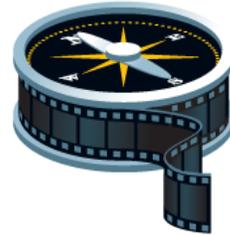


COMPASS COLLEGE
of CINEMATIC ARTS



Annual Security Report 2019-2020

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information. Compass College of Cinematic Arts, therefore, produces and distributes an Annual Security Report to all enrolled students and current employees each year by October 1.

Upon request, the college will provide its annual security report to any prospective student or prospective employee. An electronic or paper copy of this report is available by calling (616) 988-1000 or emailing ken.b@compass.edu.

Table of Contents

Campus Safety Policies.....	1
Annual Security Report.....	1
Reporting a Crime	3
Timely Warning.....	3
Building Emergencies	3
Campus Access Policy and Protocol.....	4
Campus Law Enforcement.....	4
Crime Prevention.....	4
Drug & Alcohol Policy	5
Sex Offenders Registry.....	6
Sexual Assault, Domestic Violence, Dating Violence and Stalking Policy	6
Responding to a Complaint.....	6
Programs to Prevent Sexual Assault, Domestic Violence, Dating Violence and Stalking	8
Disciplinary Actions/Sanctions in cases of Alleged Dating Violence, Domestic Violence, Sexual Assault, or Stalking	9
Protective Measures.....	9
Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses.....	9
Sexual Assault/Domestic Violence Area Resources and Contact Information.....	10
Crime Definitions.....	10
Sexual Offense.....	10
Sexual Assault.....	10
Theft, Arson, Hate Crimes, Weapons Law Violations	11
Liquor Law Violations, Domestic Assault, Dating Violence, Stalking.....	12

Campus Safety Policies

The staff and faculty of Compass College of Cinematic Arts (CCCA) are here to serve the students and to help protect the people and property of those on campus through security policies and to respond to emergencies by contacting Grand Rapids emergency services by dialing 9-1-1. Our college benefits from the fact that Grand Rapids offers a safe environment for all of its citizens.

Annual Security Report

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to annually disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution.

In compliance with that law, CCCA prepares and individually notifies current students, staff, faculty, and prospective students each September by email and/or standard mail of the availability of the Annual Security Report, which will also be available on the Compass College website. A printed copy of the report can be obtained from our offices located at 41 Sheldon Blvd., SE, Grand Rapids.

The Annual Disclosure of Crime Statistics report is prepared by the Director of Student Affairs and is distributed through the Center for Excellence. The statistical data used in the compilation of this report is gathered from the Grand Rapids Police Department annually. This report details any instance of murder, negligent and non-negligent manslaughter, rape, fondling, incest, statutory rape, domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, any hate crime, liquor and drug law arrests or violations, and any weapons possessions arrests or violations. The report also details the College’s security procedures and regulations.

In addition to the Annual Security Report, the Director of Student Affairs also presents campus security policies and emergency procedures during the Orientation session on the first day of the academic year, and holds a safety meeting with students, staff, and a member of the Grand Rapids Police Department during the first month of the school year. This session encourages students to be responsible and to practice personal safety measures and to look out for the safety of others.

Crime Statistics 2016-2018

NOTE: Compass College had no reported Hate Crimes for 2016, 2017, and 2018.

Offense	Year	On Campus Property	Non-Campus Property	*Public Property	Total
Murder/Non-Negligent Manslaughter	2018				
	2017				
	2016				
Negligent Manslaughter	2018				
	2017				
	2016				
Sex Offenses, Forcible	2018				
	2017				
	2016				
Sex Offenses, Non-Forcible	2018				
	2017				
	2016				
Rape	2018			1	1
	2017				
	2016				
Statutory Rape	2018				
	2017				
	2016				
Fondling	2018				
	2017				
	2016				

Incest	2018				
	2017				
	2016				
Domestic Violence	2018				
	2017				
	2016				
Dating Violence	2018				
	2017				
	2016				
Stalking	2018			1	1
	2017				
	2016				
Robbery	2018			1	1
	2017				
	2016				
Aggravated Assault	2018				
	2017				
	2016			1	1
Burglary	2018				
	2017				
	2016				
Motor Vehicle Theft	2018				
	2017				
	2016			1	1
Arson	2018				
	2017				
	2016				
Liquor Law Arrests	2018			1	1
	2017				
	2016			1	1
Liquor Law Violations Referred For Disciplinary Action	2018				
	2017				
	2016				
Drug Law Arrests	2018			2	2
	2017			2	2
	2016				
Drug Law Violations Referred For Disciplinary Action	2018				
	2017				
	2016				
Illegal Weapons Possession Arrests	2018				
	2017				
	2016				
Illegal Weapons Possession Violations Referred For Disciplinary Action	2018				
	2017				
	2016				

* Public property is defined as the street and sidewalk outside the main entrance of building on 41 Sheldon Blvd SE., the parking lot on the south side of the building, the parking lot east of the building, and the parking lot east of La Grave CRC on block of 100 La Grave Ave. SE, Grand Rapids, MI.

Reporting a Crime

CCCA does not employ campus security personnel; however, all students and employees are required to promptly report any crime or emergency to the Director of Student Affairs. If a student wishes to report a crime on a voluntary or confidential basis, the Director of Student Affairs is required to record and report the crime but can withhold the identity of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to the Director of Student Affairs without signature. The Director of Student Affairs will then contact the correct authorities. If the student wishes not to maintain confidentiality, the student will contact the Director of Student Affairs, who, in turn, will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling 9-1-1.

Please note that any emergency that requires immediate attention, students and employees are required to contact the appropriate agency by calling 9-1-1 and follow up by reporting the incident to the Director of Student Affairs.

Report Crimes to:

Ken Boersma
Director of Student Affairs
Phone: 616-988-1000

Timely Warning

Compass College of Cinematic Arts will make timely warnings to the campus community of crimes reported or other incidents that could pose the potential for danger to students or employees. Depending on the nature of the incident, the following procedures will be followed:

- An incident presenting imminent danger or injury, such as a robbery, assault, fire or natural disaster
 - 9-1-1 will be called immediately and all affected students, faculty and administrative staff will be evacuated from the building or escorted to a safe location by the Director of Student Affairs or senior administrative staff.
- An incident presenting the possibility of future danger
 - Students, faculty and administrative staff will be notified, orally, by email or by text of the incident and advised of the caution that individuals should take in protecting themselves.

Building Emergencies

Fire Emergency: Fire and the associated dangers of smoke, structural danger, or toxic releases can pose serious threats of injury and death to students, employees, visitors, and emergency response personnel. In order to control a fire and minimize its damage, the following steps should be taken:

- All building occupants will evacuate immediately by means of the nearest available exit
- Pull the fire alarm
- Alert other people in the area and instruct them to leave the building
- Go immediately to the designated assembly area, the northwest corner of the Spectrum parking lot across from the CCCA building and await further instructions
- Call 9-1-1 from a safe location
- Do not use elevators
- College employees will keep track of their visitors and report their status to the college President
- Remain in the designated assembly area until College officials or the Fire Department instructs you on how to proceed

Natural Disaster: In the event of natural disasters, the following procedures should be followed:

Tornado

Tornadoes usually occur in the spring and summer; they are formed by severe thunderstorms. Considered nature's most violent, erratic storm, they consist of whirling winds of up to 300 miles per hour. Tornadoes can sweep through an area, causing serious damage and destruction, and then change direction and strike again. In addition to injuries and structural damage, the impact of a tornado may result in electrical shorts, gas leaks, etc., which could cause fires or other hazards.

Procedure for a Tornado Watch

- A Tornado Watch indicates that weather conditions are considered favorable for tornadoes to form in and near the watch area. These conditions are determined by the National Weather Service which transmits the watch information through weather radio, television and radio.
- If a Tornado Watch goes into effect, classes and other activities will continue as usual.
- When a Tornado Watch is issued, College officials will monitor weather reports and make decisions regarding Shelter-in-Place or dismissal of classes as the situation warrants.

Procedure for a Tornado Warning

- A Tornado Warning indicates that a tornado has been spotted or radar indicates there is a likely tornado.
- Classes are canceled if a Tornado Warning goes into effect within one hour of the start of class
- If class is in session when a Tornado Warning is issued, the following actions should be taken:
 - Go to the lower level of the building immediately
 - The safest areas are in the Media Services Room, Student Lounge, Employee Lounge, the lower level of the north or south side stair wells, and as a last result, hallway areas like the Yellow Brick Road and the Road to Perdition where there's no glass
 - Faculty Offices, Hollywood Square, Executive Conference Room, Classrooms 1 and 4, and the Sound Stage will shelter in the Media Services Room, Employee Lounge, and the lower level of the north stair well
 - The Director of Student Affairs will supervise those gathered in the Media Services Room, Employee Lounge, and the lower level of the north stair well
 - The Director of Student Affairs will bring an Emergency Kit to those gathered in the Media Services Room, Employee Lounge, and the lower level of the north stair well
 - Administrative Offices, Classrooms 2 and 3, the ADR room, Theater, and Student Lounge will shelter in the Student Lounge and lower level of the south stair well
 - The Admissions Manager will supervise those gathered in the Student Lounge and lower level of the south stair well
 - The Admissions Manager will bring an Emergency Kit to those gathered in the Student Lounge and lower level of the south stair well
 - The Administration person at the front desk will take the portable phone with him/her to monitor incoming phone calls
 - Stand away from large areas of glass and exterior doors
 - Stand against the walls rather than in the center of rooms or hallways
 - If possible get underneath a sturdy piece of furniture
- Classes in session are to be delayed or dismissed during a Tornado Warning until the warning has expired
- Whenever a Tornado Warning is issued for the city or county, all faculty, staff, students, and visitors will proceed immediately to the designated shelter areas. This means that faculty is required to dismiss class, suspend final exams, and otherwise cease academic endeavors in order to immediately seek shelter.

Emergency Drill: In order to acquaint students, staff and faculty of emergency procedures, fire drills will be conducted, facilitated by the Director of Student Affairs in conjunction with the building's management company.

Campus Access Policy and Protocol

Campus access will be secured 24/7. The building will be locked 24 hours a day, 7 days a week. The outer doors to the main entrance will be open from 8 a.m. until 5 p.m. Monday through Friday. Card or fob access will be necessary to enter the building through the inner doors.

All students will be issued an access card that will allow them to place or tap their card by the card reader nearest to the front desk to enter the building during the 8 a.m. to 5 p.m. period each weekday.

Students will also be given a lanyard with a badge holder. Students are required to put their access card and ID card in the badge holder and to wear the lanyard at all times while in the building to identify themselves as members of the Compass community.

Students are not to let any unknown person into the building by using their access card. Any known visitor entering the building with a student is required to go to the front desk to sign in and receive a visitors badge. Students on campus who do not bring their lanyard/identification or who do not wear their lanyard will be given a warning. Continued failure to wear the lanyard/identification will result in a \$10 fine.

A student who loses their lanyard that includes the access card and student ID will need to get it replaced at a charge of \$25 or \$15 if they still have their student ID.

When the school closes for the night, the last authorized staff member will inspect the premises to see that it is empty and that all doors are locked. Other individuals present on CCCA property at any time without the express permission of the administration shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on CCCA property without the express permission of the administration shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

Campus Law Enforcement

CCCA staff and faculty have no powers of arrest other than the Citizens Arrest Law, and are required, in the event of a crime or emergency, to call the correct agency or dial 9-1-1 for police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all possibilities have been explored.

Crime Prevention

During the first month of classes, CCCA holds a meeting with students, staff and faculty, in which a member of the Grand Rapids Police Department presents a variety of safety information to the CCCA community. Students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- Do not leave personal property in classrooms, in other student-designated areas or in common areas of the building.
- Report any suspicious persons to the Director of Student Affairs.
- Always try to walk in groups outside the school premises.
- When waiting for a ride, wait within sight of other people.
- Staff and faculty will close and lock all doors and turn off lights when leaving the building at the end of the day.
- CCCA cannot assume the responsibility for personal valuables. We strongly recommend that students insure property for a variety of losses, take photos and record serial numbers on valuable equipment, and clearly mark all personal property. The college also encourages students to lock their vehicles.

Drug and Alcohol Policy

The Drug-Free Schools and Campuses Act of 1989 requires institutions of higher education to adopt and implement effective policies which prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Colleges and Universities are required to review policies and sanctions to determine effectiveness, implement needed changes, and ensure that conduct sanctions are consistently enforced.

Compass College is committed to providing a safe and drug-free learning environment that supports student achievement. The College is therefore a drug and alcohol-free zone and does not permit the possession, use, distribution or sale of illegal drugs or alcoholic beverages by its students on school premises or at any college sponsored activity, without exception. Compass adheres to and enforces all State and Federal drug and alcohol laws. A violation of these policies by students or employees may result in expulsion, termination and/or arrest.

Note: This prohibition includes marijuana and the medical use of marijuana. The federal government regulates drugs through the Controlled Substances Act (CSA) (21 U.S.C. § 811), which does not recognize a difference between medical and recreational use of marijuana.

This prohibition does not apply to prescribed drugs that are used as directed by a physician. Students must report to the Director of Student Affairs any prescribed drug that could have an adverse effect on the student's safety or job performance. Violation of these policies by students may result in expulsion and/or arrest.

In the state of Michigan, persons under the age of 21 shall not purchase, consume, or possess alcoholic beverages. In addition, it is against Michigan law to sell or furnish alcoholic beverages to persons under 21 years of age.

Disciplinary Sanctions

Note: Students and employees should be aware that violation of relevant drug and alcohol policies and laws could result in sanctions by the institution as well as by federal, state, or local authorities.

In a three-stage process, any student violating CCCA's drug and alcohol policy, no less than the following sanctions will be assigned:

Stage 1: Parental notification if student is under 21 years of age, completion of an Alcohol or Drug Education Program, sanction hours

Stage 2: Referral for evaluation, sanction hours

Stage 3: Recommendation for suspension from the college for a set period of time

Any student convicted in a court of law of criminally violating drug and alcohol laws or CCCA's drug-free policies, within 30 days of the court hearing, one of the following sanctions may be assigned:

Sanction 1: Suspension from the college for a set period of time with reentry considered upon completion of an Alcohol or Drug Education Program and professional evaluation

Sanction 2: Suspension from the college

Students must:

- Agree to abide by CCCA's Drug-Free policy
- Sign a Zero Tolerance statement upon enrollment at the college
- Inform us within five (5) days of the time you are convicted of a criminal drug violation on campus or at one of our activities
- Satisfactorily complete the program of help you accept in lieu of being dismissed or expelled from the college

A federal or state drug conviction can disqualify a student for Title IV funds. Convictions count if the offense occurred during a period of enrollment for which the student was receiving Title IV aid. The following chart illustrates the period of ineligibility for Title IV funds.

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3+ Offenses	Indefinite period	

Sex Offenders Registry

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained.

All sex offenders are required to register in the state of Michigan and to provide notice to each institution of higher education in Michigan at which the person is employed, carries a vocation, or is a student.

The Michigan Public Sexual Offender Registry can be found here: <http://www.mipsor.state.mi.us/>.

Students are encouraged to check their local addresses to familiarize themselves with the location and identity of any sex offenders in their vicinity.

Sexual Assault, Domestic Violence, Dating Violence and Stalking Policy

If a sexual assault (criminal offense) occurs on campus, it should be reported immediately to the Director of Student Affairs who will report it to 9-1-1 emergency and/or police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. CCCA has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion while investigations are being followed, termination and/or arrest. A list of educational programs that promote awareness of different types of sex offenses is available from the Director of Student Affairs. Also available from the Director of Student Affairs is a listing of counseling, mental health programs and other services for victims of sex offenses.

Responsible Employee

A responsible employee is any employee who has the authority to take action to redress sexual violence, who has been given the duty to report to appropriate school officials about incidents of sexual violence or any other misconduct by students, or who a student could reasonably believe has this authority or responsibility. Compass College considers all full-time faculty and all Director level or higher staff to be a responsible employee, with the exception noted below.

Professional and pastoral counselors.

Professional and pastoral counselors are not required to report any information regarding an incident of alleged sexual violence. Jack Droppers, Director of Spiritual Formation is considered a pastoral counselor and is not required to report information provided to him in confidence.

Responding to a Complaint

Sexual assault, domestic violence, dating violence and stalking are prohibited. Individuals who become aware of any of these occurrences should report it to the Director of Student Affairs right away. If a report is made to CCCA of any of these occurrences, we will:

- Take immediate steps to ensure protection of the victim.
- Interview the complainant and notify the student of his/her rights to file a criminal complaint.
- Investigate the complaint, including interviewing the accused student and any witnesses.
- Notify both the victim and the accused simultaneously of the resolution decision by CCCA.
- If a criminal complaint is filed, notify the accused student within 10 business days of the criminal complaint being filed.

The Compass College of Cinematic Arts Title IX Coordinator has primary responsibility for receiving, evaluating, and investigating allegations of sexual violence, including alleged domestic violence, dating violence, sexual assault, and stalking. The Title IX Coordinator is responsible for maintaining accurate Clery Act crime statistics.

The Title IX Coordinator has primary responsibility for ensuring that any disciplinary proceeding involving an allegation of sexual violence is conducted promptly, fairly, and impartially and in accordance with these and other related institutional procedures.

Once the Title IX Coordinator receives a report of sexual violence, the following steps will be followed:

1. The Title IX Coordinator will immediately assess whether the information in the report warrants a timely warning and, if so, will execute that procedure in accordance with the institution's timely warning procedures as detailed in the College Catalog and Student Handbook. The Title IX Coordinator will immediately inform the complainant of his/her right to "interim measures" during the time period of an investigation of the alleged sexual violence, including obtaining an order of protection, a no contact order, restraining order or similar lawful order from the police or the institution. Compass College's obligation is to protect the identity of the complainant in any Clery Act report or in other publicly available recordkeeping. Compass College is also required to keep any interim measures provided to the complainant confidential, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodation or protective measure.
2. The Title IX Coordinator will, within 24 hours of receipt of the report, provide to the individual making the report of an alleged sex offense:
 - a) A copy of these procedures;
 - b) Information on counseling, health, mental health, victim advocacy, legal assistance services, immigration assistance, student financial aid, and any other services available to the victim at Compass College or in the community;
 - c) Information on the complainant's right to report the incident to local police and the fact that Compass College's institutional investigation and disciplinary procedure and any criminal proceeding may occur simultaneously; and
 - d) Options to facilitate changes to transportation, working, academic, or additional protective measures, if requested, while the investigation is pending, even if the complainant chooses not to report the crime to police.
3. The Title IX Coordinator will investigate the incident by interviewing: the individual filing the report, the respondent, Compass College employees, witnesses, and others as necessary to gather facts about the alleged incident. The Title IX Coordinator may be assisted by other employees after determining that such employees do not have a conflict of interest and have received training in Title IX and VAWA.
4. The Title IX Coordinator will ensure that all individuals involved in the disciplinary procedure apply a "preponderance of the evidence" standard when evaluating sexual violence reports. Compass College does not provide for a formal hearing process but both parties may be assisted by a support person of choice, including an attorney. The support person will be able to accompany the parties to meetings but does not serve as an investigator or questioner.
5. In all cases, the Title IX Coordinator will maintain regular communications with both the complainant and the respondent and provide both parties with equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for Compass College to fully evaluate the alleged offense.
6. 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 a reasonable time period from the date that the report is first received by the Title IX Coordinator.
7. The Title IX Coordinator will inform both parties of its final determination. Compass College does not provide for an appeal of final determinations.
8. The sanctions that may be imposed by Compass College following a determination that dating violence, domestic violence, sexual assault, or stalking occurred include, but are not limited to, counseling, education, changes in academic arrangements, no contact orders, suspension or expulsion of a student, or termination of employment.
9. Both the complainant and respondent shall be simultaneously informed in writing of:
 - a) The outcome of any disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking;
 - b) Any change to the results that occurs prior to the time that such results become final; and
 - c) When such results become final.
10. The Title IX Coordinator will determine if the incident is indicative of a systemic issue and, if so, work with appropriate Compass College staff to recommend changes to the college's policies, procedures, or training to prevent re-occurrence.
11. Compass College will not tolerate retaliation in any form against any individual who makes an allegation, files a report, serves as a

witness, assists a complainant, or participates in an investigation of discrimination or harassment.

College policy and state and federal law prohibit retaliation against an individual for reporting discrimination or harassment, or for participating in an investigation.

Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and/or student status, independent of the merits of the underlying allegation.

Compass College's Title IX Coordinator and all employees involved in the investigation and disciplinary process, in accordance with federal requirements, receive training at least annually on issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and a hearing process that protects the safety of complainants and promotes accountability.

Programs to Prevent Sexual Assault, Domestic Violence, Dating Violence and Stalking

Active bystanders play a critical role in the prevention of sexual and relationship violence. They are not directly involved but have the choice to intervene, speak up, or take other action, such as notifying authority. Bystanders may not always know what to do. Below are some ways to be an active bystander:

If you or someone else is in danger, dial 9-1-1. This could be when a person is yelling or being abusive toward another and it wouldn't be safe for you to interrupt.

Watch out for your friends/fellow students/employees. If you see someone who looks like they're in trouble or needs help, ask if they are okay.

Confront people who seclude, hit on or try to make out with, or have sex with people who are incapacitated.

Speak up when someone discusses plans to take sexual advantage of another person.

Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.

Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

To reduce your risk of sexual assault, domestic violence, dating violence and stalking, adhere to the following strategies:

Be aware of your surroundings. Knowing where you are and who is around you may help you find a way to get out of a bad situation.

Try to avoid isolated areas.

Walk with purpose. Even if you don't know where you're going, act like you do.

Trust your instincts. If a situation or location feels unsafe or uncomfortable, you should leave.

Try not to load yourself down with packages/bags as this can make you appear more vulnerable.

Make sure your cell phone is with you and charged and that you have money for a cab.

Don't allow yourself to be isolated with someone you don't trust or don't know.

Avoid putting headphones in both ears so that you can be more aware of your surroundings, especially if you're walking alone.

When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together.

Trust your instincts. If you feel unsafe in any situation, go with your gut feeling. Immediately contact law enforcement if you see something suspicious.

Don't leave your drink unattended. If you've left your drink alone, get a new one.

Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowl or other large, open containers.

Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.

1. If you suspect you or a friend has been drugged, contact law enforcement immediately by dialing 9-1-1. Be explicit with doctors so they can give you the correct tests.

If you need to get out of an uncomfortable or scary situation, here are some things you can try:

1. Remember that being in this situation is not your fault. You didn't do anything wrong. It's the person who is making you feel uncomfortable that is to blame.
2. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to," is always a good enough reason. Do what feels right to you and what you are comfortable with doing.
3. Have a code word with your friends and family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you.
4. Don't worry about hurting the person's feelings. It is better to leave rather than to stay and be uncomfortable, scared, or worse.

Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Please refer to the following sites for additional information:

Rape, Abuse & Incest National Network:
<http://www.rainn.org/>

Dept. of Justice, Sexual Assault
<http://www.justice.gov/ovw/sexual-assault>

Department of Education, Office of Civil Rights
<http://www2.ed.gov/about/offices/list/ocr/index.html>

Disciplinary Actions/Sanctions in cases of Alleged Dating Violence, Domestic Violence, Sexual Assault, or Stalking

Investigations that result in a finding that one of these offenses has occurred will lead to the initiation of disciplinary procedures against the accused individual.

CCCA's sanctions for students are as follows:

Sexual Assault, Domestic Violence, Dating Violence, or Stalking: Probation or suspension or dismissal with the possibility of additional sanctions, including being banned from a segment/area of campus; no contact order.

CCCA's sanctions for staff are:

Sexual Assault, Domestic Violence, or Dating Violence: Termination of employment, suspension, education programs, no contact order.

Stalking: Suspension, termination, no contact order, warning, community service, or education programs.

Protective Measures

The college may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking which may include some or all of the following actions: No-contact order, alteration of academic and work situations. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts, which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator or their designee will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: A college order of no contact, adjustment of class course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action.

* Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Compass College of Cinematic Arts.

* Applicable law requires that, when taking such steps to separate the complainant and the accused, the College must minimize the burden on the complainant and thus should not, as a matter of course, remove the complainant from his or her job or classes while allowing the accused to remain.

Confidentiality

CCCA will protect the identity of persons who report having been a victim of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and its responsibilities to investigate complaints that have been received.

Area Resources/Contact Information

Sexual Assault:

**YWCA West Central Michigan
SAPAT: The Sexual Assault Prevention
Action Team of Kent County**
25 Sheldon Blvd. SE
Grand Rapids, MI 49503

24 Hour Hotline: (616) 451-2744

YWCA Sexual Assault Program / Nurse Examiner Program: (616) 776-RAPE

24-Hour Crisis Centers

National Hotline (RAINN)
Rape/Abuse/Incest National Network
1-800-656 HOPE

Domestic Violence:

Safe Haven Ministries
Support Hotline is available
24 Hours a day: (616) 452-6664

Men's Resource Center
www.menscenter.org
616-456-1178

Grand Rapids Police Department
1 Monroe Center NW
Grand Rapids, MI 49503

Emergencies: 911
Non-Emergencies: 616-456-3400

Crime Definitions

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

Negligent Manslaughter
The killing of another person through gross negligence.

Sexual Offense

Definitions derived from the National Incident Based Reporting System Edition of the Uniform Crime Reporting Program:

Forcible – Any sex act directed against another person, forcibly and/or against that person’s will; or not forcibly or against that person’s will where the victim is incapable of giving consent. This includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Non-Forcible – Incidents of unlawful, non-forcible sexual intercourse, such as incest and statutory rape. Incest is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is defined as non-forcible intercourse with a person who is under the statutory age of consent.

Sexual Assault

Sexual assault means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting System. A sex offense is any act directed against another person, without consent of the victim, including, instances where the victim is incapable of giving consent.

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 or another person without consent of the victim.

Fondling – The touching of the private 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 or her age or because of his or her temporary or permanent mental incapacity.

Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent (16 in the state of Michigan).

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person(s) 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 is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary

The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle

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.

Hate Crimes

Any criminal offense that manifests evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity/national origin or disability.

Weapons Law Violations

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

Drug Abuse/Use Violations

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

Liquor Law Violations

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

Domestic Assault

A felony or misdemeanor crime of violence committed by any of the following individuals:

A current or former spouse or intimate partner of the victim

A person with whom the victim has 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 the domestic or family laws of the jurisdiction in which the crime of violence occurred

Any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

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. Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

The existence of a social relationship of a romantic or intimate nature with the victim is determined based on:

The reporting party's statement

The length of the relationship

The type of relationship

The frequency of interaction between the persons involved in the relationship

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

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