CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to 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, the following reflects this institution's crime statistic for the period between 01/01/2022 and 12/31/2024. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION. THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

Report Distribution Date: September 28, 2026

Occurrences REPORTED within the 2023, 2024, and 2025 Calendar Years

Crimes Reported	2023	2024	2025	Location: C=Campus N=Non-campus P=Public Area	* Hate Crime? (see note)
(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	0	0	0		
(B) Negligent manslaughter	0	0	0		
(ii) Sex Offenses:					
(A) Rape	0	0	0		
(B) Fondling	0	0	0		
(C) Incest	0	0	0		
(D) Statutory Rape	0	0	0		
(iii) Robbery	0	0	0		
(iv) Aggravated assault	0	0	0		
(v) Burglary	0	0	0		
(vi) Motor Vehicle Theft	1	1	0	P	No
(vii) Arson	0	1	0	P	No
(viii) Liquor law violations	0	0	0		
Arrest and referrals for disciplinary actions including:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession:	0	0	0		
(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0		

Hate crimes: As listed under 34. CFR668.46 (c)(1)(i)					
(A) Larceny-theft	0	0	0		
(B) Simple Assault	0	0	0		
(C) Intimidation	0	0	0		
(D) Destruction, Damage or Vandalism of Property	0	0	0		
Incidents of sexual assault	0	0	0		
Domestic Violence	0	0	0		
Dating Violence	0	0	0		
Stalking	0	0	0		

NOTE - Crimes reported under any of the category listed in this section that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.

2. (i) All students and employees are required to report any crime or emergency to the school official promptly.
   (ii) Preparation for the Annual Disclosure of Crime Statistics report is obtained by contacting the local police department for reported crimes and the institution's Daily Incident Log.
   (iii) If a student or employee wishes to report a crime on a voluntary or confidential basis, the **school official** will be prepared to record and report the crime, but not the name of the informant. A student or employee may, in order to maintain confidentiality, submit the information in writing to his/her **school official** without signature. If a student wishes not to maintain confidentiality, student may contact his/her **teacher or school official** who in turn will contact an available **supervisor** to report criminal actions or emergencies to the **appropriate agency by calling (911).**

3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours staring at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

4. Current policies concerning campus law enforcement are as follows:
   (i) Institution's officials have no power to 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 (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
   (ii) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used; as undue risk should not be taken.
   (iii) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their 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.
   a. Do not leave personal property in classrooms.
   b. Report any suspicious persons to your institutional official.
   c. Always try to walk in groups outside the school premises.
   d. If you are waiting for a ride, wait within sight of other people.
   e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
   f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
   g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
   h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.

6 The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.

7. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within

two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.

9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest

10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. In addition, School Catalog provides information related to Drug and Substance Abuse Policy, School Sanctions, Legal Sanctions Relating to Substance Abuse, Federal Penalties for Possession of Illegal Drugs, Federal Trafficking Penalties for certain drugs, Health Risks Associated with Substance Abuse, and Prevention of Substance Abuse and Available Resources.

11. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and police. The institution during orientation, for newly admitted students, emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the school operations, staff and administrators focus in observing that students are not in any circumstance by themselves.
    (i) The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.
    (ii) A 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 when that person can be properly transported to a hospital or rape crisis center for proper treatment.
    (iii) A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911). When the crime is reported, the school will provide the victim with a written explanation of his or her rights and options.
    (iv) The institution does not have accessibility to professional counseling, mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care services.
    (v) The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.
    (vi) The institutional disciplinary actions in reference to an alleged sex offence are as follows:
        (A) The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding: and
        (B) Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense

(vii) If the victim is in need of a change in class due to the assault, a request should be made by the victim to the Campus President. This request will be reviewed, and if it's reasonable and can be accommodated, the student will be notified.

(viii) This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from school, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.

12. Crime Definitions – Crime Definitions are from the Summary Reporting System (SRS) and User Manual from the FBI's UCR Program.

Annual Campus Safety and Security

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.

Criminal Homicide—Manslaughter by Negligence
The killing of another person through gross negligence.
Criminal Homicide—Murder and Nonnegligent Manslaughter
The willful (nonnegligent) killing of one human being by another.

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

Robbery
The taking or attempting to take anything of value from the care, custody, or control of a person or persons by
force or threat of force or violence and/or by putting the victim in fear or other weapon is used which could and
probably would result in serious personal injury if the crime were successfully completed.)

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

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

Weapons: Carrying, Possessing, Etc.

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession,
concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

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

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

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

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

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

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

VAWA Definitions

Consent
A voluntary, sober agreement. Consent is never implied and cannot be assumed even in the context of a

relationship

Sexual Assault
An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

Sex Offenses
Any sexual act directed against another person, without the 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 of another person, without the consent of the victim.
Fondling
The touching of the private body parts of another person for the purpose of sexual gratification, without the
consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

Domestic Violence
A felony or misdemeanor crime 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 the
jurisdiction in which the crime of violence occurred;
• 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 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.
• The existence of such a relationship shall be determined based on the reporting party'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.

• For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or
the threat of such abuse.
• Dating violence does not include acts covered under the definition of domestic violence.
• Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
• Fear for the person's safety or the safety of others; or
• Suffer substantial emotional distress.
For the purposes of this definition
• Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly,
indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes,
surveils, threatens, or communicates to or about a person, or interferes with a person's property.
• Reasonable person means a reasonable person under similar circumstances and with similar identities to the
victim.
• Substantial emotional distress means significant mental suffering or anguish that may, but does not
necessarily, require medical or other professional treatment or counseling.
• Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
• Consider environmental risk and protective factors as they occur on the individual, relationship, institutional,
community, and societal levels Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed to UMA students and employees.

Awareness programs
Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration

Bystander intervention
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 actions to intervene

13. EMPLOYEE DISCIPLINARY ACTIONS FOR VIOLATIONS OF VAWA POLICY
NCC reserves the right to determine on case by case basis, with regard to proven or admitted violations of the VAWA Policy, disciplinary action to be taken with regard to any NCC employee.
Disciplinary action resulting from a determination that a violation of the VWA policy occurred, may include but are not limited to: unpaid suspension from work, altered work schedule, training or education specific to the offense, and termination of employment without the opportunity to reapply for future employment. NCC, at its sole discretion may also combine various disciplinary actions it deems appropriate for the violation finding.
The final decision for any disciplinary action taken will be made at the sole discretion of the Campus President and/or Director of Compliance and communicated by the Title IX Coordinator. This decision may not be appealed.

14. STUDENT DISCIPLINARY ACTIONS FOR VIOLATIONS OF VAWA POLICY
NCC reserves the right to determine on case by case basis, with regard to proven or admitted violations of the VAWA Policy, disciplinary action to be taken with regard to any NCC student. Disciplinary action resulting from a determination that a violation of the VWA policy occurred, may include but are not limited to: suspension from school, altered class schedule, training or education specific to the offense, community service requirements at a location determined by the school, and withdrawal from the school without the opportunity to re-enroll. NCC, at its sole discretion may also combine various disciplinary actions it deems appropriate for the violation finding. The final decision for any disciplinary action taken will be made at the sole discretion by the Campus President and/or Director of Compliance and communicated by the Title IX Coordinator. This decision may not be appealed.

15. The institution provides the following website to obtain information concerning the registration of sex offenders arrest.
- ALABAMA, Website: http://app.alea.gov/Community/wfSexOffenderSearch.aspx Phone: 334-353-1172
- ALASKA, Website: http://www.dps.alaska.gov/sorweb/sorweb.aspx, Phone Number: 907-269-5767
- ARIZONA, Website: http://www.azdps.gov/Services/Sex_Offender/, Phone: 602-255-0611
- ARKANSAS, Website: http://acic.org/citizens/Pages/sexOffenderInfo.aspx, Phone: 501-682-2222
- CALIFORNIA, Website: http://www.meganslaw.ca.gov/, Phone: 916-227-4974
- COLORADO, Website: http://sor.state.co.us/, Phone: 303-239-4222
- CONNECTICUT, Website: http://www.communitynotification.com/cap_office_disclaimer.php?office=54567, Phone: 860-685-8060
- DELAWARE, Website: https://desexoffender.dsp.delaware.gov/, Phone: 302-739-5882
- DISTRICT OF COLUMBIA, Website: http://sexoffender.dc.gov/, Phone: 202-727-4407
- FLORIDA Website: http://offender.fdle.state.fl.us/offender/homepage.do;jsessionid=0z7yfQ8e0P5tfEGBJlHJdA,

Phone: 888-357-7332

- GEORGIA, Website: http://gbi.georgia.gov/documents/sex-offenders-ga-map, Phone: 800-436-744
- HAWAII, Website: http://sexoffenders.ehawaii.gov/sexoffender/welcome.html, Phone: 808-587-3350
- IDAHO, Website: http://www.isp.idaho.gov/sor_id/, Phone: 208-884-7305
- ILLINOIS, Website: http://www.isp.state.il.us/sor/, Phone: 217-785-0653
- INDIANA, Website: http://www.icrimewatch.net/indiana.php, Phone: 317-356-3633
- IOWA, Website: http://www.iowasexoffender.com/, Phone: 515-725-6050
- KANSAS, Website: http://www.accesskansas.org/kbi/ro.shtml, Phone: 785-296-2841,
- KENTUCKY, Website: http://kspsor.state.ky.us/, Phone: 202-227-8700,
- LOUISIANA, Website: http://www.lsp.org/socpr/default.html, Phone: 800-858-0551
- MAINE, Website: http://sor.informe.org/cgi-bin/sor/index.pl, Phone: 207-624-7270
- MARYLAND, Website: http://www.socem.info/, Phone: 410-585-3600
- MISSISSIPPI, Website: http://state.sor.dps.ms.gov/, Phone: 601-987-1540
- MISSOURI, Website: http://www.mshp.dps.mo.gov/CJ38/search.jsp, Phone: 888-767-6747
- MONTANA, Website: https://app.doj.mt.gov/apps/svow/, Phone: 406-444-2497
- NEBRASKA, Website: https://sor.nebraska.gov/, Phone: 402-471-8647
- NEVADA, Website: http://www.nvsexoffenders.gov/, Phone: 775-684-6262
- NEW HAMPSHIRE, Website: http://business.nh.gov/NSOR/search.aspx, Phone: 603-271-6344
- NEW JERSEY, Website: http://www20.state.nj.us/LPS_spoff/SetSession, Phone: 609-882-2000
- NEW MEXICO,
  Website:
  http://sheriffalerts.com/cap_office_disclaimer.php?office=55290&fwd=aHR0cDovL2NvbW11bm l0eW5vdGlmaWNhdGlvbi5jb20vY2FwX21haW4ucGhwP29mZmljZT01NTI5MA, Phone: 505-827-9297
- NEW YORK, Website:
  http://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp,
  Phone: 800-262-3257
- NORTH CAROLINA, Website: http://sexoffender.ncdoj.gov/disclaimer.aspx, Phone: 877-627-2826
- NORTH DAKOTA, Website: http://www.sexoffender.nd.gov/, Phone: 701-328-2210
- OHIO, Website: http://www.communitynotification.com/cap_main.php?office=55149, Phone: 866-406-4534
- OKLAHOMA, Website: http://sors.doc.state.ok.us/svor/f?p=106:5:0::NO:, Phone: 405-962-6084
- OREGON, Website: http://sexoffenders.oregon.gov/, Phone: 503-378-3720
- PENNSYLVANIA, Website: http://www.pameganslaw.state.pa.us/, Phone: 866-771-3170,
- PUERTO RICO, Website: http://sor.cjis.pr.gov/, Phone: 787-793-1234 ext. 3218
- RHODE ISLAND, Website: http://www.paroleboard.ri.gov/sexoffender/agree.php, Phone: 401-462-0905

- SOUTH CAROLINA, Website: http://www.communitynotification.com/cap_main.php?office=54575, Phone: 803-896-2601
- SOUTH DAKOTA, Website: http://sor.sd.gov/, Phone: 605-773-3331
- TENNESSEE, Website: http://www.tbi.state.tn.us/sex_ofender_reg/sex_ofender_reg.shtml, Phone: 888-837-4170
- TEXAS, Website: https://records.txdps.state.tx.us/SexOffender/PublicSite/Index.aspx, Phone: 866-220-0679
- UTAH, Website: http://www.communitynotification.com/cap_office_disclaimer.php?office=54438, Phone Number: 801-495-7700
- VERMONT, Website: http://vcic.vermont.gov/sex_offender, Phone: 802-241-5400
- VIRGINIA, Website: http://sex-offender.vsp.virginia.gov/sor/, Phone: 804-674-2825
- WASHINGTON, Website: http://www.icrimewatch.net/washington.php, Phone: 630-486-2380
- WEST VIRGINIA, Website: https://apps.wv.gov/StatePolice/SexOffender/Disclaimer?continueToUrl=http%3A%2F%2Fapps. wv .gov%2FStatePolice%2FSexOffender%2F, Phone: 304-746-2133
- WISCONSIN, Website: http://offender.doc.state.wi.us/public/, Phone: 608-240-5830
- WYOMING, Website: http://wysors.dci.wyo.gov/sor/, Phone: 307-777-7809

16. Retaliation - The VAWA Policy prohibits retaliation against a person who reports sexual harassment, sexual violence or other types of harassment, or someone who assists another person with a VAWA complaint, or a person who participates in any manner in an investigation or resolution of a complain under the VAWA Policy. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

17 Description of school's emergency response and evacuation procedures.

In the event of a major emergency, or an event which poses a threat to students, employees, or others, a "Campus Alert" is prepared, and issued immediately. The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. This Campus Alert may be accomplished by direct contact vocally, e-mail, phone and/or notice on the entrance to the building. Determination of the severity of the incident or event and subsequent action to be taken is made by the Campus President or his/her designee after review and confirmation of the threat and the effected segment or segments of the campus community. The Emergency Response and Evacuation Policy are tested each year. The test may be

announced or unannounced; however, a description of the exercise, the date, and whether it was announced or unannounced will be documented and available upon request from the Director of Compliance.

In the event the institution determines it necessary to evacuate the premises for any reason, students and employees should follow the evacuation routes posted throughout the school in the direction of the nearest exit. In cases that require notification to the greater public, the Campus President or designee will provide the information to the required parties.

18 Description of school's Timely Warning Policy
In the event that a situation arises, either on or off campus, that, in the judgment of the Campus President, his or her designee, constitutes an ongoing or continuing threat, NCC will issue a Timely Warning. The Campus President and/or management team will make this determination on a case by case basis and will consider all facts of the case as well as the nature of the incident. NCC will issue timely warnings for all crimes, without delay, which are considered threats to other students or employees that are reported to a campus security authority and reviewed by the Campus President and/or the management team. An example of when to issue a Timely Warning is if an assault takes place on campus and the perpetrator is not caught, the risk is there and a warning may be issued. If the alleged perpetrator has been apprehended, there is no continuing risk, and no warning will be issued. The warning will be disbursed to the segment or segments of the campus that are affected or could potentially be affected. This will be reviewed at the time the warning is created and disbursed.

The Timely Warnings will contain a brief description of the incident or crime; the date, time, and location of the incident; and precautions to take. However, if the Timely Warning could result in identifying confidential information or student specific details to identify a student, NCC may withhold certain aspects in the warning. NCC will withhold the names of any victims as confidential.

Timely Warnings are issued by the Director of Compliance at the request of the Campus President and/or the management team, via the email system, text messages and/or as appropriate, posted to the NCC website, or at the front doors of the campus. Anyone with information warranting a Timely Warning should report the circumstances to the Campus President, Director of Compliance, their designee or CSA on campus. In cases that require notification to the greater public, the NCC Executive Team or Campus President will provide the information to the required parties.

19 Crime Classification: Burglary vs. Larceny: An incident must meet three conditions to be classified as a Burglary.

- There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
- The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
- The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

20 Definition of On-Campus Student Housing Facility: This institution does not provide on-campus housing. Therefore, the following disclosures and/or procedures do not apply to this institution: Missing Student Notification Procedures, Fire Safety Log, Fire Safety Statistics, and Annual Fire Safety Report.

21 Campus Law Enforcement Policies: All members of the campus community are urged to report criminal incidents, emergencies and suspicious activity. Although most routine calls for assistance should be directed to the Campus President and/or Director of Compliance, the local emergency number is 911. All fire, medical, and police emergencies should be directed to 911.

A criminal offense can be reported to the following members of the NCC Staff:

- Campus President
- Chief Operating Officer
- Campus Security Authority (CSA)
- Director of Admissions
- Program Directors

The Campus President or Campus Security Authority or their designee determines the appropriate response (if necessary), which could include disciplinary action against the offender(s), notification of local law enforcement or other action including a timely warning or emergency warning. Reports are filed for information purposes and may result in a formal investigation of the incident.

NCC does not have a campus police department and school personnel does not have the authority to arrest perpetrators of crimes but can/do report all crimes in progress to the local police and take appropriate actions to ensure the safety and security of the campus. Crimes in progress and any other emergencies on campus should be reported directly by any student, faculty member or employee to the police department by dialing 911 or notifying a CSA. This institution does not maintain any special relationship with State and local police department and does not have an agreement with those agencies (such as written memoranda of understanding) to investigate alleged crimes. NCC does encourage the accurate and prompt reporting of a crime when a victim of a crime elects to, or is unable to, make such a report. Pastoral counselors or professional counselors are not currently utilized by NCC and as such, there is no policy for reporting confidential information to a counselor, however victims of crimes or witnesses of crimes may report crimes on a voluntary and confidential basis directly to the Campus President or Director of Compliance for inclusion in the annual disclosure of the crime statistics.

22. Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privilege use of any institutional equipment, if the

violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.

Students and employees should refer to the following person when reporting or seeking help on criminal incidents. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

Name of institution's Campus Security Authority	Anna Tovmasyan
Title	Campus President
School Name	**National Career College**
Street address	14355 Roscoe Blvd
City, State Zip	Panorama City, CA 91402
Phone No.	818-988-2300