security Enforcement**

SAE Institute of Technology, New York has Campus Security Enforcement officers. The Campus Director or Studio Technician on duty will notify the Campus Security and Enforcement officer and/or police department as warranted. A staff member is on duty during all hours the building is occupied. This person is responsible for ensuring that persons entering the building are employees, students and their families or invited guests. They are authorized to request identification from those individuals who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises; they do not have authority to make arrests. Students are advised to carry their School Photo ID card at all times. SAE personnel may not make arrests, but are instructed to promptly contact the New York Police Department of any illegal activity.

**Relationships with Local and State Police**

SAE maintains a close working relationship with the New York Police Department with periodic contact initiated by the Campus Director to ensure that the Institution is aware of criminal offenses and arrests occurring on or near the campus. This is done to ensure that the Institution can properly report or warn students regarding crimes that represent a continuing threat. However, SAE does not have a memorandum of understanding in place with local law enforcement.

**Timely Warnings**

SAE will initiate a Timely Warning to notify the campus community in response to certain Clery Act crimes reported to campus authorities or local police departments that occurred on SAE's campus or covered public property and constitute an ongoing or continuing threat to students or employees. Timely Warnings are emailed to employees, and students are notified of any events by weekly in-class announcements. SAE will ensure that Timely Warnings withhold the victims' names and other identifying information as confidential.

**Emergency Response and Evacuation Procedures**

The following staff are responsible for carrying out Emergency Response and Evacuation Procedures:

- Campus Director
- Director of Education

Should there be an emergency or dangerous situation that, in the judgment of the Campus Director, Director of Education or Studio Technician, involves an immediate threat to the health or safety of students or employees occurring on campus, SAE will immediately notify the campus community and the larger community. The Campus Director or Director of Education will, without delay and taking into account the safety of the community, determine the content of the notification and the appropriate segment or segments of the campus community to receive the notice, and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Campus Director, Director of Education or Studio Technician on duty will work with local law enforcement, other emergency officials, and SAE staff responding to an incident to confirm whether there is a significant emergency or dangerous situation and notify the the Campus Director of the emergency, who will notify all on campus students, by email or by posting messages on Canvas. In some cases, SAE will make public announcements. In cases of a hostile threat or medical emergency, the Campus Director, Director of Education or on duty Studio Technician will call the police or paramedics if needed. If emergency evacuation is required, the Studio Technician on duty will activate the fire alarm system. This will immediately notify students that emergency evacuation is required and students are required to follow the emergency evacuation procedures.

These procedures are posted in various locations around the school. Students are informed of these procedures during orientation and the information is accessible at any time on the school website. SAE staff members are trained on these procedures and will help escort the students out of the building in an orderly fashion during an emergency evacuation.

SAE will annually test the emergency response and evacuation procedures, including tests that may be announced or unannounced. Publication of the emergency response and evacuation procedures will be distributed to the campus in conjunction with at least one test per calendar year. Documentation for each test, including a description of the exercise, the date, time, and whether it was announced or unannounced will be maintained in the Campus Director's Office.

### **Programs to Inform Students and Employees about the Prevention of Crimes and Campus Security Procedures**

All employees are instructed on crime awareness, prevention, and campus security upon employment. Employees are instructed on any changes in SAE security policy and crime activity in the area during staff meetings, and are also encouraged to take responsibility for their own security, as well as the security of their fellow co-workers.

All new SAE students are instructed on crime awareness, prevention, and campus security during orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates. The class orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency.

The institution provides a publication called "SAE Institute New York Campus Wellness, Health, and Safety Action Plan" which is designed to heighten awareness of crimes and prevention. The publication topics include personal safety, crime prevention, and basic safety. In addition to the annual report, students and employees are notified of specific security concerns should they arise throughout the year. In the event the Institution, with the assistance of the local police, determines that a particular criminal offense continues to be a threat to the campus, SAE will notify the student body with Canvas notices, notices read by instructors in classrooms as well as an email to SAE student email accounts.

### **Off-Campus Student Organizations**

SAE does not recognize any student organizations with non-campus locations. Should a student or employee be a victim of injury or crime during a school-sponsored activity away from campus, the student or employee should contact the police by dialing 911 and notify the Campus Director of the incident in a timely manner.

### **Drug and Alcohol Policies**

SAE forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty or staff anywhere within the school facilities or in connection with any school event. Anyone in violation of state, federal, or other local regulations, with respect to illegal drugs or alcohol, including underage drinking, may be subject to both criminal prosecution and school disciplinary action. SAE's full drug and alcohol policy, including a description of drug and alcohol abuse education programs, is available at <http://usa.sae.edu/about/alcohol-and-drug-prevention/>.

### **Procedures for Victims Reporting Crimes of Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

SAE prohibits crimes of dating violence, domestic violence, sexual assault and stalking. New York defines those or similar terms as follows.

The New York State Penal Code describes prohibit Sex Offenses in §§ 130.00 to 130.91 and 130.95 to 130.96 and prohibited Stalking Offenses in §§ 120.45 – 120.60.

“Sexual Assault” includes non-consensual sexual intercourse and non-consensual sexual contact. “Non-consensual sexual intercourse” means any form of sexual penetration or intercourse (vaginal, anal, or oral), however slight, with any object by an individual upon another individual without consent and/or by force. Intercourse means: vaginal or anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact). “Non-consensual sexual contact” means any intentional sexual touching, however slight, with any body part or object by an individual upon another individual without consent. Intentional sexual contact includes contact with the breasts, buttocks, or groin, or touching another with any of these body parts; making another person touch any of these body parts; and any intentional bodily contact in a sexual manner.

“Dating Violence” means violence or coercive behavior 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 shall be determined based on the complainant’s statement and with consideration of 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, physical, or psychological abuse, or the threat of such abuse.

“Domestic Violence” means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of New York, or by 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 New York.

In the New York State Penal Law, “lack of consent” is defined as resulting from the following circumstances:

A. Forcible Compulsion, which occurs when there is: 1. Actual physical force; 2. Threat of physical force, expressed or implied, that puts the victim in fear of being physically harmed or of another person being physically harmed; 3. Imminent threat to kidnap the victim or third person B. Incapacity to Consent. A person is deemed incapable of consent when: 1. Physically helpless: Unable to indicate a lack of consent because he or she is unconscious, or has a physical disability and unable to physically or verbally communicate lack of consent. 2. Under 17 years of age a. If the victim is under 11, or if a person at least 18 (or over) has sex with someone under 13, this constitutes a first degree sexual offense b. If a person 18 or over has sex with someone under 15, this constitutes a second degree sexual offense c. If a person 21 years old or over has sex with someone under 17, this constitutes a third degree sexual offense 3. Mentally incapacitated: Made temporarily incapable of understanding or controlling his or her conduct, such as after being given a drug or other intoxicating substance without his or her consent. 4. Mentally Disabled: Suffering from a mental illness or condition that renders him or her incapable of understanding the nature of his or her conduct.

What constitutes a stalking offense in New York State? Under the New York State Penal Law, a person has committed the crime of stalking when he or she intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct: 1. is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person’s immediate family, or a third party with whom the person is acquainted; or 2. causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person’s immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or 3. is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person’s place of employment or business, and the actor was previously clearly informed to cease that conduct. The severity of the crime of stalking, and the associated potential punishment, increases depending on the circumstances including, but not limited to, whether the conduct causes a person to fear physical injury, the commission of a sex offense, or kidnapping and whether a weapon is used in the commission of the crime.

For more information about the definition of stalking offenses in New York State, see <http://ypdcrime.com/penal.law/article120.htm>. Additional information is available from the New York City Alliance Against Sexual Assault at: [http://www.svfreenyc.org/survivors\\_legal.html](http://www.svfreenyc.org/survivors_legal.html). For more information regarding requesting protective orders from local law enforcement in New York, see <http://manhattanda.org/order-protection> .

Should a student or employee be a victim of a crime of dating, violence, domestic violence, sexual assault, or stalking, it is the student's or employee's option to notify the appropriate law enforcement authorities, including Title IX Coordinator and local police, or to decline to notify the authorities. At the victim's request, SAE officials will assist in notifying the proper authorities. The victim has the right to request the SAE personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with the alleged assailants, or to change his or her academic schedule, or to request a protective order or similar order from a criminal, civil, or tribal court or from the institution. Complainants may also seek orders of protection, restraining orders, or other similar orders issued by a court of law, of which SAE Institute will enforce. For more information regarding protective orders, please see <https://www.nycourts.gov/TOPICS/domesticviolence.shtml>

Victims of sexual assault or rape should follow these recommended steps:

- 1) Go to a safe place following the attack
- 2) Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack
- 3) Go to a hospital emergency room for medical care
- 4) Make sure you are evaluated for the risk of pregnancy and/or venereal disease. A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.
- 5) Call someone to be with you, you should not be alone

Any person who has been the victim of physical sexual violence is urged to go to the local emergency room at any local hospital for medical attention. It is important to preserve any evidence that may assist in proving that an alleged criminal offense occurred or may be helpful in obtaining a protective order.

It is also recommended that victims call the National Sexual Assault Hotline 800-656-HOPE (4673) or Online Hotline [online.rainn.org](http://online.rainn.org). This resource is open 24 hours a day and counselors can help answer medical and emotional questions in complete confidence. Reporting the rape to the police is up to the discretion of the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape.

SAE will protect the confidentiality of victims and other necessary parties by completing publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim. SAE will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality will not impair the ability of the institution to provide the accommodations or protective measures.

If the victim requests, SAE New York will assist in identifying off-campus counseling or mental health services, 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. SAE will also provide options for and available assistance in, and how to request changes to academic and working situations or protective measures if the victim requests them and regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Victims that notify SAE New York of an incident involving sexual misconduct will be provided with written information regarding the following:

- Procedures to follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including:
  - The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order;
  - How and to whom the alleged offense should be reported;
  - Options about the involvement of law enforcement and campus authorities, including the victim's option to (1) notify proper law enforcement authorities, including on-campus and local police; (2) be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and (3) decline to notify such authorities.

- Information about how SAE will protect the confidentiality of victims, including completing publicly available recordkeeping without inclusion of personally identifying information about the victim, and maintaining as confidential any accommodations or protective measures provided to the victim;
- 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;
- Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. SAE 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; and
- An explanation of the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking.

### **Prevention Awareness Program**

SAE offers programming designed to prevent domestic violence, dating violence, sexual assault, and stalking to all students and employees, including all incoming students and new employees. The program covers the following subjects:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity;
- Provides a description of safe and positive options for bystander intervention. Bystander intervention means 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. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Provides information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;
- Outlines procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including topics such as how to report such crimes, the importance of preserving evidence, and options for involving law enforcement;
- Reviews information about how the institution will protect the confidentiality of victims and other necessary parties;
- Provides an overview of information contained in the ASR, including procedures for institutional disciplinary action in cases of sexual assault.

### Resources

National Domestic Violence Hotline at 1-800-799-7233 or visit [www.thehotline.org](http://www.thehotline.org) National Teen Dating Helpline at 1-866-331-9474 or visit [www.loveisrespect.org](http://www.loveisrespect.org) National Sexual Assault Hotline at 1-800-656-4673 or visit [www.rainn.org](http://www.rainn.org)

Local resources that provide education and support services for rape, acquaintance rape, and other forcible and non-forcible sex offenses.

### **New York State Department of Health**

[https://www.health.ny.gov/prevention/sexual\\_violence/what\\_to\\_do.htm](https://www.health.ny.gov/prevention/sexual_violence/what_to_do.htm)

### **New York City Alliance Against Sexual Assault**

<http://www.svfreenyc.org>

Local Resources for off-campus counseling and mental health services for victims:

**Help Line for Confidential Counseling**

(212) 514-SAFE

Monday-Friday, 9:00 am – 6:00 pm

**Disciplinary Action and Sanctions**

SAE uses one grievance procedure to investigate and respond to claims of dating violence, domestic violence, sexual assault, or stalking. The proceeding will be prompt, fair, and impartial from the initial investigation to the final result and conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

**Reporting**

Reporting a sex offense, domestic violence, dating violence, sexual assault or stalking to the police or a campus official does not obligate a reporting individual to pursue further legal action. The earlier an assault is reported, the more likely it is that law enforcement can conduct a thorough and accurate investigation of the crime, and more likely that the case can be prosecuted successfully, should the reporting student decide to pursue legal action. Even if the reporting individual does not initially intend to pursue legal action, it helps to have a prompt and strong investigation should they choose to pursue legal action in the future.

Any member of the SAE community may choose to file a complaint or report an incident to SAE Institute instead of, or in addition to, seeking legal action outside the school. Someone with a complaint of sexual misconduct may decide to report an incident via the legal system without going through the college's disciplinary process. However, in the interest of community safety, SAE Institute may be obligated to conduct an internal investigation and pursue disciplinary procedures.

If a student believes he or she is a victim of sexual assault, stalking, or a violent crime, he or she is encouraged to immediately notify Law Enforcement or the Title IX Coordinator. In the initial meeting with police, the reporting individual will be asked to tell them what happened, where it happened, and provide a physical description of the attacker. If the reporting individual wishes to have the assailant prosecuted, the police and district attorney's office will handle the legal proceedings without expense to you. The reporting individual is not required to hire an attorney to pursue legal action.

The Title IX Coordinator is available to provide guidance to reporting students on the reporting process and supply access to important resources and support services. If it is determined that any of the individuals involved need immediate medical care, the first priority is to make sure those individuals receive the necessary medical attention.

If an individual wishes to pursue internal action within the college, a Complaint and Incident Form should be completed and submitted to the Title IX Coordinator. The accused also has a right to submit a counter-complaint by completing a Complaint or Incident Form.

If the complainant or respondent is a student, a complaint is addressed according to the procedures for student discipline. If the complainant or respondent is a staff or faculty member, a representative from the Human Resources Department will be consulted to work with college administrators to help guide the individuals through the appropriate process.

**Notification**

Once a Complaint and Incident Form is received, written notification is sent to both parties outlining the charges/accusations, as well as the disciplinary process. The college has a maximum of 60 days to investigate and reach a resolution. If it appears that a resolution will not be reached within 60 days, written notification shall be given to all involved parties within 45 days stating that a decision will be reached after the 60 day mark.

Formal complaints regarding sexual misconduct will be reviewed at a disciplinary hearing held by the Disciplinary Committee. The Disciplinary Committee is chaired by the Campus Director. When safety and/or time issues mandate the need for an immediate decision, the Campus Director or General Manager/Chief Operating Officer has the authority to determine a temporary course of action until the Disciplinary Committee can convene.

- If an individual is deemed a threat to campus safety, an interim suspension may be invoked where the individual is banned from campus pending the hearing outcome.
- If a respondent is allowed to remain on campus, a “no contact” order may be issued prohibiting any verbal, written, or physical contact between the complainant and the respondent.

#### Pre-Hearing Conference

Before a formal disciplinary hearing proceedings begin, both the complainant and respondent are required to attend separate pre-hearing conferences. At the pre-hearing conference, violations of school policy are identified, the disciplinary process is reviewed, and each party is assigned an Advisor who can provide clarification regarding school policy, disciplinary procedures and definitions. The complainant and respondent are also informed of the disciplinary hearing date and advised on what to expect in the hearing.

#### Hearing

Both the respondent and the complainant have the right to appear at the hearing. If one or both parties decline to appear, proceedings will continue as planned. All information gathered during the investigatory, pre-hearing, and hearing process will be taken into consideration.

During the hearing, each party will appear before the Disciplinary Committee separately. The Disciplinary Committee will work to ensure the following:

- Proceedings will be conducted by individuals who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation that protects the safety of victims and promotes accountability.
- Both the respondent and complainant shall be simultaneously informed, in writing, of the outcome of the campus disciplinary proceedings, any new developments related to the charges in question, and the right to appeal results of the proceedings.
- Complainants shall receive options for changing academic, living, and/or working situations if such options are within reason and available, regardless of whether the complainant reports the crime to law enforcement.
- The respondent and complainant will be treated with dignity, courtesy, and professionalism.
- In an effort to follow Civil Rights Law, and Title IV guidelines, SAE will adhere to a preponderance-of-evidence standard. There must be substantial evidence showing that the alleged incident/behavior is “more likely than not” to have happened in order for disciplinary action to take place.
- No final decisions regarding disciplinary actions will be declared until a thorough investigation of the alleged offense has been completed.

Once the Disciplinary Committee has reached a decision, a written Notification of Outcome is sent to both parties. The notification shall include the final determination, any sanctions imposed, statement of no retaliation, and information on the appeal process.

#### Appealing

Students and staff have the right to appeal any decision(s) made by the Disciplinary Committee by submitting an official Appeal Form. Appeals must be received within 5 business days of receipt of the written Notice of Outcome. The matter will then be handed over to the Appeals Committee, who will once again review all facts and information, and may interview all involved parties a second time. The Chair of the Appeals Committee is the SAE Chief Academic & Compliance Officer, who appoints the other members. No one who served on the Disciplinary Committee can serve on the Appeals Committee. The decision of the Appeals Committee is final.

#### Penalties

The range of college penalties and sanctions include, but are not limited to: alternation of class or work schedule, loss of privileges, conduct probation, mandated counseling, and/or termination from the school or workplace.

Violations of the law regarding rape or sexual offenses may be subject to prosecution through both legal and civil authorities. Such legal decisions are separate from, but may supersede any SAE Institute disciplinary decisions.

The preponderance of the evidence standard will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking.



Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. SAE will not limit the choice of advisor or presence for either the accuser or accused in any meeting or institutional disciplinary proceeding. Restrictions regarding the extent to which the advisor may participate in the proceedings will apply equally to both parties. Both parties will be informed simultaneously of the outcome of any proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking; the procedures for the accused and the victim to appeal the result of any proceeding; any change to the result; and when the result becomes final.

SAE will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this requirement. Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape or other forcible or nonforcible sex offenses are outlined below.

#### Sex Offender Registration

Information regarding registered sex offenders can be obtained at the following website maintained by the New York Department of Law Enforcement:

<http://www.criminaljustice.ny.gov/nsor/>

#### Crime Statistics

SAE prepares an annual disclosure of crime statistics that includes crime statistics for the previous three calendar years. Statistics include crimes reported to campus officials or local police authorities that occurred on any on-campus or non-campus building, or any public property. Statistics are compiled by type of crime and by location and reported annually to the U.S. Department of Education. These statistics are also made available to current and current and prospective students.

Offense	Year	On-Campus Property	Public Property
Murder/Non-negligent manslaughter	2021	0	0
	2022	0	0
	2023	0	0
Manslaughter by Negligence	2021	0	0
	2022	0	0
	2023	0	0
Rape	2021	0	0
	2022	0	0
	2023	0	0
Fondling	2021	0	0
	2022	0	0
	2023	0	0
Incest	2021	0	0
	2022	0	0
	2023	0	0
Statutory rape	2021	0	0
	2022	0	0
	2023	0	0
Robbery	2021	0	0
	2022	0	0
	2023	0	0

Aggravated assault	2021	0	0
	2022	0	0
	2023	0	0
Burglary	2021	0	0
	2022	0	0
	2023	1	0
Motor vehicle theft	2021	0	0
	2022	0	0
	2023	0	0
Arson	2021	0	0
	2022	0	0
	2023	0	0
Domestic violence	2021	0	0
	2022	0	0
	2023	0	0
Dating violence	2021	0	0
	2022	0	0
	2023	0	0
Stalking	2021	0	0
	2022	0	0
	2023	0	0
Arrests-Weapons: carrying, possessing, etc.	2021	0	0
	2022	0	0
	2023	0	0
Arrest-Drug abuse violation	2021	0	0
	2022	0	0
	2023	0	0
Arrest-Liquor law violations	2021	0	0
	2022	0	0
	2023	0	0
Disciplinary-Weapons: carrying, possessing, etc.	2021	0	0
	2022	0	0
	2023	0	0
Disciplinary-Drug abuse violation	2021	0	0
	2022	0	0
	2023	0	0
Disciplinary-Liquor law violations	2021	0	0
	2022	0	0
	2023	0	0

SAE did not receive reports of any hate crimes occurring at its New York campus in 2021, 2022, or 2023. In addition, SAE does not have any on-campus student housing or non-campus property. 0 total number of crimes reported were unfounded.

